



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[P-3/1 Transport Depot Road, Kolkata-700088

Phone No 24506810, Fax No. 2449 8355

E-mail: mukherjee.soumik@balmerlawrie.com]

CIN-LI5492WB1924GOI004835

E-TENDER NO: BL/CFS/KOL/ Printing/16-17

TECHNICAL / COMMERCIAL BID

Tender Document for

**“TENDER DOCUMENTS FOR PRINTING ITEMS
AT P- 3/1, TRANSPORT DEPOT ROAD KOLKATA- 700088”**

DUE DATE & TIME: [27/02/2017 at 15:00 Hrs]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting Tender	3
3	Special Instructions for Participation in e-tendering	4
4	Scope of Work	6
5	General Terms and Conditions	7
6	Special Terms & Conditions	10
7	Declaration accepting terms & conditions by bidder	12
8	Particulars of the organization	13
9	Price Bid	14

NOTICE INVITING E-TENDER

On line bids in Single bid system are invited from the reputed and experienced Vendors, who fulfil the eligibility criteria mentioned elsewhere in the tender document under the Heading “General Terms & Condition”, for undertaking the subject contract for **“TENDER DOCUMENTS FOR PRINTING ITEMS AT P- 3/1, TRANSPORT DEPOT ROAD KOLKATA- 700088”**

The bidder should not have been black listed in any of the PSU’s or private organizations and a self-certification to this affect would need to provided on contractor’s letter head.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of their credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	<u>“TENDER DOCUMENTS FOR PRINTING ITEMS AT P- 3/1, TRANSPORT DEPOT ROAD KOLKATA- 700088”</u>
2	Tender No	BL/CFS/KOL/ Printing/16-17
3	Validity Of Offer	120 days from the date of opening of the price bid
4	Contract Period	One year
5	EMD	Rs.5,000.00
6	Downloading / Submission of Tender :	
	a. Starts on	17.02.2017
	b. Closes on	27.02.2017 at 1500 Hrs
7	Opening of Tenders	27.02.2017 at 1501 Hrs

1. LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of /partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm
- c. Income Tax PAN number
- d. Service Tax Registration number
- e. Chartered accountant’s certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer’s company for last single years
- f. Certificate from bankers about financial soundness.

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office **POSITIVELY** as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to submit an interest **free EMD of Rs.5000/- (Rupees Five Thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO/BG for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at Kolkata. However **(MSME/NSIC Reg. Vendors are exempted from EMD** subject to their submission of valid relevant certificate. Copies of the instruments (DD/PO/BG) evidencing payment of Tender Fee and EMD should be scanned & uploaded before bidding. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. **UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM.**

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "Bidding Manual".

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which are available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidder may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS and 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before you call to helpdesk. This will help them serve you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
1. Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071
2. Mr.Tirtha Das	tirtha.das@c1india.com	+91-9163254290
3. Mr.Ravi Gaiwal	ravi.gaiwal@c1india.com	+91-02266865633
4. Mr.Ujjal Mitra	Ujjal.mitra@c1india.com	+91-8986678058

1.2 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.

2. Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- No bids will be accepted physically or by post.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of any documents sent by post as part of response to the tender. Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.

- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum 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.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer on his own in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

SCOPE OF WORK

Supply of stationary with the following specifications:

1. Tenderer shall supply the paper within 24 hours of placing requisition.
2. No price escalation in the scheduled item rates for cost of materials /labour charges etc shall be entertained during the tenure of contract.
3. **Stationery should be supplied at our CFS free of cost.**
4. Statutory deductions will be levied as applicable. Rates should be quoted exclusive of Taxes. Taxes should be mentioned separately. Service tax if any shall be paid by BL extra at prevailing rate..

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

The tenderers should meet the following eligibility criteria:

- (a) Average Annual turnover shall be a minimum of Rs.50,000.00 during the last three financial years ending on 31st March, 2016. **[Copies of Certificates from a Chartered Accountant and/or copies of Balance Sheet and Profit and Loss Account should be submitted as proof].**
- (b) Bidder should submit Earnest Money Deposit/Security Deposit of Rs.5,000/- (Rupees Five Thousand only) in the form of Pay Order/ Demand Draft drawn in favour of BALMER LAWRIE & CO. LTD. Payable at Kolkata. In case bidder revokes or withdraw their offer within validity of the offer or fails to submit security deposit and/ or commence the work after the contract is awarded, Balmer Lawrie would be at liberty to forfeit the Earnest Money Deposit.
- (c) Should have valid Trade License

Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]
e-Tender No : : BL/CFS/KOL/ Printing/16-17

2. Submission Of Online Bids

The bids should be submitted in 2[single] separate parts titled as

[A] Technical / Commercial Bid [Unpriced]
and

[B] Price Bid

For Price Bid, only the rates are to be submitted as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

3. Tender Opening

[A] Unpriced [Technical-Commercial] Bid Opening

Technical / Commercial Bids will be opened online as per the Tender Calendar.

[B] Price Bid Opening

2. Acceptance of offers

2.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.

2.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

2.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

2.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

3. Negotiations

3.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.

3.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

4. Price Variation

4.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

4.2 The quoted rates shall be valid for a period of minimum 120 days from the date of opening the price Bid.

5. Notification Of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

6. CONTRACT PERIOD

The contract will be for a period of 1 year effective from awarding the contract or as shall be mentioned in the Work Order and may be extended for one more year on mutual consent from both BL and the tenderer. The Company reserves the rights to terminate the contract by issuing three month's notice for termination. In case of any breach of contract, serious criminal act on the part of selected contractor and/or his employees, and any such acts, the Company shall have the rights to terminate the contract immediately without any notice.

7. SECURITY DEPOSIT / EMD

The bidder should submit Earnest Money of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Pay Order/Demand Draft drawn in favour of BALMER LAWRIE & CO. LTD. payable at Kolkata. In case bidder revokes or withdraws its offer within validity of the offer or fails to submit security deposit and/or commence the work after the contract is awarded, Balmer Lawrie will be at liberty to forfeit the Earnest Money Deposit. While ,EMD of unsuccessful bidder shall be refunded without interest after finalisation of the contract, EMD of successful bidder shall be converted into part of the Security Deposit or else shall be refunded after receipt of full SD money.

8. PAYMENT TERMS

Payment will be released on monthly cycle basis within 15 days of receipt of the bills for the proceeding month after due certification by our authorized officials.

9. Sub-letting of Work

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from any other firm at the 'Risk & Cost' of the contract.

10. Indemnity

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen/due to malfunctioning of the equipments employed by the contractor. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly.

11. QUOTING OF RATES / TAXES

Rate shall be quoted in **Part-II (Price Bid)**. Rates shall be exclusive of applicable taxes which shall be mentioned separately in physically submitted documents.

13. Termination

The contract can be terminated by either party by giving 3 clear months notice in writing. However in case of serious breach of contract by the Contractor the Company reserves the right to terminate the contract without notice.

14. Addition/alteration of Tender Document

The Company reserves the right to add/alter terms and conditions of tender documents including cancellation of the tender at any time without assigning any reason whatsoever. The Company also reserves the right to accept/reject a tender without assigning any reasons.

15. Force Majeure Conditions:

Performance of the Contract / Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable.

16. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Managing Director, Balmer Lawrie & Co. Ltd. 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.

17. QUOTING OF RATES / TAXES

Rate shall be quoted in **Part-II (Price Bid)**. Rates shall be exclusive of applicable taxes which shall be mentioned separately in physically submitted documents.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No _____ and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details		
1	Name of the Tenderer			
2	Address of the Registered Office			
	Telephone No:	Fax No:	Mobile No.	E.mail ID:
3	Address of the branch / office quoting against the Tender			
4	Year of commencement of business			
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.			
6	Registration No. (Under companies Act)			
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded			
8	Income Tax PAN no.			
9	Whether copy of PAN enclosed			
10	Whether copy of latest Income Tax Return uploaded/submitted			
11	Service Tax Registration. No.			
12	Whether copy of Service Tax Registration certificate Uploaded			
13	Name of the Banker			
14	Whether registration under MSEME act			
15	In case registered under MSME provide registration number and copy of registration certificate.			
16	In case of MSME vendor, mention if they fall under SC/ST Category. Provide Certificate of SC/ST if applicable.			

PART- II : PRICE BID

S L	Descriptions	Apprx Qty. consumption for 01 Yr	Unit Rate	Total Amount
1	Application for Stamp - 100 sets in a book	3 books		
2	Appraisalment form A/C. CFS-100 sets in a book	300 books		
3	Bin Card	250 pieces		
4	Brown clothing Env. 11" x 5" - 100 pcs in a packet	02 packet		
5	Brown clothing Env. 12" x 10" - 100 pcs in a packet	02 packets		
6	Brown clothing Env. 16" x 12" - 100 pcs in a packet	02 packets		
7	Car requisition pad- (100 sheets in a book)	40 books		
8	Registered A/D card- 100 pcs in a packet	01 packet		
9	Cash denotation pad -100 sheets in a book	50 books		
10	Daily Permit Application Form-100 sheets in a book	10 books		
11	Delivery Note - 100 sheets in a book	50 books		
12	Doctors Memo - 100 sheets in a book	05 books		
13	Form – 1 [a/c.HDC]- 50 sheets in a book	50 books		
14	Form – 1 [a/c.KDS] - 50 sheets in a book	250 books		
15	Form – 2 –CFS [a/c.HDC]- - 50 sheets in a book	30 books		
16	Form – 2 –CFS [a/c.KDS] - 50 sheets in a book	400 books		
17	Gate Pass - CFS - 100 sheets in a book	10 books		
18	Gate Pass- Inward Red colour -100 sheets in a book	10 books		
19	Goods Receipt Book -100 sheets in a book	05 books		
20	Goods Receipt report -100 sheets in a book	05 books		
21	Guarantee form A/C. CFS-100 sheets in a book	05 books		
22	Half Leather binding Register – 100 folio in a book	100 books		
23	Half Leather binding Register – 150 folio in a book	03 books		
24	Half Leather binding Register – 200 folio in a book	05 books		
25	Half Leather binding Register – 300 folio in a book	05 books		
26	Equipment Interchange Receipt – 100 sheet per book	300 books		
27	Money Receipt cum gate pass book- (50 sheets in a book)	100 books		
28	Job File [Pink/Light blue color] – CFS	15000 pieces		
29	Lace File - Thick Quality Brown Colour	500 pieces		
30	Leave application form [Non-officer] - 100 sheets in a book	20 books		
31	Leave application form [Officer] -100 sheets in book	02 books		
32	Letter Head [Medium] Executive bond paper -100 sheets in a packet	20 packets		
33	Loading Permit[a/c.HDC & a/c. KDS] - 100 sheets in a book	30 books		
34	Medical reimbursement form (Non-Off) - 100 sheets in a book	10 books		
35	Overtime Attendance form -100 sheets in a book	10 books		
36	Phone Coupon Book -100 sheets in a book	25 books		
37	Printed Window Env. 11" x 5" -100 pcs in a packet	20 packets		

Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]
e-Tender No : : BL/CFS/KOL/ Printing/16-17

38	Printed Window Env. 6" x 3.5" -100 pcs in a packet	05 packets		
39	Printed Window Env. 9" x 4" -100 pcs in a packet	05 packets		
40	Purchase order – CFS - 50 sets in a book	20 books		
41	Reimbursement of Dock Expenses –CFS -100 sheets in a book	50 books		
42	Stationery requisition pad - 50 sheets in book	30 books		
43	Sundry / Salary Advance sanction letter - 100 sheets in a book	01 book		
44	Taking Delivery of Loaded Container - 50 sheets in a book	05 books		
45	Truck/Trailer Entry/Exit gate pass - 100 sheets in a book	200 books		
46	Visiting Card - 100 pcs in a case	20 cases		
47	White Printed Env. 9" x 4"- 100 pcs in a packet	05 packets		
48	White Printed Env. 11" x 5" - 100 pcs in a packet	20 packets		
49	White Printed Env. 6" x 3.5" - 100 pcs in a packet	05 packets		
50	Work Instruction sheet A/C. CFS - 100 sheets in a book	400 books		
51	Xerox Coupon Book - 100 sheets in a book	50 books		
52	Form –I B (as per sample) -100 sheets in a book	50 books		
53	Form –II B (as per sample) -100 sheets in a book	70 books		
54	Equipment Interchange receipt (as per sample)- 100 sheets in a book	300 books		
	SONAPUR OFFICE			
55	Gate Pass – 2 part (as per sample) -50 sheets in a book	50 books		
56	Nalco Gate Pass (50X3 in a set as per sample)	30 books		
57	Delivery Challan (5 part as per sample-50 Sets in a book)	05 books		
58	IGR Form – 2 (2 part as per sample- 50 Sets in a book)	10 books		

[Price should be excluding all Taxes as applicable]

We have understood the terms & conditions indicated in the e-Tender Enquiry No. BL/CFS-KOL/Supply of Printing Stationary/2016-17 and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :

Designation :

Seal :