



BALMER LAWRIE & CO LTD.

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NOTICE INVITING TENDER

TENDER . NO.: BL-KOL/Logistics/1

DATE-17.05.2017

SUB: Printing and supplying of Brochure for Logistics Division , Kolkata-700001.

Sealed tenders in Single Bid Physical form are invited from only Company's registered vendors for above subject printing services as per **Annex-I** and to quote bidders competitive price as per BOQ attached as **Annex-II** . Also attached is a soft copy of Brochure design in PDF format, as **Annex-A**.

You are required to submit your complete offer in a sealed envelope super scribing the Name, due date of tender submission. Your quotation complete in all respect should reach us latest by 3.00PM on 27/05/2017.

Thanking you.

Yours truly,

For Balmer Lawrie & Co Ltd

[Gautam Paul]
Sr.Manager [T & L]

ANNEXURE-I

| Sl. No | Description | Details |
|--------|--------------------------------------|--|
| 1 | Name of Work | Printing and supplying of Brochure for Logistics Division, Kolkata-700001. |
| 2 | Tender No | BL-KOL/Logistics/1 |
| | EMD | Rs.3000/-(exempted for MSMED /NSIC vendors on their submission of relevant certificate/ document). |
| 3 | Validity Of Offer | 60 days from the last date of submission |
| 4 | Completion Period | 15 days. |
| 5 | Downloading / Submission of Tender : | |
| | a. Starts on | 17.05.2017 |
| | b. Closes on | 27.05. 2017 at 3.00 P.M. |
| 6 | Opening of Tenders | On or after due date and time for submission. |

General Terms & Conditions of Printing contract

1) The printing of would have to be done based on the following parameters :-

- Page : 12 pg including cover & back
- Size : Closed size 11 Inch (h) X 8 Inch.(w)
- Open size : 11" h x 16" w
- Paper : 250 GSM Imp. Glossy Art Paper
- Printing : 4 colour back to back printing on Glossy Srt Paper & Stich Binding
- No. of Copies : 1000

The aforesaid quantity of copies subject to variation up $\pm 20\%$

- 2) Design details for the Brochure shall be provided to prospective & willing bidders in this printing tender. The same is available in soft-copy in separate CD and the vendors may collect the same from Mr. G Paul, Sr.Manager[T & L] at CFS-Kolkata or from Ms. Mohar Mukhopadhy, Head(Corporate Communication), 3rd floor, HO, 21- N S Road, Kolkata-700001. However, a PDF copy of the Brochure Design is being attached as **Annex-A**.
- 3) The printer has to ensure good quality job and timely delivery.
- 4) The successful vendor shall be advised to provide BL a sample print as per Design available in Annex-A and in conformance to detail design available in CD.
- 5) The quality of paper (both cover pages and inside one) should match with the specification provided in the Tender. In the event where it is found that inferior quality paper has been used then necessary deductions would be made from the final bill or may fully reject the printed brochure without showing any reason therefore..
- 6) A representative(s) of BL shall be entitled to collect samples of Printing Paper or ask for submission of sample paper to be used for this printing job and any other input to be used for carrying out this work order from printer's

work place where actually the work under this order is to be carried out. The said samples may, if required, be submitted to any authorized organization for the purpose of testing, determining and reporting the quality, grade, standard, and brand of the material. The choice of testing organization, in such case, would be at the discretion of Balmer Lawrie .

- 7) Balmer Lawrie reserve their rights to inspect facilities of the Printer at the selection stage / before award of job..
- 8) In case of unsatisfactory or delayed performance, an amount up to 10% of the order value shall be deducted from the Bill of the selected Printer on account of liquidated damages. In case of delay in delivery of the printed brochure , a penalty @1% per day week subject to a maximum of 10% of the tender value shall be deducted from the bill value as the case may be.
- 9) If there is any increase or decrease in no. of pages (inside text) as compared to the no. of pages mentioned in the Tender, then the incremental/reduced cost shall be arrived at on a pro-rata basis and shall be adjusted with the Bill of the selected Printer.
- 10) **Payment:** Payment would be made after delivery of the printed Brochure and within 15 days from the date of receipt of Bill/Invoice with receipted Challan from the Printer by us.

Any Tender received after the due date and time of submission would not be accepted.
- 11) Any Printer with adverse performance on previous assignment(s) with BL , **shall NOT be considered** for the purpose of this Tender.
- 12) The Printer should be based at Kolkata or near to Kolkata having sufficient own power-backup, taking into consideration operational convenience of the Company.
- 13) Earnest Money Deposit (EMD) is required for Rs.3000/- . Amount is to be provided by the Tenderer at the time of submission of the Tender in the form of Pay Order / Demand Draft or Bank Guarantee in favour of the "Balmer Lawrie & Co. Ltd.". The EMD shall be free of interest and would be refundable only on placement of Order(s) on the successful Tenderer . In case of MSMED /NSIC vendors, Certificate of MSME/ NSIC must be submitted in hard copy for considering their exemption from EMD
- 14) **Completion :** Job has to be completed in all respect with 15 days of issuance of Work Order.
- 15) **Taxes & Duties :** Rates shall be inclusive of all taxes & duties like Excise, Octroi etc. but except for VAT/Service Tax which shall be paid by us (i.e Balmer Lawrie) extra at the prevailing rates for the same.

ANNEXURE-II : PRICE BID –BOQ

| PRINTING & SUPPLY OF BROCHURE FOR LOGISTICS DIVISION AT 21,N. S ROAD, KOLKATA-700001 | | | | | |
|---|---|------|------------------|------|--------|
| Sl. No. | Description | Qty | Unit | Rate | Amount |
| 1 | Cost for Developing, Printing and Supply of Brochure for Logistics Division as per design to be provided by Balmer Lawrie . Specifications in respect of Paper & printing etc. has to be complied as per details mentioned in clause-1 of Terms & Conditions in Annexure-I. Cost to include all materials, printing & developing services & all other allied services and delivery of the Printed Brochure at CFS-Kolkata. | 1000 | 12 page Brochure | | |
| | TOTAL | | | | |
| RUPEES IN WORDS | | | | | |

The quantity of copies as mentioned in BOQ(Annex-II) may subject to variation up $\pm 20\%$.