

**SBU: Greases & Lubricants**  
**P-43, Hide Road Extension Kolkata-700 088**  
Tel: 033-24505-300, Fax: 033-2439 2277 / 5160  
e-mail ID : burman.p@balmerlawrie.com

GLK/TE17/003  
Dt: 03.04.17

TENDER ENQUIRY

DueDate:13.04.17[15:00 Hrs -IST]

M/s

Dear Sir,

**SUB: E-TENDER FOR SUPPLY OF 3.0 MT (+/- 20%) OF Tri Ethanol Amine [TEA]**

**Online bids are invited for supply for supply of 3.0 MT [+/- 20%] of Tri Ethanol Amine [TEA].**

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> .

**A. PRODUCT SPECIFICATION**

Equivalent mass min.	140
Moisture content % by mass	0.5 max.
pH 1% solution in distilled water	10.6 to 10.8

**B. QUALITY & ACCEPTANCE OF THE MATERIAL**

The successful bidder must ensure the quality and no deviation from the aforesaid specifications shall be entertained.

**C. Terms and conditions of contract**

**1 PERIOD OF CONTRACT**

- The contract shall be valid up to 31<sup>st</sup> May '17 from the date of the placement of LOI/ Purchase order.

**2. DELIVERY : Balmer Lawrie & Co Ltd., P-43, Hide Road Extension,Kolkata - 700 088.**

- Material shall be delivered preferably in single lot OR as indicated in call-ups.
- Supplies should commence within 7 days of placement of Call Ups.
- Cost of delivery shall include transportation, loading / unloading charges, if any. The bidders are advised to include these charges while quoting their price.

## 2 PRICE BASIS

- FOR Kolkata [ Door Delivery basis]

## 3 PAYMENT TERMS

30 days from the date of receipt of the material and acceptance of same after necessary quality checks by our Quality Assurance Department.

## 4 VALIDITY

The offer shall remain valid for a period of **30 days** from the due date of the tender.

### CONDITIONS FOR ONLINE BID SUBMISSION

#### **Procedure For Bid Submission**

The bidder shall submit his 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 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 eProcurement 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***

#### **Submission of Hard copies:**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. 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, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

**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.

For **Balmer Lawrie & Co. Ltd.**

Pratik Burman  
Jr. Officer (Purchase)  
Ph- 09836809607