

0100LE0623  
9<sup>th</sup> May, 2016

Dear Sir,

**Sub: Quotation for labour job to be carried out in our Sewree Plant.**

Due on 19.5.2016.

We are a Public Sector undertaking under the Ministry of Oil, Petroleum and Natural Gas and engaged in manufacturing of 200/210 Litre capacity M S Barrels at our plant located at Sewree.

Sealed quotations are invited, **duly subscribed with enquiry reference number, due date** and for our subject requirement/job work. Terms and conditions given below :-

**SCOPE OF WORK :-**

- [A] Cleaning of Factory shed.
- [B] Applying Bitumen for M S Gutter and shed .  
[Raw material to be supplied by BL]
- [C] Replacing damaged cement sheets.  
[Raw material to be supplied by BL]
- [C] Cleaning of storm water gutter/drain.

**Please submit your offer in the Price Bid (Annexure – I)**

**TERMS AND CONDITIONS**

- 1) EARNEST MONEY DEPOSIT  
Tenders must be accompanied by an Earnest Money Deposit of Rs.3,000/- by means of a crossed Bank Draft payable to 'BALMER LAWRIE & CO. LTD.' Earnest Money will not carry any interest. The EMD is liable for forfeiture in the event of :-

- a) Withdrawal of offers during the validity period of the offer.
- b) Non-acceptance of orders when placed or
- c) Non-confirmation of acceptance of orders within the stipulated time after placement of order.
- d) Any unilateral revision made by the tenderer during the validity period of the offer.

**EMD of the unsuccessful bidders will be refunded.**

## **OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED**

**2) Security Deposit:** EMD of successful tenderer will be converted into Security Deposit and will be refunded to the party after completion of the monsoon period i.e. 30.9.2016. No interest will be payable on the Security Deposit. Security Deposit is liable for forfeiture if

- successful tenderer fails to provide satisfactory services/supply as per the requirement of the Company during the validity of the contract.
- Violates the tender conditions.

3) Job will be given on composite L1 basis.

4) Job to be completed within 1 week.

5) Safety standards to be followed :-

The contractor shall provide helmet and safety belt (full body) to all his labours working at height. All his labours shall wear safety shoes while carrying out the job in our premises.

Contractor shall provide supervisor to supervise their labours. No labours will be allowed to work in our premises without wearing safety gadgets.

## **GENERAL TERMS AND CONDITIONS :-**

1. Your offer should be valid for **our acceptance for a period of 60 days from the due date.**
2. Your offer must accompany this tender document duly signed and stamped on each page, as your acceptance to the terms and conditions mentioned herein.
3. Rates once quoted and accepted by the Company, shall be final and binding on the firm and shall be valid for the entire period contract.
4. Taxes, levies and any other charges should be indicated separately
5. No fresh conditions apart from those mentioned above will be accepted. Tenders with conditions will be treated as rejected.
6. Company reserves the right to terminate the contract giving one month's notice period.
7. 100% payment will be released within 7 days from the date of receipt of job completion certificate alongwith certified bill.

## **8. Arbitration**

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavour to settle such dispute amicably.

Such dispute or difference shall be referred for adjudication at Mumbai to a sole arbitrator to be appointed by C&MD, Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Mumbai, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement.

You are requested to send us your sealed offer so as to reach us by 2.30 p.m. 19<sup>th</sup> May, 2016 to our Ballard Estate Office at the address mentioned above. Kindly superscribe the envelope "Quotation for Cleaning of Factory Shed".

Thanking you,

Yours faithfully,  
For **BALMER LAWRIE & CO. LTD**  
**INDUSTRIAL PACKAGING DIVISION**

[ **AMANDA COUTO** ]  
JR. OFFICER [ **SPARES/SERVICE CONTRACTS** ]

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[ **Signatures of the tenderer with**]  
**official seal/stamp**

**Annexure – I**

**PRICE BID – To be filled by Bidder**

Sr.No.	Description	Rate (Rs./Lumpsum)
1	Cleaning of Factory shed.	
2	Applying Bitumen for M S Gutter and shed. [Raw material to be supplied by BL]	
3	Replacing damaged cement sheets [Raw material to be supplied by BL]	
3	Cleaning of storm water gutter/drain.	
	Total Value	
	Taxes (If any)	
	Grand Total	
	[In Words]	