

SBU: GREASES & LUBRICANTS
P-43, HIDE ROAD EXTENSION
KOLKATA – 700 088
Phone No. 033 – 2450 5300
Fax No. 033 – 2439 5160 / 2277
e-mail: burman.p@balmerlawrie.com

Tender Enquiry No. : GLK/TE16/392 , dated 04.03.2017
Due on : 14.03.17, 15.00 hours, IST

Balmer Lawrie & Co. Ltd. (BL) invites online electronic bids from manufacturers or their authorized distributors or traders of repute having strong financial capabilities for supply of 3.0 MT (+/- 10%) Organo Clay as follows :

1.0 Technical Specifications

<u>Parameters</u>	<u>Limit</u>
Colour & Appearance	Light Cream Finely Divided Powder
Bulk Density at 25 deg C ,gm/cc	0.40 to 0.60
Moisture Content % by weight	3.0 max
Weight per US gallon, lbs	14.0 – 14.5
Weight Loss @ 1000 deg C	40 % max
Fineness through 200 mesh % passing by wt.	95 min.
Gel Formation	150BS Mineral Oil + 6-8% Clay + Polar Activator : Smooth NLGI 2/1 Consistency grease

No deviation against the above specification will be accepted.

2.0 Quantity

The tender quantity is total 3.0 MT + /- 20% . Breakup of this quantity location wise as follows :-

Quantity	Location
2 MT	Kolkata Plant
1 MT	Silvassa Plant

3.0 Delivery Terms

Offer should be on door delivery basis [including Loading and unloading charges at either end] at our respective Units clearly specifying freight charges, excise duty/cenvat credit, sales tax, packing size etc.

4.0 Delivery Schedule

Material shall be delivered based on call ups. Supplies to delivery within 15 days from the date of call up given.

5.0 Earnest Money Deposit (EMD) and Security Deposit (SD)

Tender must be accompanied by EMD of Rs 3,000/- (Rupees Three Thousand only) by Bank Draft or Pay Order drawn in favour of Balmer Lawrie & Co. Ltd. Payable at Kolkata. No interest will be payable against EMD. Offers not accompanied with EMD will not be considered. Payment by cheque will not be accepted. The EMD will be returned to unsuccessful bidder within 15 days of placement of order on successful bidder and acceptance thereon. EMD of the successful bidder shall be converted into Security Deposit.

Small Scale Units registered with National Small Scale Industries Corporation are exempted from payment of EMD. Small scale units registered with National Small Scale Industries Corporation should enclose a copy of their valid registration certificate to make their quotation eligible for consideration.

6.0 Payment Terms

Payment will be released within 30 days from the date of delivery of material at our Respective units as stated above.

7.0 LD Clause

In the event the material is not received within the specified days mentioned above, a pre-determined liquidated damages will be applicable @ 0.5% per week subject to 5.0 % maximum of PO for the delivery portion in each lot.

8.0 Validity

Offer must be valid for our acceptance for a minimum period of 60 days from the due date of this tender.

9.0 Offer shall clearly indicate the following

1. Material is hazardous or not for users health?
2. Does product cause any kind of environmental pollution?
3. System to control air emissions, effluents and hazardous waste disposal system to comply with regulatory requirement?
4. Do any of your operations results in the creation of hazardous waste? If yes, is there a system in place to identify and properly dispose of hazardous waste?

10.0 Basis of selection

The on-line closed bids shall be used for grading the bidders .Location wise the lowest quoted bidder (Net Landed Rate) in the on-line closed bids shall be designated as "L1" and 100% order quantity shall be allocated to them for that location, subject to fulfilling of other tender clauses.

10.0 Submission of offer

The bidders are required to submit their offer on-line before the due date and time of the tender. However, EMD and other documents like technical literature etc. are to be submitted in a sealed envelope before opening of bid.

11.0 Conditions for online bid submission

Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on eProcurement 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 eProcurement 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:

Ritabrata Chakraborty (Kolkata), +91 8697910411

Email: ritabrata.chakraborty@c1india.com

Contract :- Mr. Tuhin – 08981165071.

Submission of Hard copies

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards EMD along with other documents as required, to the Tender Inviting Authority before opening of the tender. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. 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.

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.

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.

11.0 Note

1. Order quantity may be split or changed as per requirement.
2. **Quality Assurance** : Any defective supply reaching our works shall be taken back by the vendor within 7 days of informing after the same is intimated. Replacement supply also to be made within 7 days.

Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any stage at the sole discretion of BL.

- 12.0 The bidders who have not supplied this material earlier at any Unit of G&L of BL, must submit a sample of 500 grams and must reach our office prior to opening of tender.

for **Balmer Lawrie & Co. Ltd**

Pratik Burman
Jr. Officer (Purchase)
Ph- 09836809607