



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 - 700 088
Phone : [033] 2450-0148 : Fax : [033] 2439-2277

Tender Enquiry No. : GLK/TE20/014
Date of Issue : 04.06.2020
Closing Date and Time : 16.06.2020 up to 18:00 Hours IST.

TENDER ENQUIRY FOR ANNUAL MAINTENANCE CONTRACT AND ANNUAL RATE CONTRACT OF AIR CONDITIONERS INSTALLED AT SBU-GREASES AND LUBRICANTS DIVISION, KOLKATA INCLUDING APPLICATIONS RESEARCH LABORATORY, KOLKATA - 700 088.

The tendered items is/are not available in GeM. Balmer Lawrie & Co. Ltd. have no objection in providing detailed information for making available the said items on GEM

01. **Scope and description of Works**

01. Annual Maintenance Contract and Annual Rate Contract for both Window and Split Type AC machines installed at our office premises. The details of Air-Conditions [AC] are mentioned in the attached Annexure.
02. The agency shall be responsible for maintenance of all AC machines installed at our premises, as per details mentioned in the Attachment.
03. One Technician may be available at our above premises from July 2020 to August 2020 and April 2021 to August 2021 on every working day from 08.30am to 05.00pm, to rectify the break down, if occurred. Lunch will be provided to him by Balmer Lawrie,
04. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault has to be rectified immediately on priority basis within 24 hours so as to ensure that Air Conditioners are functioning satisfactorily.
05. No any price escalation will be allowed during the contract.
06. The parts and other consumable shall be charges as per quoted rate, the quoted rate should not be less high rate than the MRP and prior requisition from the representatives of Balmer Lawrie.
07. **Tools and Equipments** - The agency shall arrange at its own expenses all necessary tools, equipments and required parts which are essential for proper execution of work.
08. **Tenure of Contract** - The tenure of contract shall ordinarily be for two years. However, the Competent Authority in Balmer Lawrie & Co. Ltd. [BL], may at its discretion, allow extension of the tenure for another one year at the same rate, terms & conditions, subject to satisfactory services of the firm.

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09. BL reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory, and without assigning any reason what-so-ever.
10. **Satisfactory Services** - The decisions of BL or any other Executive / Officer authorized by the BL, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.
11. **Prohibition of Sub-Contract** - The firm / agency shall not appoint any sub-contract for this work under any circumstances.
12. The payment towards AMC shall be released on quarterly basis through RTGS/cheque on completion of satisfactory service.
13. **GST**—Since it is a Job Contract/Order, GST shall be deducted as per Govt. directives.
14. **Resolution of Dispute** - In case of disputes, the decisions of BL shall be final.
15. **Penalty Clauses - Deficiency in quality** - In case of failure on the part of agency to remove the defect within a period of 24 hours, BL shall have the discretion to get it rectified from other sources at contractor's risk and cost.
16. The BL reserves the right to accept or reject any or all the quotations without assigning any reason what-so-ever.
17. **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 sole discretion of BL and BL is not liable to provide any reason to the Applicants for the same.
18. **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.

19. **Provisions for Micro, Small Enterprises (MSE):**

- a) Qualification Criterion: MSE vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F: No 21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSE vendor under this tender. The MSE registration to specify manufacturing / service of the tender item(s).
 - b) Registered MSE 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 MSE vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSEs.
20. **EMD:**
All bidders must submit an interest free EMD of INR 10,000/- (Rupees ten 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).

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21. **Submission of Bid** - The tender must be submitted on-line in the prescribed pro-forma in Annexure-1 (for Annual Maintenance Contract) and Annexure-II (for Rate Contract).

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

22. **Qualification of Bidders**

- [1] The agency desirous of participating to this tender should have its Registered / Branch Office in Kolkata.
- [2] The firm must have a valid PAN Number and GST Registration No.
- [3] The firm must have at least two years experience of providing similar service to Central Government / State Government / PSUs / Private Organizations of repute. The firm must submit documents in support of their experience.

For BALMER LAWRIE & CO. LTD.,

Ratikanta Panda
Deputy Manager (HR)

Annexure-I

BALMER LAWRIE & CO. LTD.
P-43, Hide Road Extension, Kolkata – 700 088
TENDER FORM – I
SCHEDULE OF RATES

Rate to be quoted for Annual Maintenance Contract

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period.

SN	Items	Qty.	Rate/per month	Amount for two years
1	Split (1.5 Ton)	27		
2	Split (2.0 Ton)	06		
3	Window (1.5 Ton)	39		
		72		
Basic Rate				
GST				
Total				

Place:

Signature:

Date:

Name :

Designation:

Company Seal :

Annexure-II

BALMER LAWRIE & CO. LTD.
P-43, Hide Road Extension, Kolkata – 700 088
TENDER FORM – II
SCHEDULE OF RATES FOR RATE CONTRACT

SN	Items	A Qty.	B Rate	AxB Total Amount
1	Fitting/Dismantling charges	24 nos.		
2	Copper piping charges with insulation & cable	400 ft.		
3	Drainage piping charges with insulation	400 ft.		
4	Full gas refiling charges	30 Unit		
5	Top-up gas refiling charges	70 nos.		
6	Bracket for outdoor unit	10 sets		
7	Compressor	16 nos.		
8	P.C.B	12 nos.		
9	Thermostat	30 nos.		
10	Selector switches	20 nos.		
11	Transformer	20 nos.		
12	Relay	40 nos.		
13	Capacitors	80 nos.		
14	Air Filters	24 sets		
15	Outdoor condenser coil (copper)	10 nos.		
16	Valves (suction / discharge)	20 pcs.		
17	Remote	20 nos.		
18	Swing Motor	20 nos.		
19	Indoor Fan Motor	20 nos.		
20	Indoor Blower	20 nos.		

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Annexure-II

BALMER LAWRIE & CO. LTD.
P-43, Hide Road Extension, Kolkata – 700 088
TENDER FORM – II
SCHEDULE OF RATES FOR RATE CONTRACT

SN	Items	A Qty.	B Rate	AxB Total Amount
21	Outdoor Fan	20 nos.		
22	Outdoor Motor	20 nos.		
23	Leak testing repairing blazing & pressure holding	20 nos.		
	Basic Rate			
	GST			
	Total			

Grand Total (Total amt. of Tender Form-I + Tender Form-II), Excl. GST	
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Purchase/work order will be placed on a single **qualified vendor (Tender Form-I + Tender Form-II)**, whose total price of the above entire items **stands lowest**.

Place:

Signature:

Date:

Name:

Designation:

Seal:

For **BALMER LAWRIE & CO. LTD.**,

Ratikanta Panda
Deputy Manager (Human Resources)

Encl : As above

