



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[No.32, Sattangadu Village, Manali, Chennai-600068

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CIN - L15492WB1924GOI004835

TENDER NO: BLC/CFS/Modular Workstations/30

Dt. 06.03.20

Tender Document for

Supply and installation of modular workstation

DUE DATE & TIME: [16/03/2020 at 14:00 Hrs]

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Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]
No : BLC/CFS/Modular Workstations/30

NOTICE INVITING TENDER

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced vendors for supply and installation of modular work station at our Container Freight Station, Manali, Chennai 68.

The Single bid tender document may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above during the normal office hours.

Only those vendors who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender.

Tender in a sealed envelope super scribing TENDER NO.BLC/CFS/Modular Workstations/30 Dt.05.03.2020 "Tender for supply and installation of Modular Workstations" shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 14.00 hrs of 16.03.20 with covering envelope addressed to:

THE CHIEF MANAGER
BALMER LAWRIE & CO.LTD
CONTAINER FREIGHT STATION
MANALI, CHENNAI 600 068

S.No	Description	Details
1	Name of Work	Supply and installation of modular workstation
2	Tender No	BLC/CFS/Modular Workstations/30
3	Validity Of Offer	30 days from the date of opening the tender
4	Delivery Period	2 weeks from the date of placement of order
5	Submission of Tender :	
	a. Starts on	06.03.2020
	b. Closes on	16.03.2020 at 14.00 Hrs
6	Opening of Tenders	16.03.2020

1. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for proper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER

Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

1. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced on for verification by Balmer Lawrie.

SCOPE OF WORK

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from vendor’s scope.

The successful tenderer shall have to undertake the following work:

Detailed Scope of work:

Supply and installation of modular workstation. at Container Freight Station Manali Chennai 68 as per technical specifications given below:

General / Technical Specifications (**For Layout drawing refer page no.10**)

- Size – 1500mm x 1500mm Modular Workstation – 5 Nos.
- 1200mm x 600mm Modular Workstation – 1 No.

Panel height of 1500mm and thickness of 52.4mm on the main spine and 25mm on the return side. The spine comprises of blocks comprising of 38mm thick paper honeycomb with 3mm MDF on each sides and 0.6mm decorative laminate or fabric on both sides.

The panel structure made of aluminium extrusion having material AL96063-T6 & have average wall thickness of 1.2 mm & powder coated with epoxy-polyester powder.

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Top tile is split into Fabric tackable tile and split white board. The Fabric tackable tile shall be upholstered metal tiles in 0.6mm thick G.I. grade O as per IS: 277, with P.E. foam in the tile for tackability. White board tiles shall be made of 8.0 mm thick particle board conforming to IS: 12823 FSC certified E1 grade boards to be used to make it eco-friendly for the environment. Laminated with 0.6mm thick white glossy high pressure laminate on outer side & 0.6mm backing laminate on inner surface and will be having all its edges with minimum 0.5 mm thick PVC edging.

The intermediate blocks made from 18mm thick PLB battens which hold 3mm MDF in between. 6mm thick PE foam shall be pasted on 3mm thick MDF and this assembly shall be upholstered with approved shade of fabric on both sides using adhesive.

Bottom tile is metal powder coated metal tiles in 0.8 mm thick M.S. CRCA Grade D as per IS: 513.

Workstation panel of 52 mm thick (the spine panel) shall have provision of cut out for a 4 module on the block above work surface and a 6 module electrical + 2 module data switch on the bottom block (below work surface). The switch cut outs will be located below the fabric tackable split tile in the spine (52mm thick) panel.

Work top shall be made of 25mm thick pre laminated particle board interior grade (As per IS: 12823). Bottom shall have a backing laminate of minimum 0.6mm thickness. All the edges of work surface shall be provided with machine pressed 2 mm thick PVC Edge band glued with hot melt EVA glue. The panel should be in such a way that between the bottom tile and floor there should be a gap of 150mm for easy cleaning and avoid dust accumulation.

System should come along with Freestanding Pedestals (646 mm ht x 390 mm w x 435 mm d). Metal pedestal - 3 draw = 2box + 1 file. Powder coated up to 55 Microns.

Workstations which ensures good Air Quality inside work environment as it emits low VOC certified by International Certification Agencies such as SCS GLOBAL, Conforms to the ANSI/BIFMA Furniture Emissions Standard (M7.1/X7.1-2011 R2016) and ANSI/BIFMA e.3-2014e (Credits 7.6.1) for the open plan and private office workstation parameters, GRIHA and SVAGRIHA ,CII- Green Pro (A proof of same to be furnished) to ensure product longevity and recyclability. **Please refer the layout drawings (Page no 10.) for further information.**

GENERAL TERMS AND CONDITIONS

1. Experience

- a) One year experience in supply of furniture ending 31st Dec 19 (Please attach proof of purchase orders)
- b) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

2. Submission Of Bids

The Single Bid tender documents may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above During the normal office hours. The rates are to be filled only as per given format.

3. Tender Opening

Bid will be opened as per due date mentioned in the Tender.

3. Acceptance of offers

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- 3.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 3.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 3.3 Balmer Lawrie would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 3.4 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 3.5 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

4. Negotiations

- 4.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 4.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

5. Price Variation

- 5.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.
- 5.2 The quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

6. Notification of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of intent on the successful bidder(s).

7. Delivery & Installation Period

The material shall be supplied and installation should be completed within 2 weeks from the date of placement of order.

8. Payment Terms

100% payment on receipt of material along with submission of certified bills immediately.

9. Purchase preference policy for MSE Vendors

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If it is seen that a Micro and Small Enterprises (MSE) has participated and the price quoted by them is within a price band of +15% of the L1 price (which is from a supplier who is not MSME), then such MSE vendor shall be allowed to supply a pre-determined portion of the tendered quantity subject to their matching the L1 price. In case, more than one number of MSE vendors are within the +15% range, all of them shall be given the option of matching the L1 price. In such a situation, the pre-determined quantity shall be equally divided amongst all such MSME vendors who have matched the L1 price. In case the total tender value is not split able, 100% of the value will be given MSE (within 15% band with non MSE vendor) vendor subject to matching with L1 price of non MSE vendor.

10. Compliance of GST

The vendor should compulsorily follow all the provisions of GST and in the event any default for fulfilling any provisions of the GST Act, Balmer Lawrie & Co. Ltd. would exercise the right for non-payment/withholding payment, / black listing the vendor.

11. Contact Person

For any clarification / Queries you may please contact R. Raghupathi, Chief Manager(CFS) or Gaurab Dutta, Asst. Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone 044-25940643.

12. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, BALMER Lawrie & Co. Ltd. and the provisions of Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No :BLC/CFS/Modular Workstation/30 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MSMED Act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED Bidder must state whether they belong to SC/ST category	

Price Bid

Sub: Tender for Supply and installation of modular workstation

Sl No	Description of work	Qty	Unit rate	Total amount
1	Modular Workstation as per specification given under scope of work page No. 4 and 5 and as per given layout (Pl refer last page) (1500mm x 1500mm)	5 Nos.		
	Modular Workstation as per specification given under scope of work page No. 4 and 5 and as per given layout (Pl refer last page) (1200mm X 600mm)	1 No.		
	3 drawer metal pedestal (as per specification given under scope of work page No. 5)	6 Nos.		
	CGST @			
	SGST @			
	Total Amount			

Date:

Signature of Tenderer with Seal

Place:

Name & Address

Telephone No

LAYOUT

