



**Industrial Packaging - Vadodara,
Plot no-727, GIDC, Savli Industrial Estate
Manjusar, Vadodara – 391775 (Gujarat)
Tel. No. 0266 – 7269007**

NOTICE INVITING TENDER

Tender No. 1190LE0004 dated 19.11.2020

**Due date of Tender: 30.11.2020 at 15:00hrs.
Opening of Price Bid: 30.11.2020 at 17:00 hrs.**

Sealed Single Bid offers are invited for “**Hiring of 10/12 MT CAPACITY HYDRAULIC CRANE**” on monthly hire basis for a period of From **December 2020 to November 2021**. However, the contract period may be extended by further one-year period with the same terms and conditions at the discretion at plot no 727, GIDC Savli, Manjusar, Vadodara-391775, Gujarat.

The tender document can be downloaded from www.balmerlawrie.com website

Contact details

Balmer Lawrie & Co. Ltd.
Industrial Packaging - Vadodara,
Plot no-727, GIDC, Savli Industrial Estate
Manjusar, Vadodara, Gujarat-391775

Contact Persons:

Shri. S.C. Tiwari - Mob- 9601649295 email ID: tiwari.sc@balmerlawrie.com

Shri. Deepak Kumar - Mob-9958504519, email ID: kumar.deepak@balmerlawrie.com.

1. Introduction

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases and Specialty Lubricants, Corporate Travel and Logistic Services. It also has significant presence in most other business. It operates, viz, Performance Chemical, Logistic Infrastructures etc. In Industrial Packaging, we are the leading manufacturer of MS Drums, holding the largest market share in India. The Company has a distributed manufacturing base with factories in Chennai, Chittoor, Silvassa, Asaoti, Kolkata, Vadodara and Talaja. Our Plants are ISO Certified and conform to Safety, Health and environment norms.

A. Instructions for bidders

1. Sealed Single Bid offers are invited from contractors who meet our tender requirements the tender document consists of **Price Bid.** **Please Refer to Annexure – I for detailed Scope of Work.**
2. The tender document can be downloaded from www.balmerlawrie.com website. The tender document consists of Price Bid.
3. Important points to be noted

4.1 Due date for submission of bids	30.11.2020 at 15:00 hrs.
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4.2 Price Bid Opening: hrs.	30.11.2020 at 15:30
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All Bids are to be completed and submitted online in accordance with tender requirements within the duration as mentioned.

The term "**BL**" wherever mentioned in the tender document refers to "**Balmer Lawrie & Co. Ltd.**"

BL would be the Purchaser/Owner for the tendered item.

The successful bidder will be the Supplier.

This document is the Tender

The Acceptance of the Order by the successful bidder will form the contract.

4. Bid Security / Earnest Money Deposit (EMD) – As per Clause no. 1 & 2 of the Special Terms & Conditions of this Tender document

The Price Bid along with EMD of Rs.3000.00 by way of DD/Pay Order/Bank Transfer Details & the Price Bid shall be put in separate envelopes & sealed and super scribed clearly as "Price Bid for "Hiring of 10/12 MT CAPACITY HYDRAULIC CRANE" and should be deposited in the Tender Box at the following address –

"Balmer Lawrie & Co. Ltd. – SBU - Industrial Packaging [Basement], 5, J.N. Heredia Marg, Ballard Estate, Mumbai-400 001"

Micro and Small Enterprises (MSE's) with valid "Udyog Aadhar Memorandum" (UAM) number are exempted from payment of Earnest Money Deposit and are eligible for any other benefit applicable to MSE's mentioned in this tender document.

Above benefit/s shall be extended only to MSE's whose UAM no. is registered with Central Public Procurement Portal (CPPP) and such MSE are required to submit a declaration for the same as per **Annexure – IX**.

Failure to submit aforementioned declaration by the bidder claiming above benefits will be treated as a non-MSE's bidder and such bid shall be processed accordingly.

Responses from both registered as well as unregistered vendors will be accepted.

5. 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/ BL's website The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

6. Format of Document: -

Tender Documents consist of:

- A. Instruction for bidders
- B. Special Terms & Conditions
- C. General Terms & Conditions
- D. Annexure I – Scope of service
- E. Annexure II – GST Compliance
- F. Annexure III - Details of Vendors
- G. Annexure IV – Additional details of Vendor
- H. Annexure V – Price Bid
- I. Annexure VI – Address of Balmer Lawrie location
- J. Annexure VII - Bank Details for SWIFT/RTGS Transfers
- K. Annexure VIII- Code of Conduct for Balmer Lawrie & Co. Suppliers
- L. Annexure IX – Declaration

The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

7. Late Bids

No bidding is admissible in the after the bid closing date and time.

8. Bid Validity

The offer shall remain valid for a period of **three months** from the date of opening of the Price Bid.

9. Clarifications

Clarifications that the Bidder needs to have on the tender specification can be sought from BL in writing within one week from the date of issue of this enquiry.

All clarifications shall be by e-mail (*Only email queries shall be replied*)

10. Bid Rejection Criteria

A bid may be rejected if

- i. If the bidder fails to send the Earnest Money Deposit (EMD) amount within the bid due date.
- ii. If the bidder does not submit the required details as specified [Annexures III & IV]
- iii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
- iv. Bidders who are not registered under GST, will have to provide a self-declaration that their income is below the limit as required by GST applicability (i.e. Aggregate turnover of FY is <20 lakhs). And hence not eligible for GST Registration. Bidders who are registered under GST, will have to provide the GST Number as per Annexure- III and also provide proof of such registration.

11. Opening of Price Bid

The price bids of bidders will be opened on the due date.

12. Complete Scope of Service

The complete scope of work has been defined in Annexure I of the tender document. Only those bidders who take responsibility and bid for the complete scope of work may be considered for further evaluation.

13. Tender Documents and Deviations

It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. Deviation from technical specifications, as given in the tender document Annexure-I would invite immediate disqualification from further consideration of the bid.

14. Language of Bids

The Bid prepared by the bidder, all documents attached to and/or relating to the bid and all correspondence exchanged by the Bidder and BL shall be written in English language only.

Any printed literature furnished by the bidder may be written in any other language **provided that this literature is accompanied by an authenticated English translation, in which case, for purpose of interpreting the Bid, the English translation shall govern.**

15. Preparation and submission of Tender Documents

The Price Bid along with EMD of Rs.3000.00 by way of DD/Pay Order/Bank Transfer Details & the Price Bid shall be put in separate envelopes & sealed and super scribed clearly as "Price Bid for "Hiring of 10/12 MT CAPACITY HYDRAULIC CRANE" and should be deposited in the Tender Box at the following address before the due date

"Balmer Lawrie & Co. Ltd. – SBU - Industrial Packaging [Basement], 5, J.N. Heredia Marg, Ballard Estate, Mumbai-400 001"

A. Price Bid (Annexure V is Price Bid)

The lowest bidder will be decided based on the Composite lowest Price in Indian Rupee, for the service mentioned in the scope of work.

The Price bid should not contain any information other than the price. The price is to be mentioned in both Figures and words and where there is a difference between the two, rate given in words will be taken as authentic. Price bid should be filled as per the format provided.

B. SPECIAL TERMS & CONDITIONS

1. Earnest Money Deposit (EMD)

Earnest Money Deposit Amount to be deposited in the form of Pay order / Demand Draft in Favor of Balmer Lawrie & Co. Ltd, payable at Mumbai for **INR 3,000.00** (Rs. Three thousand only). Bidders have to submit Earnest Money Deposit by Demand Draft/Pay order/Bank Transfer in favor of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India**. The Demand Draft/Pay order has to be made from a **Scheduled Indian Bank**. The EMD if remitted by bank transfer should have been credited to our Bank Account on the day prior to the Due date for the tender. BL's bank details to facilitate bank transfer are given in Annexure-VII to this tender. Cheque / Cash payment is **not acceptable towards EMD**

- a) OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED
- b) For the successful bidder, the EMD will be refunded only after they submit the necessary Security Deposit against the work order placed on them. EMD will carry no interest.
- c) For the unsuccessful bidders, the EMD will be refunded only after the successful bidder has accepted the Purchase order and the acknowledgement of the same has been received by BL.
- d) Linking of EMD amount with earlier transactions / adjustments with pending bills or any other amount payable by the company is not allowed.

EMD is liable to forfeiture in the event of:

- a) Withdrawal of offers during validity period of the offer
- b) Non-acceptance of orders by the bidder within the stipulated time after placement of LOI / order
- c) Any unilateral revision made by the bidder during the validity period of the offer
- d) Non-execution of the prescribed documents after acceptance of the contract
- e) Non-submission of Security Deposit

2. Security Deposit (SD)

Security Deposit amount of 5% of the basic order value to be deposited valid for contract period by the successful Bidder in the form of Pay order / Demand Draft in favor of Balmer Lawrie & Co. Ltd, payable at Mumbai. (Ballard Estate Office,5 J.N. Heredia Marg, Mumbai-400 001

The Security Deposit to be submitted within 10 days of receipt of the Purchase Order. **Security Deposit can also be made directly to our Standard Chartered Bank (Account No. 222-0- 526803-6, NEFT Code - IFSC "SCBL0036046) through electronic transfer and proof of**

transfer of funds deposited with us.

Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.

- The Security Deposit will not bear any interest and shall be refunded to successful bidder, only on successful delivery of the tendered service.
 - All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.
 - EMD of the successful bidder will be adjusted in Security Deposit.
3. Security Deposit is liable for forfeiture, if
- (a) Non-service after Acceptance of Purchase Order.
 - (b) Successful Bidder fails to deliver the service as per the terms & condition of the Purchase Order.
 - (c) Successful bidder violates the tender condition,
 - (d) If the performance of the bidder is found to be unsatisfactory.
 - (e) Security Deposit will be refunded only after successful completion of the contract.

4. Payment Terms:

Monthly payment shall be released only on the basis of bill verified by the competent officer of the Company within 15 days from the date of submission of the monthly bill. TDS would be deducted at the prevailing rates time to time from the monthly running bill.

Acceptance of any differential terms of payment offered by a bidder as against the terms specified in this document will be solely at the discretion of BL.

5. The bidder is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the bidder will not be acceptable.

6. Period of Contact

December, 2020 to November, 2021 [Further extendable by one-year period with mutual consent].

7. Tender Evaluation - The tender would be finalized on the basis of

Composite Lowest quoted bidder.

8. Risk Purchase

In case services are not affected as per given schedule, we reserve the right to cancel the order placed on you, and get the job done from any other source and the deduction on account of penalty as well as excess amount to be incurred by us, would be recovered from the party's due payments or security amount held with us.

9. Award of Contract

BL shall place the Purchase order on the Composite Lowest Quoted Bidder and as such it would be in the interest of the bidders to quote their most competitive price.

In the event of more than one L1 bidder, then the entire quantity would be equally distributed amongst the L1 bidders.

Negotiations, if held will be only with the lowest bidder.

During negotiations or in the revised offer only downward revised rates shall be valid for considerations.

The Contractor will be required to confirm the negotiations in writing within the time stipulated. If the Contractors fail to comply with this requirement, Company reserves the right to evaluate his tender at its discretion based on their original rates.

10. Bidders who are not registered under GST, will have to provide a self declaration that their income is below the limit as required by GST applicability (i.e. Aggregate turnover of FY is <20 lakhs). And hence not eligible for GST Registration. Bidders who are registered under GST, will have to provide the GST Number as per Annexure- III and also provide proof of such registration.

11. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.

12. **Fuel, Gear Oil/wear and tear parts and complete vehicle maintenance for smooth running of the vehicle will be on contractors account.**

13. The **quoted rate** will be inclusive of **Driver Bata, Diesel / Oil** etc.

14. The **crane has to be provided only on Need Basis** as and when required by the company. **The crane should be reach at our plant within 3 hours after**

call-up

15. Scope of Job: CRCA Steel sheets in the packet form. The weight of these packets is about 3 to 3.5 MT. For unloading & loading of these raw materials as well as for shifting it to desired location, division.

16. If the hired vehicle is not in running condition, replacement vehicle will be provided at no extra cost. In the event of non-replacement, the Company may hire a similar type of vehicle from the market at the market rate and the differential (if any) will be recovered from contractors account.

17.Capacity of Crane The successful bidder must provide Hydraulic crane **10 to 12 Ton.**
Capacity

18.Mandatory Requirement

1. The Crane should have working reverse horn and reverse light
2. The crane should have working head light
3. The crane driver should have valid RTO heavy vehicle driving license
4. The crane driver should wear safety shoes in the factory.
5. The Crane driver should be in good health & physiques
6. The successful vendor should provide necessary helmet, nose mask and safety shoes to the driver.
7. All statutory documents including wire rope test certificate, Crane Capacity test certificate. etc should be there along with crane and should be produced on demand.

19.Compensation for Damage: Proper care to be taken for operation of the crane to prevent any damage of the materials property caused by rough driving.

20. The vehicle shall be kept neat and clean and in perfect running condition provided with basic amenities like neat and clean upholstery. Regular servicing and maintenance of the vehicle as required as well as replacement of parts, if required, will be to contractors account and will be carried out by the contractor.

21. The operator must observe all the etiquette and protocol while performing the duty. He must be neatly dressed in uniform and well behaved. He must carry a mobile phone in working condition, for which, no separate payment shall be made by the Company. He must be polite at all times and follow road safety rules and RTO norms.

22. The operator should not be suffering from colour/night blindness.

23. The operator should not be allowed to operate under the influence of any intoxicant or Liquor.

24. A daily record indicating time for the vehicle shall be maintained separately in a log book and he has to obtain the signature of consent authority. At the end of the month, copy of the relevant pages of the log book to be submitted along with the bill.

25. The contract should not be an employee of BL or his relative or a retired employee of BL who has not completed 2 years after retirement.

26. No court case/dispute should be pending on contractors account as on date.

27. No fresh conditions apart from those mentioned above will be accepted. Tenders with conditions will be treated as rejected.

28. The bidders are specifically advised to note that the Company 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.

29.HSE Clause

A	<p>DRUG FREE WORKPLACE All Contractor employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at any time in BL's workplace or during hours of employment. Contractor's employees are expected to report to work free from the influence of illegal drugs and to remain free from such influence while on BL's premises or while performing any work for BL off premises. If any Contractor employee engages in any of the activities stated above, the employee is subject to appropriate disciplinary action by the Contractor (including, but not limited to , unpaid suspension and termination). In addition, Contractor is required to report such activities to BL authorities immediately on detection of such event.</p>
b.	<p>ALCOHOL-FREE WORKPLACE Contractor employees are prohibited from the use or possession of alcohol at any time in the workplace or during hours of employment. Contractor employees are expected to report to work free from the influence of alcohol and to remain free from such influence while on BL's premises or while performing any work for BL off premises. Employees who violate this policy will be subject to disciplinary action (including, but not limited to, unpaid suspension and termination) by the Contractor.</p>
c.	<p>SMOKE-FREE WORKPLACE For the health, safety and protection of all employees of BL as well as Contractual employees, smoking is not permitted anywhere in BL's premises, including but not limited to the lobbies, elevators, stairwells, corridors, restrooms, lounges, public areas, and all other building/plant spaces.</p>
D	The front and rear seat belts must be operational.
E	The vehicle should have valid insurance & PUC certificates at all point of time.
F	Small fire extinguishers are must inside vehicle.
G	The body of the vehicle should be of sound construction.

Safety Code &

Practices:

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.

Confined Space

Before commencing Work in a confined space, the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- Confined spaces are kept identified and marked by a sign near the entrance(s).
- Adequate ventilation is provided
- Adequate emergency provisions are in place
- Appropriate air monitoring is performed to ensure oxygen is above 20%.
- Persons are provided with Confined Space training
- All necessary equipment and support personnel required to enter a Confined Space is provided.

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.

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 Owner 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.

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.

Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

- Only approved full body harness and two shock-absorbing lanyards are used,
- Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- Lifeline systems must be approved by Owner before use.
- Use of ISI marked industrial helmet at all point of time.

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.

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.
- Fabricated ladders are prohibited.
- Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- Ladders will be lowered and securely stored at the end of each workday.
- Ladders shall be maintained free of oil, grease and other slipping hazards
- 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.
- 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.

Lifting Operations

Cranes and Hoisting Equipment

- Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturer's 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.

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.

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..

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.

Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor

must obtain a Permit to Work from Owner. 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:

- 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.
- Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.

A Permit to Work must be obtained from Owner 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 Owner.

Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from Owner 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.

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 Owner to review at any time and may be subject to Owner'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.

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 Owner's Emissions include but are not limited to noise, dust, fumes, vapors.

- **PENALTIES IN CASE OF NON-COMPLIANCE OF SAFETY/HEALTH/ENVIRONMENT NORMS, RULES & REGULATIONS:**

The contractor has to follow all norms, rules and regulations related to safety, health and environment, In case of non- compliance of any one of these norms, rules and regulations by contractor's employee, the contractor shall be held responsible. If any violation or non-fulfilment of these norms, rules and regulation is observed by the Company's authority during checking at any time, a penalty of **Rs 5,000/- shall** be imposed on the contractor for each occasion of non-compliance to these rules and regulations by him or his employees. The decision of the Company's authority shall be final and binding on to the contractor in this regard. The amount of penalties so imposed shall be recovered from the next RA Bill of the work or any other dues payable to the contractor by the authority.

B. GENERAL TERMS AND CONDITIONS

1. Introduction

The bidder means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

2. Scope of Service

Scope of service for the tender shall be as mentioned in Annexure I.

3. Reference for Documentation

Purchase Order Number must appear on all correspondence, invoices, packing and on any documents or papers connected with the order.

4. Confirmation of Order

The successful bidder shall acknowledge the receipt of purchase order within 10 days following the mailing of this order in writing or through email and shall thereby confirm his acceptance of purchase order in entirety without exceptions

5. Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

6. Rejection of Bids

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any state. BL reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reason. The decision of BL in this connection will be final.

7. Delays

Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered.

8. Delay due to Force Majeure

In the event of causes of force Majeure occurring within the agreed delivery terms, the delivery dates can be extended by the tenderer on receipt of application from the bidder within stipulated delivery period. Only those causes that depend on natural calamities, civil wars, national strikes and strikes

/lockout at Bidder's works which have duration of more than seven consecutive calendar days are considered the causes of Force Majeure. The bidder must advise BL by a registered letter duly certified by local chamber of commerce or statutory authorities, the beginning and end of cause of delay immediately, but in no case later than 10 days from the beginning and end of such cause of Force majeure condition as defined above.

BL reserves the right to ask Bidder to suspend dispatches of goods/materials covered by this order for such period as they may think fit in the event of strikes, accidents or other causes beyond BL's control.

9. Sub-Contracts

The successful bidder shall not assign the Contract in whole or part without obtaining the prior written consent of BL. The bidder shall, notwithstanding the consent and assignment, remain jointly and severally liable and responsible to BL together with the assignee, for and in respect of the due in respect of the due performance of the contract and the bidder's obligations there under.

10. Control Regulations

Successful bidder warrants that all goods/materials covered by this order have been produced, sold, dispatched, delivered and furnished in strict compliance with all applicable laws regulations, labor agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods covered in the order. The Bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

11. Termination

Without prejudice to BL's right to price adjustment by way of discount or any other right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if:

- i. The bidder fails to comply with any material term of the Contract.
- ii. The bidder informs BL of its inability to deliver the item or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver the item within the stipulated Delivery Period and/or to replace any rejected or defective item promptly.
- iv. The bidder becomes bankrupt or goes into liquidation.
- v. The bidder makes a general assignment for the benefit of creditors.
- vi. A receiver is appointed for any substantial property owned by the bidder.
- vii. The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately stop supply.

On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. The EMD / Security Deposit will be forfeited

12. Arbitration

Any dispute or difference arising under this Contract shall be referred under jurisdiction of **Kolkata** to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited 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. The award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at **Kolkata** will have exclusive jurisdiction to settle any dispute arising out of this contract.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

Annexure-I

c. SCOPE OF WORK

CRCA Steel sheets in the packet form and machineries and other items. The weight of these packets is about 3 to 3.5 MT. For unloading & loading of these materials as well as for shifting it to desired location, division.

- a. Providing Crane 10 to 12 Ton Capacity Hydraulic crane with operator on hire basis

Technical / Rental Terms and Conditions.

- (a). Capacity – 10 to 12 Ton with Hydraulic cranes.
- (b). Model / Year - Any Reputed Brand such as **ACE, Escort, Voltas or any reputed make. Manufacturing Year – Not earlier than 2012**
- (c). Running time: As per company need basis.
- (d). **The successful bidder shall provide their own operator for running the Hydraulic Crane. The hiring charges shall be inclusive of charges payable to operator such as wages, Bata and other statutory payment.**
- (f) **Fuel and oil for running / maintenance of the Crane provided by the bidder.**
- (g) Hiring charges will be payable from the time of entry at our Plant gate and exit time from our gate.

ANNEXURE II

D. GST Compliances (If any)

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-II attached
- [2] Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor
- [3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Vendors are required to raise invoice as per the GST tax structure.
- [5] Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.
- [6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.
- [7] Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

F.DETAILS OF VENDOR

ANNEXURE-III

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	Minority Indicator	
19	GSTIN Registration Number (If any)	
20	HSN/SA Code for Supply/Service (If applicable)	
21	GST rates (in %) applicable for Supply/Service to be provided (If Applicable).	
22	Composition Scheme Applicable	Yes / No
23	Proof of GSTIN Registration No. per state [From GSTN website](If applicable)	
24	Vendor's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From	
29	Exempt To	

ANNEXURE - IV

G. ADDITIONAL DETAILS OF THE CONTRACTOR

[1]	Name of the Contractor	
[2]	Address, Telephone no./ Cell no.	
[3]	Type of Business	Proprietary / Partnership / etc.
[4]	Income Tax Returns Last FY – 2015-16 2016-17 PAN Number GST Number (If any) Aadhar Card No.	
[5]	Experience of the contractor in number of years for providing vehicle on hire. (Attach documentary evidence). Minimum 3 years' experience is a must.	
[6]	Offered Vehicle details (i) Manufacturing year (ii) Model / Year (iii) Attach photograph of the offered vehicle. [Documents to be attached]	

Seal &
Signature of the Tenderer
Place :

Date :

H. PRICE BID – to be filled by BIDDER

ANNEXURE- V

SNo. Item Description	Estimated Quantity (A)	Rate Rs. per Trip / Hrs. (B)	Total Value Amount Rs. (AxB)
1. Providing Suitable HYDRAULIC CRANE of 10~12 MT Capacity on Rental Basis for material handling work to M/s. Balmer Lawrie & Co. Ltd. @ plot no 727, GIDC Savli, Manjusr, Vadodara-391775, Gujarat on Trip basis / Need basis . a. The Trip shall consist of a Maximum of Two Hours of Actual Working / Engagement of above Crane at our Plant. b. The quoted rate will be inclusive of Driver Bata, Diesel / Oil etc. c. The crane has to be provided only on Need Basis as and when required by the company.	128 Trips		
2. For Additional / Extended Working Hour (on Per Hour Basis) apart from the Rental against SNo. (1).	50 Hrs		
Cumulative Total Amount [SNo. 1 & 2] Rs.			
GST if Any %			
*Cumulative Grand Total Amount Rs.			

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Special Terms and Conditions and General Terms & Conditions** as laid down in the Tender Documents.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE – VI

I. ADDRESS OF BALMER LAWRIE PLANT

**Balmer Lawrie & Co
Ltd, Industrial
Packaging Plot no
727, GIDC Savli,
Manjusar, Vadodara-391775
Gujarat**

ANNEXURE - VII

J. BANK DETAILS FOR SWIFT/RTGS TRANSFERS

1	Name	BALMER LAWRIE & CO. LTD.,
2	Supplier Code	
3	Permanent Account Number (PAN)	AABCB0984E
4	Particulars of the Bank Account	
	A. Name of the Bank	Standard Chartered Bank
	B. Name of the Branch	M.G. Road
	C. Branch Code	29
	D. Address	90, M.G. Road, Mumbai-400001, India
	E. City Name	Mumbai
	F. Telephone No.	+9122 22683300
	G. NEFT/RTGS IFSC Code	SCBL0036046
	H. 9-digit MICR code appearing on the cheque book	400036002
	I. SWIFT CODE	SCBLINBBXXX
	J. Type of Account	Current
	K. Account No. appearing on the cheque	222-0-526803-6
5	Vendor's e mail id	

Annexure – VIII

K. CODE OF CONDUCT FOR BALMER LAWRIE & CO. SUPPLIERS.

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

The supplier declares herewith:

Legal compliance

- o to comply with the laws of the applicable legal system(s).

Prohibition of corruption and bribery

- o to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

Respect for the basic human rights of employees

- o to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- o to respect the personal dignity, privacy and rights of each individual; o to refuse to employ or make anyone work against his will;
- o to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- o to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
 - o to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
 - o to comply with the maximum number of working hours laid down in the applicable laws;
 - o to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.

Prohibition of child labor

- o to employ no workers under the age of 18;

Health and safety of employees

- to take responsibility for the health and safety of its employees;
- to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- to provide training and ensure that employees are educated in health and safety issues;
- to set up or use a reasonable occupational health & safety management system;

Environmental protection

- to act in accordance with the applicable statutory and international standards regarding environmental protection;
- to minimize environmental pollution and make continuous improvements in environmental protection;
- to set up or use a reasonable environmental management system;

Supply chain

- to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
- to comply with the principles of non-discrimination with regard to supplier selection and treatment.

Annexure – IX

L. BIDDER TO SUBMIT ON THEIR LETTER PAD
(APPLICABLE TO ONLY MSE VENDORS FOR AVAILING BENEFITS
AS PER PUBLIC PROCUREMENT POLICY FOR MSE's ORDER 2012.)

Dated

I/We, M/s,
address....., hereby
declare that I/We are registered as MSE supplier and have registered our
Udyog Aadhar Memorandum (UAM) Number.....on Central Public
Procurement Portal (CPPP).

Balmer Lawrie & Co. Ltd reserves the right to verify the authenticity of the
above claim through CPPP.

Company Authorized Signatory
(Seal & Stamp)