

**Balmer Lawrie & Co. Ltd.**  
**SBU : Grease and Lubricants**  
**P-43, Hide Road extension,**  
**Kolkata- 700 088**

**Tender Enquiry**

**Tender Enquiry No : GLK/1617/310**  
**Date : 21.12.2016**  
**Due Date : 04.01.17 at 16.00 Hours**

**Sub : Supply of Mineral Oil (Group-I) during January'17**

Offers are invited for supply of Base Mineral Oils (Group -I) as follows at various locations Balmer Lawrie & Co Ltd. (BL)

	<b>Kolkata</b>	<b>Silvassa</b>	<b>Chennai</b>
<b><u>GROUP – I</u></b>	<b>Qty in KL</b>	<b>Qty in KL</b>	<b>Qty in KL</b>
SN 500	500	600	350
SN 150	120	100	60
SN 70	50	50	20
BS 150	180	150	60

**Note :**

Quantities mentioned above are indicative and may vary depending upon the actual requirements of the Plants. However rates will be firm during the month.

**Terms and conditions :**

**1.0 Quality Plan**

The materials offered against the tender should strictly conform to the specifications as per **Annexure I**, failing which the offer will not be considered by us. Supply should be made in bulk, through tank trucks. We reserve the right to request for samples of base oil offered to enable us to check & confirm the specifications of products offered by Bidder(s).

All supplies shall be accompanied by batch-wise test certificate. We reserve the right to test the received material for conformance of quality. In the event of rejection of material at BL's receiving units after quality testing, the vendor shall be informed about rejections and causes thereof. Removal of rejected material from our factory shall be the vendor's responsibility.

**2.0 Earnest Money Deposit ( EMD )**

The Bidders are required to pay an EMD amount of Rs.1,50,000 ( Rupees one lakh fifty thousand only ) by way of DD/ Pay order in favour of "**Balmer Lawrie & Co. Ltd.**" payable at **Kolkata** along with their offer. EMD in the form of Bank Guarantee also may be submitted as per enclosed format.

EMD of the unsuccessful bidder(s) will be refunded after finalization of Tender. EMD of successful bidder may be retained as part of security Deposit till completion of supply. EMD shall not bear any interest.

Bidders who have already submitted EMD against previous tenders within the current financial year commencing from April 2016 and lying with our Grease and Lubricants Division, Kolkata, need not submit the EMD again but to give reference of the earlier tender reference for which EMD was given.

Public Sector Undertakings / Enterprises and registered MSME / SSI are exempted from payment of earnest money deposit. However, MSME/SSI should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

### **3.0 Security Deposit (SD)**

Security Deposit @ 3% of order basic value, subject to maximum of Rs. 5.00 Lakhs, to be deposited by the successful bidder on receipt of LOI/PO for satisfactory completion of contract.

Bidders who have payments due from BL, Grease and Lubricants Division, may also seek adjustments of such payments against SD.

Public Sector Undertakings / Enterprises and MSME/SSI Units are exempted from payment of security deposit.

### **4.0 Price**

All prices should be quoted as per the format given in **Annexure II (Price Bid)**.

The price quoted shall be on Ex-BL Works basis only. The transportation cost should be mentioned separately for each location of BL from the point of delivery. However BL may at its discretion engage their own transporters to move the materials if desires so.

### **5.0 Terms of Delivery**

Prices are to be quoted as follows :

- a) For Kolkata : Either Ex-Kolkata or F.O.R BL's plant in Kolkata basis
- b) For Silvassa : Either Ex-Silvassa or F.O.R BL's plant at Silvassa basis
- c) For Chennai - Either Ex-Chennai or F.O.R BL's plant at Chennai basis

No other delivery terms are accepted by us.

### **5.1 Payment terms**

The payment terms are 30 days from the date of receipt of material by us / from the installations.

### **5.2 Taxes & duties**

All applicable statutory levies, duties and taxes like ED, VAT /CST are to be mentioned clearly in the offer.

### **5.3 Call ups and Supply**

The supply period shall be up to 31.01.17. The supplies shall be as per our grade wise call-ups given by the individual manufacturing units. The delivery must commence within 2 working days from respective location. In exceptional circumstances, BL may agree to accept supplies received beyond tender delivery period with duly discounted price, if required, to ensure no additional cost is incurred by BL considering prevailing market conditions.

In case the successful bidder is incapable of supplying base oils as per our call up and/or delay in delivering the requisite grade, they will not be allowed to participate in our future tenders for three (3) months towards supply of mineral oils.

The Vendor shall follow all the safety and security regulations while transporting their base oils from their works to our plants through tanker lorry(ies). Freight charges inclusive of loading and unloading charges at either end.

### **5.4 Shortage allowance**

No shortage allowance is allowed. All shortages shall be deducted from the bills and payment shall be made against actual quantity of materials received. Vendors are requested to provide the weightment slip along with the documents for each consignment. In case of PSU Oil Companies, no shortages allowances are provided.

### **5.5 Part Order / Split Order**

Notwithstanding anything contained in other terms of this tender, BL at its own discretion may reduce or split the order among various bidders. BL reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason. BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

### **5.6 Arbitration**

If any dispute or difference arises between the supplier and seller as to the interpretation of the terms of the contract, the same shall be referred to an arbitrator appointed by C&MD of Balmer Lawrie & Co. Ltd and the award/decision of the arbitrator shall be firm and binding on the parties. The arbitration shall be governed by the provision of the Arbitration and Conciliation Act, 1996 and / or any other amendments thereafter.

### **5.7 Sales Tax / Excise Formalities and compliance with Regulations**

Bidder shall warrant that all goods covered by this agreement / contract shall have been produced, sold, dispatched and delivered in strict compliance with all applicable laws, regulations, labor agreements, working conditions and technical codes and requirements as applicable from time to time. The Vendor shall execute and deliver such documents as may be required to effect or to evidence such compliance.

The vendor shall issue the excise paid invoice so that equivalent amount may be availed as Cenvat credit by BL, if applicable. Vendor / vendor's nominated transporter shall ensure

handing over of the transporter copy of excise paid invoice for availing Cenvat & road permit to the company at the time of delivery of consignment. All unutilized / expired road permits shall be returned to the issuing unit. Form pertaining to applicability of concessional rate of Sales Tax shall be issued to the vendor by BL, as necessary.

#### **5.8 Risk purchase**

Without prejudice to other provisions in the tender, in the event of the vendor failing to deliver within the **3 (three) working days** of issuance of call-up by e-mail/fax, BL shall have the right and option to procure the product from alternate sources, at the risk and cost of the vendor, without further intimation.

#### **5.9 Force-majeure**

Any delay in or failure of performance of either party hereto shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays / failure of performance is caused by occurrences such as Acts of God or an enemy, decrees of any government or governmental authority, acts of war, rebellion, sabotage or fires, floods, explosions, riots, or strikes. The Vendor shall keep records of the circumstances referred to above and bring these to the notice of the concerned officer of the buyer in writing within 2 days of such occurrences. The decision of the buyer arrived at after consultation with the vendor, shall be final and binding. As soon as the cause of Force Majeure been removed, the party whose liability to perform its obligation has been affected shall notify the other of such cessation and inform the other party the actual delay incurred in such affected activities.

**6.0 Validity of offer :** Offer should be valid for our acceptance up to **31.01.2017**.

#### **7.0 Submission of Offer**

The offers are to be submitted on line only. However, Oil PSUs may submit their bid either on line or in sealed envelope.

for **Balmer Lawrie & Co. Ltd**

**(A K Basak)**  
**Vice President (SCM)**

Phone No. : 033 – 2450 5362 / 2439 3448  
e-mail : basak.ak@balmerlawrie.com

**Annexure I**

		<b>Base Mineral Oil - (Group - I)</b>				
			<b>SN 500</b>	<b>BS 150</b>	<b>SN 150</b>	<b>SN 70</b>
<b>Test Parameters</b>	<b>Ref. Test Method</b>	<b>Unit</b>	-----	-----	-----	-----
Appearance	Clear & Bright	----	Clear & Bright	Clear & Bright	Clear & Bright	Clear & Bright
Colour	ASTM D-1500	----	2.5 max	4 max	2 max	2 max
Crackle test			No crackling	No crackling	No crackling	No crackling
Sp. Gravity	ASTM D-1298	gms/ml	Vendor to report	Vendor to report	Vendor to report	Vendor to report
K. Visc. @ 100 deg C	ASTM D-445	Cst	Vendor to report	Vendor to report	Vendor to report	Vendor to report
K. Visc. @ 40 deg C	ASTM D-445	Cst	85 min	415 min	28 – 35	10 - 14
Viscosity Index	ASTM D-2270	---	95 - 100	90 - 98	102 - 108	102 -108
Flash Point COC	ASTM D-92	Deg C	220 min	260 min	180 min	160 min
Pour Point °C	ASTM D-97	Deg C	(-) 6 max	(-)3 max	(-) 9 max	(-) 12 max
Demulsibility (at 54 deg C for upto VG 100 and at 82deg C for beyond VG 100)			40-37-3 (10 minute max)	40-37-3 (20minute max)	40-37-3 (10 minute max)	40-37-3 (10minute max)
TAN mg KOH/g			0.05 max	0.05 max	0.05 max	0.05 max

Please note that Base Oils must be free from any mal odor.

**PROFORMA OF BANK GUARANTEE  
FOR EARNEST MONEY DEPOSIT**

In consideration of M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ (hereinafter called the Purchaser") having agreed to exempt M/s. \_\_\_\_\_ . (herein after called "the said Vendor / Contractor" from payment of Earnest Money against Tender No. dated \_\_\_\_\_ issued by Purchaser, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees only), We \_\_\_\_\_ Bank do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. \_\_\_\_\_ against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the said Vendor / Contractor of any of the terms and conditions contained in the Tender Notice/documents.

We, \_\_\_\_\_ Bank further agree that the guarantee herein contained shall remain full force and effect during the period that would be taken for the finalization of the said Tender and that it shall continue to be enforceable till the Tender is finally decided and order placed on the successful Tenderer.

We, \_\_\_\_\_ Bank further agree that the Purchaser shall be sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the tender/or the contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Purchaser on account thereof to the extent of the earnest money required to be deposited by the Vendor / Contractor in respect of the said tender or the contract and the decision of the Purchaser that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Purchaser from time to time shall be final and binding on us.

Notwithstanding anything contained in foregoing, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ The Guarantee shall remain in force till \_\_\_\_\_. Unless a claim under this Guarantee is made within three months from the date herein before mentioned, the Purchaser's rights under the said guarantee shall be forfeited and we shall be released and discharged from all liabilities there under. We \_\_\_\_\_ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## **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 eProcurement 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 eProcurement 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 eProcurement 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: Mr. Ritabrata Chakraborty (Kolkata), +91 9748708094

Email: [ritabrata.chakraborty@c1india.com](mailto:ritabrata.chakraborty@c1india.com)

### **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 Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post. 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 and cancellation of work. 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