

Balmer Lawrie & Co Ltd. Greases & Lubricants - Silvassa

Tender No. GLS/TE18/0067 Dated 22/11/18 Due On 03/12/18 till 06:00 PM



SINCE 1867

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रालिखित)

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

www.balmerlawrie.com

**Greases & Lubricants - Silvassa,
Survey No.201/1, Sayli,
Silvassa - 396 230 (UT of D&NH)
Tel. No. 9099084731, 32**

NOTICE INVITING TENDER

Tender No. GLS/TE18/067

Dated 22/11/18

Due date of Tender: 03/12/18 Till 6.00 PM

Online Two - Bid offers are invited for Engagement of "Eight (8) Seater AC Vehicle – Model-2011 OR Above/Later" vehicle on monthly hire basis for the purpose of transporting passengers and light weight material and visiting Vapi and other adjoining areas depending on the requirement for a period of One Year from the date of PO/LOI which may be extended on same terms and conditions for further period of six months for our plant at Silvassa. The tender document can be downloaded from www.balmerlawrie.com website or may also be collected from our office [address mentioned below].

Contact details

Balmer Lawrie & Co.Ltd.
Greases & Lubricants - Silvassa,
Survey No.201/1, Sayli,
Silvassa – 396 230.

Contact Persons:

Sr. Manager [SCM] - Mob- 9558818876
Email ID : kadam.s@balmerlawrie.com

PRE-QUALIFICATION CRITERIA

Pre-qualification / Eligibility criteria for Contract

Name and address of the company: -

Sl. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED	Submitted - Yes/ No
1	Should not have been blacklisted by any PSU/Govt Dept/Govt Agencies	Self Declaration will suffice through BL can vouch for its correctness	
2	Should have executed minimum two similar orders in last three years in more than one reputed organisation.	PO to be enclosed	
3	Should have at least 3 cars in its fleet	Documents of the cars should be submitted	
4	Should be in similar business for last 5 years	Trade license dating prior to 5 years should be enclosed in support of the claim.	
5	Bidder should not be employee of Balmer Lawrie of his/her family members.	Self Declaration will suffice through BL can vouch for its correctness	
6	Retired employee cannot participate in the tender within 2 years of his/her retirement.	Self Declaration	

ANNEXURE - I

TERMS & CONDITIONS

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
2. **Purpose of Contract:**
This contract is for engagement of "Eight (8) Seater AC Diesel vehicle – Model - 2011 OR above i.e. make of the year 2011 or later than 2011"
3. The tenderer is expected to quote in accordance with our terms and conditions. Separate/ Additional conditions which may accompany the quotation of the tenderer will not be acceptable.
4. **Contract Duration** – The contract, if any, awarded against this tender will be for a period of One Year from the date of issue of Letter of Intent or Purchase order and can be extended on mutual consent on same terms and conditions for a further period of six months after expiry of initial agreement.
5. **Tender Evaluation**
The tender would be finalized on the basis of the lowest Monthly hire charges for 2250 Kms running part A of table as per Annexure -II.
BL assures 2250 Km as Minimum guaranteed running for any month
If any month the vehicle runs beyond 2250 Km, the extra amount will be paid on proportionate basis over & above of the amount quoted for 2250 Kms.
6. The offers/tenders from unregistered vendors will also be accepted through Website. Balmer Lawrie & Co Ltd. (BL) reserve the right to cancel any or all offers at their sole discretion without assigning any reasons whatsoever.
7. The bidder should have the vehicle commercially registered under their name with a valid Insurance Policy, valid PUC certificate, Fitness Certificate issued by the RTO at the time of submission of their offer.
 - 7.1 The vehicle offered should have safety provisions and it should be properly maintained and seat cover should be neat and clean.
 - 7.2 The passenger vehicle offered for hiring should not be more than 5 years' old at any given point during the contract period and with a maximum run of 70,000 Kms.
 - 7.3 The vehicle should be serviced as per OEM's specification and a Service Book should be available wherein details of services availed should be mentioned.
 - 7.4 Driver engaged by the service provider must hold a valid commercial license for driving passenger vehicle since last 10 years.
 - 7.5 The service provider must provide clean uniform with shoes to the driver.
 - 7.6 The service provider must take insurance policy for the driver.

- 7.7 The service provider has to provide an undertaking that the driver provided by him does not suffer from colour/ night blindness along with the tender.
- 7.8 The service provider must submit Name, address, copy of Driving License and police verification report of the driver engaged. Driver should not be changed without prior approval of the company and the documents as stated above of the new driver should be made available to the company before such deployment.
- 7.9 The service provider must indemnify Balmer Lawrie against any liability arising out of the operation of this contract for which BL is not responsible.
- 7.10 The service provider must provide for fuel, lubricants and consumables including repair, statutory payment etc and he will be responsible for proper upkeep and regular servicing of the hired vehicle.
- 7.11 Service provider must ensure that the log book is signed by the users.
- 7.12 Service provider must be the owner of the vehicle bearing commercial registration: Information as per Format - I should be provided by the bidder.
- 7.13 In case of breakdown of Vehicle under contract, the service provider should arrange for replacement of similar type of vehicle immediately. In case the service provider/ vendor is not able to provide such replacement, BL can hire vehicle for market and the amount paid/ payable on account of such hiring will be recovered from the service provider.
- 7.14 Toll Tax, parking fees is reimbursable on submission of original documents.
- 7.15 Fines, penalty, interest, etc charged for violation of traffic rule will not be paid by BL under any circumstances.

8. The bidders are specifically advised to note that BL normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.

Negotiations may be held if Balmer Lawrie feels it necessary.

9. **Validity of Quotation:** The quotation should be valid for the Company's acceptance for a period of 60 days from the due date (excluding the due date) of the tender.
10. **Sub-Contracting:** The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior consent in writing.

11. SECURITY DEPOSIT:

The Successful bidder will be required to pay Rs 15,000/- (Rupees Fifteen Thousand) within 15 days of issue of the Purchase Order by way of Demand Draft / Pay Order in favour of 'Balmer Lawrie & Co. Ltd ', payable at Silvassa as a Security Deposit

- The Security Deposit will not bear any interest.
- Security Deposit is liable for forfeiture, if
 - Successful bidder fails to provide vehicle and/or driver as per our requirement.
 - Successful bidder violates the tender condition,
 - Security Deposit will be refunded after successful completion of the contract.

12. In case of unsatisfactory performance of the successful tenderer, failure to adhere to prescribed norms or misbehavior with employees of the company etc., the company reserves its right to cancel the contract or to deduct such amount as the company may

deem reasonable due to loss of goodwill, business and goods from the security deposit held with us.

13. **PENALTIES:**

SI No	Details	Penalty in Rs per instance
1	Late arrival beyond 30 minutes 1 st Instance/ 2 nd Instance/ 3 rd Instance	100/200/500
2	Uncleanliness or unhygienic condition of the Vehicle 1 st Instance/ 2 nd Instance/ 3 rd Instance	250/350/500
3	Driver – bad or rude behavior/ irresponsible/ unsafe driving : maximum one instance will be tolerated (and will be reported). However, contractor must replace driver immediately after 1 st instance else contract may be terminated	250
4	In appropriate attire/unclean uniform of Driver 1 st Instance/ 2 nd Instance/ 3 rd Instance (contract may be terminated after 3 rd instance)	100/200/500
5	Break Down of Car – Penalty for every incidence	250
6	Recurrent malfunction of car	1000
7	Improper maintenance of log book 1 st Instance/ 2 nd Instance/ 3 rd Instance	100/200/500

13. Maintenance/servicing etc. of vehicle will be borne by contractor/ service provider.
14. In case of breakdown/maintenance alternate arrangements will have to be made by the successful tenderer (contractor/service provider) by providing another suitable vehicle. In case the tenderer fails to provide another vehicle in time, the company may hire a vehicle from the market. The hire charges of the vehicle would be recovered from monthly bill of the tenderer.
15. The vehicle should be covered under Third Party Insurance and Road Tax should be duly paid.
16. **Monthly Payment will be made only on the basis of actual running verified by the Officer of the company within 15 days from the date of receipt of the monthly bill. Income Tax may be deducted (TDS) at the prevailing rates time to time from the monthly running bill.**
17. The tenderer shall hold the company harmless and indemnified from and against all claims, charge and cost for which the company may be held liable under the Workmen's Compensation Act, 1923. Employees Liability Act, 1930 and amendments thereof and expenses which the company may be made bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions/omissions whether due to negligence or not, of the contractor his agents or his employees in carrying out the job of the tenderer.
18. The tenderer shall hold the company harmless and indemnified from all claims, costs and charges for which the company may be held liable in respect of any loss of injury

exchanged to any third party through servants/employees/agents. The indemnity shall be in addition to, and not in lieu of any indemnity towards the Company may be entitled by law.

19. The tenderer shall pay their workers equivalent to or more than Minimum Wages applicable in the UT of Dadra Nagar Haveli, and shall indemnify the company against any claim arising out of any action taken against the Company on account of tenderer's failure to fulfill the above conditions.


20. ARBITRATION

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavor to settle such dispute amicably.

If not, such dispute or difference shall be referred for adjudication at Silvassa to a sole arbitrator to be appointed by Director [Manufacturing Business] of Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Silvassa, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement.

For **BALMER LAWRIE & CO LTD**
Greases & Lubricants - SILVASSA



AUTHORIZED SIGNATORY

Details of the Bidder

1. Name of the Driver : _____

2. Mobile No / Contact No : _____

3. PAN No. : _____

4. Aadhar Card No : _____

5. Bank Details : _____

6. Details of Vehicle offered :

Model : _____
Colour : _____
Registration No : _____
Year of Vehicle : _____
Insurance Policy No : _____ Validity : _____
PUC No : _____ Validity : _____
Chasis No : _____

Documents to be enclosed

7. Undertaking that there is no court case / dispute with customer pending as on date :

8. Turnover of Previous 3 Years :

Financial Year	Turnover in Rupees
2015 - 2016	Rs. _____
2016 - 2017	Rs. _____
2017 - 2018	Rs. _____

1. Procedure For Bid Submission

The bidder shall submit their response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below.

2. 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>

3. 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.

M/s C1 India Pvt Ltd.

C104, Sector – 2, Noida 201 301. You may also get in touch with their Representative Mr. Ritabrata Chakraborty [e-mailid: ritabrata.chakraborty@c1india.com, Cell No. 0869791041] alternately you may contact Mr. Ujjal Mitra [07702669806], Mr. Rajesh Kumar – 09650465143].

4. 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. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.