

**BALMER LAWRIE & CO. LTD.,  
SBU LEATHER CHEMICALS  
32, MANALI, CHENNAI 68.  
(Regd. Office: 21, Netaji Subhas Road, Kolkatta 700 001)**

**PH: 044 2594 6543 / 6500**

**FAX: 044 2594 5006 / 2594 1156**

**Ref: SBULC/LABELS/01/031/1718**

**DATE: 27.04.2017**

**DUE DATE: 12.05.2017**

Response from approved vendors/contractors alone will be accepted and that other interested Vendors/contractors may seek to register with the unit and subject to such registration being confirmed, they would be considered for subsequent Tenders.

**To**

**TENDER**

Dear Sirs,

**Sub: Enquiry for requirement of Pre-Printed Matt White Polyethylene Synthetic Continuous Self-adhesive Labels as per specification - reg.**

With reference to the above, you are requested to submit your most competitive offer for supplying the same at our factory, Manali.

**As per Annexure-1, 2 & 3 enclosed. Please provide all the data required as shown in Annexures.**

- 1. Your offer should be F.O.R. Manali, door delivery basis.** Offer should have clear details on ED, Cess, ST, Freight, Insurance etc. **‘C’ Form shall be submitted against CST.** Tenderer needs to give your sales taxes clearly. Excise tariff head no. should be mentioned in the offer. P&F and Freight charges shall be either included or value to be mentioned separately. Offer with **terms like 'extra' or 'at actual' or 'Freight on To pay basis' will lead to rejection of offer.**
- 2.** The material should be delivered as per delivery schedule without fail. The price should be firm till the completion of order. The company reserves the right to reject any or all offers. Your offer should be valid for a minimum period of 60 days for our acceptance from the due date for submission of tender. **Offers not valid for 60 days from 12.05.2017 will not be considered for the tender.**
- 3. Delivery Period:**  
**Required within 15 days from the date of approval of final draft with art work.** Draft label with art work to be submitted for BL's approval within 7 days from the date of LOI/PO. BL will revert on approval with correction, if any within one week from the receipt of draft label.  
  
**Any delay in submission of draft label with art work by the vendor, will be counted in the time taken by the vendor.**
- 4. LD Clause:** Material shall be delivered to us as per committed delivery schedule without fail. Any delay in delivery as per agreed schedule will be liable for imposition of LD @0.5% of the total order value per week subject to a maximum of 5% on basic material value on delayed items/quantity.

*Signature of the Tenderer:*

*Date:*

**Page 1 of 6**

*Seal:*

**5. Payment terms:**

100% of basic, with full taxes & duties, with 30 days credit against receipt and acceptance. Any other credit term may be clearly mentioned. Suitable adjustments will be made in arriving at the landed cost while price comparison.

**Offers seeking advance payment (including payment through bank or against dispatch documents prior to delivery) before delivery will not be considered.**

6. It may be noted that if any term is not mentioned in offer, it will be considered as per our tender only.
7. The bids of any bidder may be rejected if a conflict of interest between the bidder and Company is detected at any stage
8. **Evaluation of Bids:** Evaluation of price bids will be done and overall lowest landed rate (net of cenvat/VAT as applicable) shall be taken as L1 price and next lowest as L2 price and so on. The order will be awarded to the overall L1 bidder.

In case, offers received from related vendors/companies, only overall lowest offer among the offers received will be considered for evaluation. The other bids of related companies will stand rejected.

**9. Award of Contract:**

- a) **100% order will be placed on the L1 quoted bidder**
- b) If required, the Company would carry out negotiation with the tenderers and it would be in the interest of the tenderers to give their most competitive rates.

**10. Detailed offer with**

- (a) filled in price bid in the given format – Annexure-2 (1 page)
- (b) filled in vendor details- Annexure-3 (2- pages)

**Offer shall be duly attested by the tenderer with seal in all pages.**

Your detailed offer as above shall be kept in a **sealed envelope superscribed as 'Offer for Pre-Printed Label'** along with the copy of the tender document signed and stamped with company seal on all pages as a token of acceptance of our tender terms and conditions, should reach the **undersigned at our Manali works on or before 12.05.2017. Please avoid sending your offer by fax/email.**

Thanking you,

Yours faithfully,

for **Balmer Lawrie & Co. Ltd.,**

**Senior Manager (SCM)**

**Encl:** Annexure -1 (1 page), Annexure-2 (1 page) & Annexure- 3 (2- Pages)

*Signature of the Tenderer:*

*Date:*

*Seal:*

**Annexure-1**

**Specification for Label:**

**Vendor has to supply the label strictly as per the below specification:**

1. Material (Synthetic) : Matt White Polyethylene continuous pre-printed self- adhesive Sticker Label Stationery- Non tearable (For printing through barcode printer)
2. Basis Weight : 52 gsm +/- 10%
3. Caliper : 0.074 mm +/- 10%
4. Adhesion Quality : Permanent rubber based adhesive for good initial tack and ultimate adhesion
5. Size : 150 mm X 200 mm
6. Colours : 3 Colours Printing. Colours shall be confirmed at the time of draft approval by BL
7. Font : Shall be confirmed at the time of draft approval by BL

**Application:**

1. Label is specifically required for use in inventory, address and product identification on drums. Label to be used for thermal transfer print applications where paper labels are not acceptable due to environmental conditions or any other factor.
2. Labels will be exposed to direct sunlight and rain. Hence the print & adhesion quality of the sticker should be light fast, water proof & dust proof.
3. Pre-printing direction on the stickers should be approved by BL on award of LOI/PO. Labels should be continuous and cut/individual stickers are not acceptable

**Note:**

Vendors/suppliers are advised to visit our factory at Manali and shall collect all the details required for submitting the offer for the tender.

**Contact: Mrs. T Indhira- 044-25956564/ Mr. S Nagarajan- 044-25946573**

*Signature of the Tenderer:*

*Date:*

*Seal:*

**Annexure-2****Price Bid**

SL NO.	DESCRIPTION	UNIT	QTY	RATE/UNIT IN Rs.	AMOUNT IN Rs.
A	Pre-printed Continuous White Polyethylene Synthetic Self-adhesive Labels as per above mentioned specifications	Nos	20,000		
B	EXCISE DUTY, if any @_____	%			
C	VAT/CST ON (A+B)@_____	%			
D	FREIGHT	LUMPSUM			
E	INSURANCE	LUMPSUM			
F	TOTAL [FOR MANALI, CHENNAI-68] (A+B+C+D+E)				

**Qty Tolerance +/- 10% applicable**

1. The “**Price**” shall be inclusive of freight on F.O.R. at our plant on “**DOOR DELIVERY**” basis including **transit insurance. Unloading of the materials at our plant- BL’s Scope**
2. **Inspection:** If necessary, the material may be inspected by company’s authorized representatives at the premises of the successful tenderer before delivery.
3. **AWARD OF CONTRACT:**
  - a. **100% order will be placed on the L1 quoted tenderer**
  - b. If required, the Company would carry out negotiation with the tenderers and it would be in the interest of the tenderers to give their most competitive rates.

Signature of the Tenderer:

Date:

Seal:

**Annexure-3****Vendor Details**

(Vendor shall fill in all the fields. If not applicable, please mention 'Not Applicable')

1	Vendor Name	
2	Address	
3	Postal Code	
4	Contact Person	
5	Telephone No. (Landline / Mobile)	
6	Fax	
7	email	
8	Industry/ Company Type (Mfr / Dealer etc. )	
9	Taxes applicable	
10	TIN No.	
11	CST No.	
12	Service Tax Regn No.	
13	PAN No.	
14	ECC No.	
15	ECC Range	
16	ECC Division	
17	Whether SSI/NSIC/MSME unit?If yes, enclose valid certificate copy.	
18	If SSI/NSIC/MSME unit whether under category SC/ST?	

*Signature of the Tenderer:*

*Date:*

*Seal:*

**Annexure-3**

**GST Registration Details**

(Vendor shall fill in all the fields.)

<b>Sr No.</b>	<b>DESCRIPTION</b>	<b>VENDOR DETAILS</b>
<b>1</b>	Vendor name	
<b>2</b>	Address	
<b>3</b>	State	
<b>4</b>	GSTIN Registration number	
<b>5</b>	Proof of GSTIN Registration number per state (From GSTN website)	
<b>6</b>	Vendor's GSP name (GST Suvidha Provider's)	
<b>7</b>	Confirmation on IT systems readiness with BALMER LAWRIE interface for GST compliance	

*Signature of the Tenderer:*

*Date:*

*Seal:*