



बाल्मर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU – Greases & Lubricants, P-43, Hide Road Extension, Kolkata – 700088

Phone: [033] 2450-0148; Fax: [033] 2449-8493

Tender No: GLK/TE20/013

Dated – 29.05.2020

DUE DATE & TIME – 11.06.2020, 17.00PM

TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES AT OUR GREASES & LUBRICANTS DIVISION OF BALMER LAWRIE & CO. LTD. P-43 HIDE ROAD EXTENSION, KOLKATA- 700088

Sub: Tender document for providing security services at our Greases & Lubricants Division of Balmer Lawrie & Co. Ltd. P-43 Hide Road Extension, Kolkata- 700088

Online bids are invited from resourceful competent bidders for providing security services (Unarmed Security Guards) for our factory of G&L, Kolkata. The Tender Document along with terms and conditions are available from our web site www.balmerlawrie.com till the due date or can be collected from our above addressed office. The intending contractors should inspect the factory before participating in the tender.

Interested parties are advised to quote their rates online following compliance of all Terms & Conditions, specification as per Schedule of Rates (Tender Form-II) as stipulated in this NIT .

The offer against Tender, complete in all respect should be uploaded latest by the due date.

NB: Submission of credentials and Tender bids other than web site will not be accepted.

Note:

- 1 . Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.**
- 2. BL reserves the right to cancel the tender / offers without assigning any reason whatsoever.**

Ratikanta Panda
Deputy Manager [HR]

CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on e-Procurement 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 at <https://balmerlawrie.eproc/.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement 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 shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India 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 e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement 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-201301
Contact person:

<u>SN</u>	<u>Name</u>	<u>Email ID</u>	<u>Mobile No.</u>
1.	Mr. Tirtha Das (Kolkata)	- tirtha.das@c1india.com	- 9163254290
2.	Mr. Tuhin Ghosh (Kolkata)	- tuhin.ghosh@c1india.com	- 8981165071
3.	Mr. Partha Ghosh (Kolkata)	- partha.ghosh@c1india.com	- 8811093299
4.	Mr. Ritabrata Chakraborty (Kolkata)	- ritabrata.chakraborty@c1india.com	- 8697910411

Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

Corrigendum to tender:

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

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

1. Prequalification Criteria

The photocopies of following documents attested by concerned persons should be attached with the tender bid which may be verified with original:

- a. Copy of Certificate of registration/incorporation should be submitted
- b. Copy of Income Tax PAN should be submitted.
- c. Copy of valid Trade License should be submitted.
- d. Copy of GST, PF & ESI certificate should be submitted.
- e. The bidder should have experience of at least three years in providing similar services in Industrial Establishments.
- f. Copies of valid license for engage in business of private security agency.
- g. Turnover for last three years (Minimum Rs. 1 crore for each year.)

2. VERIFICATION OF DOCUMENTS

- a) Tenderers or their authorized representative may be required to come to our office POSITIVELY as intimated along with all original documents, photo copies of which have been submitted with the tender towards their qualification.
- b) Failure on part of the tenderer to report on specified date and time for paper 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 false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f) Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.
- g) Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- h) Vendor conforming to the tender conditions and quoting the lowest rates in totality may be selected.

3. FILLING OF TENDER DOCUMENTS

- a) The tenderers are requested to carefully study all the tender documents and Tender conditions before quoting their rates.
- b) The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- c) Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- d) The sole proprietor or authorized representative shall sign all documents as required. When the person signing the documents is not the sole proprietor / authorized representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

4. SITE VISIT:

Parties are advised to check the job area physically before quoting the rates.

5. SCOPE OF WORK & RESPONSIBILITY

The company is desirous to engage a security Agency for guarding company's manufacturing unit and office both at G&L Division, Kolkata. Such security personnel should be unarmed security guards. Company requirement with regard to number of personnel to be deployed may vary from time to time and Security contractor should be prepared to meet the requirements. The agency will have to place their personnel for duty within 24 hours of receipt of such requisition /intimation.

Security agency must have experience in the following security activities;

- I. Guarding of the plant and Office premises by deploying security personnel round the clock in a year as per the terms of the NIT/Tender document.
- II. To patrol and protect the entire plant, Warehouses, storage areas, Office & other buildings, all properties and materials, all fencings / boundary walls and such other facilities as determined by the Officer-in-charge of the company.
- III. Checking/controlling/searching/frisking of employees/ visitors/vendors/staff engaged by various contractors as per policy of the Company during entry/exit of the premises, plant/ office building as and when required/as per instruction of the Officer-in-Charge/his authorized representative.

- IV. Vehicle Search manually should be done.
- V. Checking of identity cards/Gate passes of employees/outside visitors moving in and out of the company's premises and to maintain records thereof. And operating the Visitors Management System (VMS).
- VI. Traffic Management in and around yard premises, vehicle parking and their control & to maintain records thereof.
- VII. Material Movement –Checking of documents like Challan / Gate Pass of Incoming & Outgoing materials /vehicles on authorized gate pass or letters and keeping records of the same.
- VIII. Attending telephone at gate after Office Hours/Sundays /Holidays and passing important messages on to the concerned staff on the very next day.
- IX. Operate and Monitoring of CCTV & Over all control of the Security System including operating the Visitors' Management System (VMS) and issue of printed I-Cards to visitors/contract labour etc.
- X. The Agency shall deploy trained Security personnel during each shift, who in addition to their regular duties should be able to handle and operate all fire extinguishing equipment's and firefighting arrangements to combat fire hazards.
- XI. The Security Agency shall adhere to the rules framed by the Company from time to time.
- XII. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to BL .Under no circumstances any security personnel will be allowed on duty beyond one shift. In case if the personnel is made to do duties for more than one shift, BL will not make any additional payment.
- XIII. The Security Agency shall be responsible for dealing with the grievances of its employees to ensure their speedy redressal. All union related matters connected with its employees shall be wholly and exclusively be dealt the contracting agency themselves. It shall be the responsibility of the Security Agency to ensure that such issues do not affect the performance of its employees nor shall in any way be an impediment in effective discharge of duties by the security personnel in the yard.
- XIV. The Contractor will take care of all the Local and Statutory issues and will be solely responsible to solve and tackle all local related issues.

The above list is only illustrative. The Officer-in-Charge shall in consultation with the Agency can reduce or expand the scope of the duties & responsibilities without any additional liability on the part of BL.

- 6. Only Registered vendors can participate in this tender. Any other unregistered vendors willing to participate for the item may registered themselves for participation in future tenders.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. DUTY HOURS:

As required. Currently requirements are for around 24 man-hours in a day and 7 days in a week un-armed guard services- round the clock basis, incl. night shifts.

Requirements	10 no. of unarmed Security Guards
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The above figures are purely indicative and may vary depending on actual requirements. However, Company

does not give any guarantee for any specific number of security personnel to be deployed.

2. PERIOD OF CONTRACT:

The period of contract should be for two years from the date of Work Order/LOI. The contract may be extended for another one year at same rate, terms and conditions with mutual consent in writing.

3. COMPLIANCE OF GOVERNMENT OF INDIA DIRECTIVES:

- i. **Labour Identification Number (i.e. LIN) Registration (Mandatory)**
The Unified Shram Suvidha Portal, developed by Government of India, facilitates reporting of Inspections & submission of Returns and has also been envisaged as a single point of contact between employer, employee/ contract worker and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement Agencies, the Contractor, as an inspectable unit, is required to register and obtain Labor Identification Number (i.e. LIN) from Shram Suvidha Portal and submit the same in **Balmer Lawrie & Co. Ltd. [BL]**.
- ii. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
- iii. Pradhan Mantri Suraksha Bima Yojana (PMSBY)

4. STATUTORY COMPLIANCES:

- i. The contractor shall obtain necessary **insurance policy covering all risks** such as accidents, injuries, death likely to be caused to **workers or to third person** including loss to the properties of BL or to some other agency and submit to Officer-In-Charge the insurance copy as and when asked by Officer-In-Charge.
- ii. The contractor shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor shall get examine his employees/Workers through a registered medical practitioner before deployment and thereafter arrange periodic medical checkup of his employees deployed under this contract. He should submit a copy of **doctor's fitness certificate** to the company for record purpose in respect of his employees **once in a year**.
- iii. No worker of contractor (including contractor) be allowed to **consume alcoholic drinks or any narcotics** within the plant premises. If found under the influence of above, the contractor shall have to change/replace him failing which BL may terminate the contract.
- iv. The contractor shall **indemnify** BL against all claims, demands, actions, cost and charges etc brought by any Court, Competent Authority/ Statutory Authorities against any act or acts of the contractor or his workers.
- v. The Contractor shall be required to maintain all the **relevant registers/documents** and also be responsible for required contributions in respect of his employees/firm, as is applicable under **different Labour Acts/legislations**.
- vi. The contractor shall ensure payment of bonus to its employees under the Payment of Bonus Act, 1965, which shall in no case will be less than the minimum Bonus prescribed under the Act from time to time.
- vii. The contractor shall require obtaining Labour License from concerned Certifying Officer to start with the work, if applicable.
- viii. i) The Contractor should produce necessary EPF Code before commencement of work.
ii) The Contractor should produce necessary ESIC Code before commencement of work must

be followed for compliance of ESI Act, if contractor fails to submit the ESIC code then BL will have right to take suitable action including termination of contract.

- ix. The contractor shall require depositing with PF authorities the PF deductions of its workers well in time & submit a copy of challans/electronic challan to BL/Officer-In-Charge on monthly/Quarterly basis failing which BL will deduct from his bills the amount equivalent to PF deductions with penalty under the Act. Provident fund contribution including Employee Deposit Linked Insurance & Administrative Charges.
- x. The contractor shall obtain registration under Inter State Migration Labour Act if he deploys and engages labours from outside the State.
- xi. The contractor shall strictly comply with the various provision of Payment of Wages Act, 1936, Workmen Compensation Act, 1923, Minimum Wages Act 1948, Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Employees State Insurance (ESI) Act, 1948, The Inter State Migrant Workmen (Regulation of Employment & conditions of Service) Act, 1979, etc., Payment of Bonus Act 1965, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Factories Act 1948, Industrial Dispute Act, 1947, etc. and various other Labour legislatures including West Bengal State Acts & Rules, as in existence (at present in India) and as amended & enforced from time to time.
- xii. The contractor shall provide safety shoes (**ISI & Directorate General Of Mines Safety -DGMS Approved**) to its employees deployed by him at his own cost.
- xiii. The contractor shall ensure that he does not deploy any of his people below **18 years of age** for carrying out the contractual obligations.
- xiv. In case BL incurs any liability towards payment of any dues, compensation cost of any other liability of any kind whatsoever, due to non-fulfilment of statutory provisions under any industrial/Labour Laws by the bidder, the same shall be made good by the bidder and BL shall have full right to recover and claim the same from the bidder, from his outstanding bills or otherwise.
- xv. The bidder shall furnish all the requisite information from time to time to the concerning authority and to BL, which may be required in connection with the bidder's fulfilment of Legal/Statutory requirement under any Act and Rules in force.
- xvi. The bidder is liable to submit to BL a copy of inspection report received from Statutory Authorities and comply with the given remarks and Compliance Report Should be sent in specified time with a copy to BL.
- xvii. In the event where **BL being the Principal Employer is liable to pay any dues arising out of noncompliance of Statutory obligations, then the same will be recovered from the Bidders together with penalty as mentioned above and BL** will have right to take suitable action including termination of contract.
- xviii. The contractor should issue **photo identity card** to all his employees deployed for the said contract as per the prescribed format/card.
- xix. The contractor shall provide uniforms to its employees deployed by him at his own cost with the firms name/logo inscribed on the uniform for summer as well as winter.
- xx. The contractor shall adhere to safety norms/practice and avoid hazardous and unsafe working conditions and shall comply with safety rules in force from time to time at BL. BL will not be held responsible for any loss or injury caused for noncompliance of safety rules by contractor or his employees.
- xxi. The Bidder shall be solely responsible for payment of wages and other dues to the personnel deployed by him latest by **7th of the** subsequent month.
- xxii. The Bidder shall **indemnify** the Company against all losses or damages, if any, caused to it on account of acts of the personnel deployed by him.
- xxiii. **Sub-letting of work is not permissible:**
No contractor shall sub-let or assign any work in part or whole to any firm, individual, partnership firm, Pvt. Ltd. Company, Proprietorship firm etc.

05 Conduct & Discipline:

- a. If the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, Balmer Lawrie & Co Ltd will be at liberty to deduct the requisite amount on pro-rata basis from the bill of the agency besides imposition of penalty for non-observance of the terms of contract. The Agency should make good to any loss of property incurred by such acts of misconduct as per prevailing norms.
- b. During the course of duty if any guard is found sick or develop, he shall be immediately withdrawn from duty.
- c. If Balmer Lawrie & Co Ltd considers that the replacement of a particular security guard personnel deployed by the security agency is necessary for reasons to be recorded in writing by Balmer Lawrie & Co Ltd, this will be done by the Security Agency within 24 hours of receipt of written request from Balmer Lawrie & Co Ltd and Balmer Lawrie shall not be responsible or handle any grievance/dispute arising thereof.

06. Antecedents etc. of Security personnel:

- a. The agency will get their antecedents, character and conduct of individual security personnel to be deployed in Balmer Lawrie & Co Ltd verified by respective local police before deployment and shall produce the same to Balmer Lawrie & Co Ltd. In case of change of any worker, payment of wages for that worker will be released only after submission of police verification. The character / antecedents verification of Security Guards to be deployed by the Agency will be got carried out by the Security Agency at their cost to the satisfaction of Balmer Lawrie & Co Ltd.
- b. It is a pre-condition that while employing Security Personnel, the Agency shall take adequate care that no such person having criminal background is employed as Security Personnel. Persons dismissed from defense service and/or involved in or having previous record of anti-social activities should not be deployed in the Company's establishment. In case any adverse report is found against any security personnel deployed by the Agency, such personnel would immediately be removed.
- c. The agency shall ensure that the personnel deployed by it are disciplined and do not indulge in any activity prejudicial to the interest of Balmer Lawrie & Co Ltd. The security personnel shall abide by the provisions of law.

07. Employer – Employee relationship:

There will be no Employer and Employee relationship between Balmer Lawrie & Co. Ltd. and the guards/personnel so engaged by the Agency under the contract and no claim for any employment will be entertained or tenable. It shall be sole responsibility of the Agency to regulate any terms of employment with the engaged persons without any liability whatsoever to Balmer Lawrie & Co Ltd. The Security Guard personnel provided by the security contractor shall have no lien of claim in any manner on BL after their services are no more required by Balmer Lawrie & Co Ltd. or during their deployment. The Security personnel of the Agency shall not take part in any activity of Balmer Lawrie & Co Ltd Employees' Union/Association or any association/union of the Visitors/Vendors.

08. **EXTERNAL ENVIRONMENT:**
Needless to mention the tenderer has to be necessary acquainted with the local environment and conditions. It must be understood and agreed that such factors have properly been investigated and considered while submitting the proposals. No claim for financial adjustment to the contract awarded under these specifications and documents will be entertained by Balmer Lawrie. Neither any change in the schedule of the contract nor any financial adjustments arising thereof shall be permitted by Balmer Lawrie, which are based on the lack of such clear information or its effect on the cost of the works to the bidder.
09. The Contractor and security personnel provided would be responsible to immediately communicate any reportable incident/ validated suspicion including safety hazards or infringements within or around the Company premises that may compromise safety/ security/ interests of the Company. A log-book would be maintained for purpose.
10. In case any theft / pilferage occur during the duty hours, details enquiry will be conducted by company. If it is proved that the theft / pilferage has taken place due to negligence of the guard compensation towards value of goods lost will be recovered from contractor and that guard should be Withdrawn from duty.
11. **TERMINATION OF CONTRACT:**
The contract may be terminated by either party by giving at least two months' notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.
12. **EMD:**
All bidders must submit an interest free EMD of INR 15,000/- (Rupees fifteen thousand only) by Pay Order / DD drawn on any schedule bank in India in favour of "BALMER LAWRIE & CO. LTD." and payable at Kolkata (Calcutta) or through online bank transfer in NEFT/ RTGS/IMPS mode., India. EMD of unsuccessful bidder(s) will be returned after finalization of the tender.
13. **SECURITY DEPOSIT:**
Rs.1,50,000/- [Rupees One lakh fifty thousand only] in the form of Bank Guarantee which would be valid for 12 months from the date of Work Order with a claim period for 6 months. EMD will be refunded on receipt of Security Deposit/Bank Guarantee without any interest.
14. **RATE:**
The rates should be quoted as per Price Bid format (Tender Form –II) only which shall be including all Taxes & duties, transportation (if any). However, GST will be extra at the prevailing rate.
15. **PAYMENT:**
Payment will be made within 15 [Fifteen days] from the date of submission of monthly bills after conducting the required services for preceding month.
16. **VALIDITY OF OFFER:**
Offer should be valid for 60 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

17. PROVISIONS FOR MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) :

- a) Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. The MSME registration to specify manufacturing / service of the tender item(s).
- b) Registered MSME vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs.

18. FORCE MAJEURE CONDITIONS:

Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance and deliveries under the contract shall be resumed as soon as practicable.

19. 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 C&MD, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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.

20. TENDER CANCELLATION

The tender may be cancelled due to any unforeseen/unavoidable circumstances or due to any other reason at any stage of the tender processing as per the sole discretion of Balmer Lawrie and Balmer Lawrie is not liable to provide any reason to the applicants for the same.

21. PROVISION OF GST

The vendor should compulsorily follow all the provision 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 of non-payment / withholding payment / black listing the vendor.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. GLK/TE18/423, dated-.....and hereby confirm our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

Telephone Nos. Office: Fax Nos. :

TENDER FORM – I**PARTICULARS OF THE ORGANISATION**

01	NAME OF THE TENDERER			
02	ADDRESS			
	Telephone No:	Fax No:	Mobile No.	E-mail ID:
03	Names of at least two Key persons of your organization:			
	1. Name with Designation & Mobile No.			
	2. Name with Designation & Mobile No.			
04	Latest IT/ST Return enclosed		Yes	No
	Trade License No. [Mandatory]			
	GST No. [Mandatory]			
	P.F. Code No [Mandatory]			
	E.S.I Registration No. [Mandatory]			
05	If you have similar business experience for continuous period of 2 years in a reputed /established Organization. Enclose an Order copy of the contract.		Yes	No
06	If your answer is Yes for (05), then do you have consent to our contacting the organization for reference		If yes, Name: Location/address: Person responsible: Tel. No.:	

Place:

Signature:

Date:

Name:

Seal:

Designation:

TENDER FORM– II**SCHEDULE OF RATES****PRICE BID SHOULD BE SUBMITTED THROUGH ONLINE ONLY**

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period except due to change in minimum wages or other statutory rates. Statutory charges on account of Service Tax as applicable.

SN	Components to be quoted/ Month	Amount (Rs.)
	Earnings:	
A	Basic (Current Minimum wage for security or Higher)	
B	Others (If any)	
C	Washing Allowance @ Rs.250/- per month	250
D	Total Earnings:	
	Employer's Contribution:	
E	PF 13% on Basic only	
F	ESI 3.25% on Gross Wages	
G	LWF [Rs.30 per year subject to notification issued by Govt. of WB time to time	2.5
H	Bonus [8.33% of the Basic max ceiling upto Rs.7000/-]	
I	Gratuity [4.81% of the Basic per Month]	
J	Leave Encashment [4.80% of Basic]	
K	Total Towards Contribution (E+F+G+H+I+J)	
L	Total Remuneration [D+K]	
M	Service Charge	
N	Amt. for one (01) Guard for one month [L+M] rounded up to next higher rupees)	
O	Amt. for ten (10) Guards for one month (Nx10)	
P	Amt. for ten (10) Guards for two years (Ox24)	
	Notes:	
	If Basic+DA is below Rs.7000/- then bonus will be calculated on the actual amount If Basic+DA is above Rs.7000/- then the bonus will be calculated on Rs.7000/- Gratuity will be paid once in a year and the paid statement submitted to the employer	

Rates to be quoted above shall be inclusive of all taxes & duties, transportations etc. excluding GST, which shall be paid by BL extra at the prevailing rate.

Place:**Date:****Designation:****Signature;****Name:****Seal:**

Balmer Lawrie & Co. Ltd. reserves the right to accept / reject any / all quotations without assigning any reason thereof.

For BALMER LAWRIE & CO. LTD.,

(Ratikanta Panda)

Deputy Manager (HR)

