



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

SBU:-GREASES & LUBRICANTS  
SURVEY NO. 201/1, SAYLI ; SILVASSA – 396 230  
PHONE Nos. 9099084731/732 Extension 12/60  
E-mail : [kadam.s@balmerlawrie.com](mailto:kadam.s@balmerlawrie.com), [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

### **e-Tender Enquiry**

**Tender No. : GLS/TE19/006**  
**Date : 20/04/19**  
**Due Date : 02/05/19 till 6.00 PM**

### **Sub : Online offers are invited from our registered vendors for Supply of Misc. Material, Fabrication & Erection of Mezzanine Floor at our G&L Silvassa plant.**

Balmer Lawrie & Co. Ltd. , a leading manufacturer of greases and lubricants in India , invites Online offers as per Instructions along with Prequalification Criteria, General terms & Conditions, HSE Chapter and Scope of work & price schedule enclosed in annexure - A, B, C & D respectively.

The rates are to be quoted online only as per format given on our website. Your Un-Price Bid/Technical Bid along with EMD [Earnest Money Deposit]/MSME Proof, complete in all respects should be submitted online as well as copy of the same (Un-Price Bid/Technical offer) along with EMD [Earnest Money Deposit] should reach us in sealed envelope clearly mention the tender reference no. on the envelop on or before the due date at the address given below.

**Balmer Lawrie & Co. Ltd.,**  
**Grease & Lubricant Division,**  
**Survey No. 201/1, Sayali-Rakholi Road**  
**P.O.- Sayli Village,**  
**Silvassa – 396230.**

Price/Rate has to be uploaded online only. Tender/offer of the Vendors who send the price bid along with technical bid or over email or fax would not be considered for evaluation.

Yours faithfully,

for Balmer Lawrie & Co. Ltd.

**Manager (Purchase)**  
**Contact No. 09898896501**

**1.0 Instruction to Tenderers**

- 1.1 Before bidding, tenderers should read the complete Tender Specification properly. 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 Blamer Lawrie & Co. Ltd. (hereinafter referred to as BL), at least four working days before/prior to the date of filling/submission of the Tender.
- 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 In case tenderer wants to communicate/provide any other information, they should enclose a separate sheet enumerating their reservations based on their experience or any other information related to this tender, in the sealed envelope along with EMD, provided their statement is not entirely in contradiction to the terms and conditions of the tender
- 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 to be done, site conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 1.5 The contractor shall cover the insurance of all workmen and other persons employed by the contractor and subcontractor against accident, injury & death till the completion of job.
- 1.6 The safe custody of material is the responsibility of the contractor till job completion.
- 1.7 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 their material will not cause any obstruction for free movement within BL's premises.
- 1.8 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 store, 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.
- 1.9 Proper safety precautions and measures to be taken care of on 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.

**1.10 Care shall be taken to provide and maintain the following safety measures and statutory safety rules and act in force.**

- 1.10.1 Ladders and scaffoldings shall be provided for the work that cannot be done from the ground. Portable single ladders shall not be more than 8 meters. Additional labour should be provided for folding the ladders. Over hung platforms and platforms provided for the ladders and scaffoldings shall be of minimum 300 mm wide and shall be with rising of minimum 1000 mm high.
- 1.10.2 Safety belts and helmets etc., to be provided to the workers working at high elevations/risk areas.
- 1.10.3 Fabrication and welding gangs should be provided with gloves, protection, goggles, welding helmet etc.
- 1.10.4 Hoisting machines and tackles including their attachments, anchorage and supports of adequate capacity should be used for handling heavy equipments and panels.
- 1.10.5 Workmen engaged in electrical work should be provided with gloves, and footwear's of adequate insulation value.
- 1.10.6 Workmen engaged in toxic chemicals, paints etc should be provided with gumboots, gloves, goggles mask and other protective attachment depending upon the depth of expected hazard.
- 1.10.7 All safety requirements depending on the nature of work should be provided to minimize the occurrence of accidents.

**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 offer online. However one set of tender document is to be submitted as stated above before due date of tender. No prices are to be mentioned.
- 2.3 **Acceptance of offer & placement of order:** BL reserves the right to reject/accept all or any offer(s). A tenderer must have to quote for all the items/heads provided in Annexure- D 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 60 days from the date of placement of LOI/PO. The job shall be carried out at our works 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 from the pending invoices @ 0.5% per week subject to a maximum of 5.0% of the basic order value.
- 2.7 **EMD/SD:** -The tenderer will be required to pay a sum of Rs. 10,000.00 as earnest money deposit (EMD) along with the tender by Demand Draft or Pay Order drawn on a scheduled bank in favor of **Balmer Lawrie & Co. Ltd.**, payable at **Silvassa**. The successful bidder will have to pay a sum equivalent to 5% of the order value as Security Deposit. In case of non-successful bidders, it will be refunded after finalization of the order. No interest will be paid against this EMD and/or SD. **Tenders submitted without EMD shall be rejected.** Tenderer(s) belonging to MSME/NSIC have to provide valid document as a proof of their MSME/SSI/NSIC status if they seek exemption from payment of EMD. MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F: No21 (17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. Micro & small scale manufacturing units, registered under MSME/ NSIC, also complying clause of EMD .a in the tender are exempted for submission of EMD amount.
- 2.8 **Price schedule:** The price shall be quoted as per specified format given in online as per Annexure-D. The price should be quoted for all the items as per scope of work given in the same annexure.
- 2.9 **Payment terms:** - 95 % of PO value will be released within 30 days from the date of submission of certified Bill (by BL) along with all required documents, supply-challan etc., as running account payment and balance 5% shall be released after successful completion of the job.
- 2.10 **Guarantee Period:** - 12 (twelve) months from the date of successful completion of the job.
- 2.11 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the date of the offer.

- 2.12 **Working days & hours:** All work required to be carried at BL's site, shall be done only during working days between 9:00 am to 5:00 pm.
- 2.14 **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.
- 2.15 **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.
- 2.16 **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.

**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>Contactoer 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 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>Question</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.	Current Year	Previous Year -1	Previous Year -2	Period Average (Three years average)
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	Position	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

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.

### 4.0 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 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.

## 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.

For Balmer Lawrie &Co.Ltd

**Manager (Purchase)**  
**Contact No. 09898896501**

**Scope of work & price schedule**

- (1) It may kindly be noted that the quantity mentioned in price schedule are notional only, the actual payment shall be done on the basis of at actual, to complete the said item/head.
- (2) This tender job is supply of miscellaneous material, fabrication and erection of steel structure for Mezzanine Floor including toe guard, hand railing and painting of whole structure as per Engineer In-charge instruction.
- 3. The bidders MUST visit the site and understand the nature of the various jobs in detail before quoting price.**

**Bidder's company:.....Offer No.:.....Date:.....**

SL No.	Description of Supply items.	Qty	Units	Unit Rate	Amount
<b>1</b>	<b>Supply items ( on FOR inclusive of Unloading Charges if any )</b>				
1.1	Supply of M.S I-Beam, having length 6 Mtrs (aprox), ISMB-300.	900	Kg.		
1.2	Supply of M.S Channels, having length 6 Mtrs (aprox), ISMC-100.	700	Kg.		
1.3	Supply of MS Angles, having length 6 Mtrs (aprox), 50x50x6 mm.	200	Kg.		
1.4	Supply of MS Checker plate, Diamond/ Flower cut, 3 mm thick, width 1.2m and length 5m aprox. Length.	2000	Kg.		
1.5	Supply of 32NB B class MS ERW pipe.	60	Mtrs.		
1.6	Zinc red oxide primer.	20	Ltrs.		
1.7	Synthetic enamel smoke gray paint.	20	Ltrs.		
1.8	NC Thinner.	20	Ltrs.		
<b>2</b>	<b>Service Item.</b>				
2.1	Fabrication & Erection of structure for mezzanine floor, Hand railing, as per site requirement or as directed by "Site Engineer-in-charge", including tools, tackles labour, consumable, crane etc as you required. BL will provide only above supplied steel material.	4100	Kg.		
2.2	Painting of fabricated items like column, beam, (Apply 2 coats of Red-oxide Primer and 2 coats of Finish paint) including all consumable item. <b>Free issued item only Paint &amp; Thinner.</b>	1	LS.		
a.	<b>Total of Service &amp; Supply Value.</b>				
b.	<b>GST as applicable @.....%</b>				
c.	<b>Total value.</b>				

Contact Person :

Contact Number

## **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](mailto:ritabrata.chakraborty@c1india.com), Cell No. 08697910411 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.