



BALMER LAWRIE & CO. LTD.
5, J.N. Heredia Marg, Ballard Estate
Mumbai – 400 001

NOTICE INVITING TENDER

Tender No. BL/LT/MO/02/2017

Date: 13.01.2017

Due date of Tender : 18.01.2017 at 1000 hrs. Opening of Price Bid: 18.01.2017 at 1100 hrs.

Sub: Providing catering services on 05th February 2017 at Bantara Bhavan, Kurla (East).

M/s. Balmer Lawrie & Co. Ltd. is a Government of India Enterprise under the Ministry of Petroleum and Natural Gas. The Company is celebrating its 150 years of existence. To celebrate this event, a hall in Bantara Bhavan located at Kurla (East) is booked for 5th Feb, 2017. The programme starts at 03.30 pm on the said date and Catering Services are required as per details stated in scope of work.

Dual Tendering process:

A. Online Tender:

Online e-Tender is invited for "Providing catering services on 05th February 2017 at Bantara Bhavan, Kurla" through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc>.

The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e-bidding.

(OR)

B. Hard Copy Submission:

Offers are invited for "Engaging Caterers to provide catering services on 05th February 2017 at Bantara Bhavan, Kurla". The tender document can be downloaded from www.balmerlawrie.com website.

Bidders are requested to sign on all the pages of the Tender documents and the same should be kept inside a sealed envelope & the same should be duly superscribed as "**Tender for providing catering services**" and the same should be deposited in the Tender Box (Ground floor) at Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai - 400 001 by 1000 hours on or before **18.01.2017**.

The other details about the programme are given below:

- (a) **Date : 05th February, 2017 (Sunday)**
- (b) **Venue : Bantara Bhavan Auditorium, Kurla (East), Mumbai**
- (c) **Time: From 03.30 pm to 10.30 pm**

SCOPE OF WORK & AREAS OF RESPONSIBILITIES

EVENTS:

- 1) Providing snacks and buffet dinner as per the menu mentioned below for 550 people.

MENU FOR 05th Feb, 2017		
CATEGORY	MENU ITEMS	TIMINGS
SNACKS	Dosa Counter with Chutney & Sambhar	04.00 PM to 06.00 PM & 08.00 PM to 09.30 PM
	Chats - Pani Puri, Shev Puri and Dahi Puri	
	Pav Bhaji	
VEG - GRAVY	Malai Kofta	
	Veg Kolhapuri	
	Dhal Tadka	
NON VEG - GRAVY	Butter Chicken	
RICE	Mutter Pulav	
ROTI BASKET	Tandoori Roti	
	Naan	
	Missi Roti	
SWEETS	Jelabi and Rabdi	
	Gajar Halwa and Vanilla Ice Cream	
OTHERS	Mineral Water	

General Terms and Conditions:

1. A minimum guarantee of 550 servings of Snacks & Buffet Dinner is to be done as per menu mentioned above.
2. The caterer should be able to manage any additional requirement over and above 550.
3. The caterer should provide necessary No. of Counters for various snacks and buffet dinner items to avoid queues.
4. The caterer should provide adequate no. of staff to serve the snacks, dinner, water, removing used plated etc.
5. The caterer shall use only good quality food items for preparation of snacks and dinner menu.
6. The caterer should provide mineral water throughout the programme i.e. from 03.30 pm to 10.30 pm.

Tender Submission:

The tender/bid can be submitted either online through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc.in> or by hard copy along with Price bid in the required format in a sealed cover superscribing Price Bid for "providing catering services 05th February 2017 at Bantara Bhavan,



Kurla” and the same should be deposited in the Tender Box (Ground floor) at Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai - 400 001 by 1000 hours on or before **18.01.2017**.

Tender Evaluation:

The tender would be finalized on the basis of Lowest Nett delivered price (NDP) as per Price Bid.

Terms of Payment:

Bills will be settled within ten (10) working days from submission of bills after the event.

Validity of Quotation:

The quotation should be valid for the Company's acceptance for a period of 30 days (excluding the due date) from the date of opening of the tender.

Other Terms & Conditions:

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

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.

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

Conformance with tender terms:

Tenders not conforming to the above mentioned requirements are liable to be rejected. Bids of any Tender may be rejected if conflict of interest between the Bidder and the Company is detected at any stage.

Right of Acceptance / Rejection:

M/s. Balmer Lawrie & Co. Ltd. reserves the right to accept or reject any tender either in part or in full without assigning any reason whatsoever.

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 endeavor to settle such dispute amicably. If not, such dispute or difference shall be referred for adjudication at Mumbai to a sole arbitrator to be appointed by 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.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/LT/MO/02/2017 dt 13.01.2017 and hereby confirm our acceptance of the same.



Place : Signature of Tenderer :
Date : Name & Address :
Telephone Nos. :
Office :
Fax Nos. :

OTHER DETAILS:

Procedure for Online [E-tender] Bid Submission:

The bidder shall submit their 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 <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 procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids in the e-procurement 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., Contact Persons:

Mr. Ritabrata Chakraborty	ritabrata.chakraborty@c1india.com	+09-9748708094
Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071
Mr. Tirtha Das	tirtha.das@c1india.com	+91-9163254290
Mr. Ravi Gaiwal	ravi.gaiwal@c1india.com	+91-022-66865633

C1 India Pvt. Ltd.,
Coral Classic Commercial Complex Society Ltd.,
Unit No. 603, 6th Floor,
Near Ambedkar Garden,
20th Road, Chembur (East),
Mumbai - 400 071 [Tel. No. 022-66865611]

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.

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 and on company's website. 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.

Disclaimer Clause:

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof. The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected.

Contact Persons: For any query you may please contact

Mr Vijay Rayamane,
RHR Head [WR]
022 - 66361166
BALMER LAWRIE & CO LTD,
REGIONAL HUMAN RESOURCE DEPARTMENT
MUMBAI

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the branch / office quoting against the Tender	
3	Income Tax PAN no.	
4	Whether copy of PAN enclosed	
5	Service Tax Registration. No. (if applicable)	
6	Whether copy of Service Tax Registration certificate enclosed	
7	VAT / CST Registration Number (if applicable)	
8	Whether copy of VAT / CST Registration certificate enclosed	
9	Name of the Banker and bank details	

Price Bid - To be filled by Bidder

MENU FOR 05th Feb, 2017				
CATEGORY	MENU ITEMS	Quantity	RATE (in Rs)	Amount (in RS)
SNACKS	Dosa Counter with Chutney & Sambhar	550 nos [Minimum Guarantee]		
	Chats - Pani Puri, Shev Puri and Dahi Puri			
	Pav Bhaji			
VEG - GRAVY	Malai Kofta			
	Veg Kolhapuri			
	Dhal Tadka			
NON VEG - GRAVY	Butter Chicken			
RICE	Mutter Pulav			
ROTI BASKET	Tandoori Roti			
	Naan			
	Missi Roti			
SWEETS	Jelabi and Rabdi			
	Gajar Halwa & Vanilla Ice Cream			
OTHERS	Mineral Water			

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/LT/MO/02 dt 13.01.2017 and hereby confirm our acceptance of the same.

Place : _____ Signature of Tenderer : _____

Date : _____ Name & Address : _____

Telephone Nos. : _____

Office : _____

Fax Nos. : _____