

**BALMER LAWRIE & CO. LTD.,  
SBU LEATHER CHEMICALS  
32, MANALI, CHENNAI 68.  
(Regd. Office: 21, Netaji Subhas Road, Kolkatta 700 001)**

**PH: 044 2594 6543 / 6500**

**FAX: 044 2594 5006 / 2594 1156**

**Ref: SBULC/ WALLET/238/1617**

**DATE: 30.12.2016**

Response from approved vendors/contractors alone will be accepted and that other interested Vendors/contractors may seek to register with the unit and subject to such registration being confirmed, they would be considered for subsequent Tenders.

**To**

**TENDER**

Dear Sirs,

**Sub: Inviting offers for Supply of Wallets with Leathers Provided by BL - reg.**

With reference to the above, you are requested to submit your most competitive offer for supplying the wallet & ID wallet with attractive packing, as per the specification detailed in the tender with the leather supplied by BL, for SBULC Manali.

**As per Annexure-1 & 2 enclosed. Please provide all the data required as shown in Annexures.**

- 1. Your offer should be F.O.R. Manali, door delivery basis.** Offer should have clear details on ED, Cess, ST, Freight, Insurance, Service Tax etc. P&F and Freight charges shall be either included or value to be mentioned separately. Offer with terms like 'extra' or 'at actual' or 'Freight on To pay basis' will lead to rejection of offer.
- 2.** The material should be delivered as per delivery schedule without fail. The price should be firm till the completion of order. The company reserves the right to reject any or all offers. Your offer should be valid for a minimum period of 60 days for our acceptance from the due date for submission of tender.
- 3. Delivery Period: Required within 20 days from the date of approval of final sample.** Sample wallet, ID wallet & Packing with printing & embossing to be submitted for BL's approval within 7 days from the date of LOI/PO. BL will revert on approval with correction, if any within one week from the receipt of the sample.
- 4. LD Clause:** Material shall be delivered to us as per committed delivery schedule without fail. Any delay in delivery as per agreed schedule will be liable for imposition of LD @0.5% of the total order value per week subject to a maximum of 5% on basic value.
- 5. Payment terms:**  
100% of basic, with full taxes & duties, with 15 days credit against receipt and acceptance. Any other credit term may be clearly mentioned. Suitable adjustments will be made in arriving at the landed cost while price comparison.

**Offers seeking advance payment (including payment through bank or against dispatch documents prior to delivery) before delivery will not be considered.**

Signature of the Tenderer:

Date:

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Seal:

6. It may be noted that if any term is not mentioned in offer, it will be considered as per our tender only.
7. The bids of any bidder may be rejected if a conflict of interest between the bidder and Company is detected at any stage
8. **Evaluation of Bids:** Evaluation of price bids will be done and overall lowest landed rate (net of cenvat/VAT/Service Tax as applicable) shall be taken as L1 price and next lowest as L2 price and so on. The order will be awarded to the overall L1 bidder.

In case, offers received from related vendors/companies, only overall lowest offer among the offers received will be considered for evaluation. The other bids of related companies will stand rejected.

**9. Award of Contract:**

- a) **100% order will be placed on the overall L1 quoted bidder**
- b) If required, the Company would carry out negotiation with the tenderers and it would be in the interest of the tenderers to give their most competitive rates.

**10. Detailed offer with**

- (a) filled in price bid in the given format – Annexure-1 (2 pages)
- (b) filled in vendor details- Annexure-2 (1- page)

**Offer shall be duly attested by the tenderer with seal in all pages.**

Your detailed offer as above shall be kept in a **sealed envelope superscribed as 'Offer for Wallets'** along with the copy of the tender document signed and stamped with company seal on all pages as a token of acceptance of our tender terms and conditions, should reach the **undersigned at our Manali works on or before 05.01.2017. Please avoid sending your offer by fax/email.**

Thanking you,

Yours faithfully,  
for **Balmer Lawrie & Co. Ltd.,**

**Senior Manager (SCM)**

**Encl:** Annexure -1 (2 pages) & Annexure- 2 (1- Page)

*Signature of the Tenderer:*

*Date:*

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*Seal:*

**Specification for Wallets:**

**Vendor has to supply the Wallets strictly as per the below specification:**

DESCRIPTION : Slimfold Wallet  
SIZE : 23 cm Length X 8.5 cm Height  
COLOUR : Black  
EMBOSSING : BL Logo & Name to be embossed on the wallet. (Logo & font for BL name will be provided by BL; Size and position of the logo & name embossing on the wallet to be approved by BL.  
QNTY : 1000 Nos

**NOTE: Wallet model to be approved by BL.**

**ID WALLETS**

DESCRIPTION : ID Wallet  
SIZE : 20.8 cm Length X 7 cm Height  
COLOUR : Black  
QNTY : 1000 Nos

**NOTE: ID Wallet model to be approved by BL.**

**PACKING:**

DESCRIPTION : Attractive Packing for the above mentioned Wallet  
SIZE : Suitable size to suit the Wallet  
COLOUR : White  
PRINTING COLOUR : Green (Printing matter, Colour, Size, Font etc will should be approved by BL)  
EMBOSSING : BL Logo to be embossed. (Logo will be provided by BL. Size and position of the logo on the packing cover to be approved by BL)  
QNTY : 1000 Nos

**NOTE: Packing Cover model to be approved by BL.**

**Important Notes:**

The leather required for the wallet & id wallet will be supplied by BL. (Approx 2000 Sqft) Vendor has to collect the leather from BL's location as directed by BL. Charges towards collecting the same to be included in the basic price. Accessories like, runner, zip etc and any other accessories required for the wallet is in the scope of the vendor. Charges for the same to be included in basic price. No additional charges will be payable

Vendors/suppliers are advised to visit our factory at Manali and shall collect all the details required for submitting the offer for the tender.

**Contact: Shri S Moorthy- 044-25946550/25946608, [moorthy.s@balmerlawrie.com](mailto:moorthy.s@balmerlawrie.com),  
Shri JK Basu- 044-25946601, [basu.jk@balmerlawrie.com](mailto:basu.jk@balmerlawrie.com)**

*Signature of the Tenderer:*

*Date:*

*Seal:*

**Price Bid For Wallets**

SL NO.	DESCRIPTION	UNIT	QTY	RATE/UNIT IN Rs.	AMOUNT IN Rs.
A	WALLETS INCLUDING EMBOSING	Nos	1000		
B	ID WALLET	Nos	1000		
C	TOTAL BASIC PRICE (A+B)				
D	SERVICE TAX @15% OR AS APPLICABLE				
F	TOTAL (C+D)				

**Price Bid For Packing Cover**

SL NO.	DESCRIPTION	UNIT	QTY	RATE/UNIT IN Rs.	AMOUNT IN Rs.
G	PACKING COVER (INCLUDING PRINTING & EMBOSING)	Nos	1000		
H	VAT ON G @ _____	%			
I	FREIGHT	LUMPSUM			
J	INSURANCE	LUMPSUM			
K	TOTAL [FOR MANALI, CHENNAI-68] (A+B+C+D)				

Quantity Tolerance 10% applicable.

1. The "Price" shall be inclusive of freight on F.O.R. at our plant on "DOOR DELIVERY" basis including transit insurance. Unloading of the materials at our plant- BL's Scope
2. **Inspection:** If necessary, the material may be inspected by company's authorized representatives at the premises of the successful tenderer before delivery.
3. **AWARD OF CONTRACT:**
  - a. 100% order will be placed on the overall L1 quoted tenderer
  - b. If required, the Company would carry out negotiation with the tenderers and it would be in the interest of the tenderers to give their most competitive rates.

Signature of the Tenderer:

Date:

Seal:

**Vendor Details**

(Vendor shall fill in all the fields. If not applicable, please mention 'Not Applicable')

1	Vendor Name	
2	Address	
3	Postal Code	
4	Contact Person	
5	Telephone No. (Landline / Mobile)	
6	Fax	
7	email	
8	Industry/ Company Type (Mfr / Dealer etc. )	
9	Taxes applicable	
10	TIN No.	
11	CST No.	
12	Service Tax Regn No.	
13	PAN No.	
14	ECC No.	
15	ECC Range	
16	ECC Division	
17	Whether SSI/NSIC/MSME unit?If yes, enclose valid certificate copy.	
18	If SSI/NSIC/MSME unit whether under category SC/ST?	

*Signature of the Tenderer:*

*Date:*

*Seal:*