



[Corporate Communications Department]

Notice Inviting Tender

Tender Ref. – CorpComm/HouseJournal/2017-18

Tender Date: 28.03.2017

Last Date for Tender Submission: 07.04.2017

Balmer Lawrie & Co. Ltd. invites sealed tenders from competent and experienced printers with sound technical and financial capabilities for printing and supply of 1000 copies of House Journal per quarter. Registered Printers are requested to offer competitive rate & service as per the specified formats in the following forms:

- Form No. I – Un-priced bid
- Form No. II – Price bid

Quotes from unregistered vendors will not be entertained.

Scope of Work

1. The scope of work of this tender consists of designing, printing and delivery of 1000 copies (+/-) 15% of House Journal.
2. Printer has to arrange for delivery of the copies to the Company's Head Office in Kolkata.
3. The content along with photographs will be provided by Corporate Communications department in a MS-Word document.
4. The soft copy of the journal in printable format and PDF to be given to Company after printing.

Completion Period of the Job

The time schedule for the completion of printing and delivery of the house journal would be 2 (two) weeks from the Letter of Intent or placement of Work Order (whichever is earlier).

Tender Documents

Tender Documents comprise Form I (Un-priced bid) and Form II (Price bid).

Pre-qualification Criteria

1. Average annual Turnover of the tenderers for the last 3 (three) financial years (2013-14, 2014-15, 2015-16) should not be less than Rs. 1 crore, with duly Audited P&L and Balance Sheet in support.
2. Printing of House Journal for at least 3 Corporates during the last 3 years with documents in support.
3. Technical Capability to be judged as per the details in the Un-price bid

Bids of vendors meeting the pre-qualification criteria will only be opened.

Tender Submission

Tender to be submitted under two separate sealed covers, one cover containing Form-I (Un-priced Bid) and the other cover containing Form-II (Price Bid) duly super scribed UN-PRICED / PRICED BID, Tender Number and Name of the Work. 'Un-priced' bid should be kept free of any price figures, while 'Price' Bid should be filled in with the price figures only. Bid is liable to be rejected incase the "Price bid" is submitted in the "Un-price bid" and vice versa. Partially filled "Un-price bid" will not be considered.

Detailed offer complete in all respects should be addressed to Ms. Mohar Mukhopadhyay, Head – Corporate Communications, Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001 by 7th April 2017, 3:00 pm.

Earnest Money Deposit (EMD) / Security Deposit

A sum of Rs. 5,000 (INR Five thousand only) should be enclosed with Form-I (Un-priced Bid) in the form of Pay order / Bank draft in favour of BALMER LAWRIE & CO. LTD. payable at Kolkata. Bids / Offer not accompanied with the requisite EMD, shall not be entertained.

In case of award of work, the Security Deposit, which will be 10% of the total value shall be refundable after termination of contract. EMD of unsuccessful applicants will be returned after finalization of contract.

Validity of Offer

Tenderers shall keep their offer valid for a period of 60 days from the date of opening of Un-priced Bid.

Non-Conformance

Tenders not conforming to the above-mentioned requirements are liable to be rejected.

Right of Acceptance / Rejection

Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co. Ltd. reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.

Note:

1. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
2. BL reserves the right to cancel the tender/offer without assigning any reason whatsoever.
3. Quantity mentioned in the tender are indicative and the Company reserves the right to increase / decrease the requirement of quantity during the period of contract.

Refer detailed terms & conditions in Annexure A.

For Balmer Lawrie & Co. Ltd.

Mohar Mukhopadhyay
Head – Corporate Communications

FORM NO.: I**Tender Enquiry Form in respect of Un-Price Bid for printing of House Journal for
Balmer Lawrie & Co. Ltd. [BL]****UN-PRICE BID**

(To be filled in by the Tenderer on Letter head)

[1] Names of at least 3 Corporate Client, for whom the House Journal has been printed by the Printer during the last three financial years, 2013-14, 2014-15 & 2015-16	i) ii) iii)	
[2] No. of Printing Machines & details of the Machines	[3] No. of operating Employees	[4] Whether the Printer has a suitable power back-up [Please mention capacity of Machine]
No. of Machine: Details:		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Capacity <input type="text"/> KVA
[5] VAT Registration No.	[6] Central Sales Tax Registration No.	[7] PAN No.
[8] Trade License No.	[9] Date of Incorporation / Formation of the Company / Firm	
[10] Attach Sample of Papers as per Specifications : 170 GSM Indian Art Paper for all pages including cover pages		
[11] Unique Selling Proposition [USP] of the Vendor as a Printer (Mention reasons why BL should consider your offer)		

Signature of the Authorized person/s with designation and office seal

FORM NO.: II**Tender Enquiry Form in respect of Price Bid for printing of House Journal for
Balmer Lawrie & Co. Ltd. [BL]****PRICE BID**

(To be filled in by the Tenderer on Letter head)

Estimated Bill of Quantity for designing, printing and delivering 1000 copies of House Journal to be printed quarterly. 4 issues in the year would add upto 4000 copies.

Specification for House Journal

Quantity: 1000 nos. per
Size: A4 size
Pages: the no. of pages will vary between 8 pages to 24 pages
Paper: 170 GSM Indian Art paper
Printing: Multicolour (4 colour) printing with photo printing on all pages
Binding: Centre stitch
Language: Bilingual (few pages will be in Hindi) – the Hindi content will be provided by client

Basic Design & Processing: Page Layout, Cover design, Making collages of photos, photo correction on photoshop, DTP Setting with page make-up etc. for all the pages including the two Covers. Idea for design will be given by client.

Price Schedule

Designing, Printing & Delivery of 1000 copies of House Journals (4 issues in a year) to be printed in 4 colour and A4 size 170 GSM Indian Art paper.					
	8 pages including 2 cover pages	12 pages including 2 cover pages	16 pages including 2 cover pages	20 pages including 2 cover pages	24 pages including 2 cover pages
Basic Price (in INR)					
Rates & Taxes (to be mentioned separately)					
Net Price					
Net Price (in words)					

Signature of the Authorized person/s with designation and office seal

ANNEXURE – A

Detailed Terms and Conditions for printing House Journal for Balmer Lawrie and Co. Ltd.:

1. The quotation to be given by the Printer should be in the formats provided in the Tender viz. Form I and Form II.
2. The costs specified in the quotation will be valid for four issues of the House Journal which will be printed on a quarterly basis during the financial year 2017-18.
3. Basic Rate as per Form II should be inclusive of designing, printing and delivery.
4. The content and photographs for the House Journal will be provided by the Company.
5. The printer has to arrange for collection of the printing materials from the company office and deliver proofs as per the schedule to be informed by the Company.
6. Printing of the House Journal to be done based on the following parameters
 - a. The size of the House Journal will vary between 8-24 pages including 2 cover pages and few pages in Hindi
 - b. No. of copies to be printed will be 1000 (there could be a variance of 10% to 15%).
 - c. Paper to be used – 170 GSM Indian Art Paper
 - d. Four colour printing including photo print
 - e. Size will be A4 size
7. Few pages will be printed in Hindi. The Hindi content will be provided.
8. The soft copy of the House Journal printed for Balmer Lawrie will have to be given to the Company in CD. Specifications in quotation should match specification given on the company website.
9. Delivery of the House Journal to be made to Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001.
10. Printer has to ensure good quality job and timely delivery. Balmer Lawrie reserves the right to reject the job if the supply is not as per the approved proof and the printer has to compensate for the same.
11. Liquidated damages will be imposed @ of 1% per week subject to maximum of 5% of the Order Value against bill in case of unsatisfactory or delayed performance of the contract.
12. The paper to be supplied in the House Journal should match specifications provided in the Tender. In case, it is found that inferior quality paper has been used, 5% of basic rate would be deducted from the final bill without showing any reason.
13. A representative(s) of the Company will be entitled to collect samples of Paper and any other input to be used for carrying out this work order from the printer's work place where the job under this order is to be carried out. The said samples may, if required be submitted to any authorised organisation for the purpose of testing, determining and reporting the quality, grade, standard and brand of the material. The choice of the testing organisation, in such a case, would be at the discretion of the Company.
14. The Company reserves the right to inspect facilities of the Printer even at the selection stage / before award of the job / before opening price bids.
15. While printing the accounts if there is any wastage, such scrap paper should be destroyed in the presence of a company representative and a written confirmation should be given to the company before receipt of payment.
16. Payment would be made by the Company after 30 (thirty) days from the date of receipt of proper bill with Signed Challan from the Printer.
17. Any party with adverse performance on previous assignment(s) of the Company shall not be considered for purpose of this Tender.

18. Preference of the Company would be for Kolkata based Printers taking into consideration operational convenience of the Company.