

BALMER LAWRIE & CO. LIMITED

GREASES & LUBRICANTS

SURVEY NO. 201/1, SAYLI

SILVASSA – 396 230.

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GLS/TE17/030

TENDER ENQUIRY

Due on: 16/06/17

07/06/17

M/s _____

Dear Sir

Sub: Enquiry for supply of printed 5 Ply Auto slotted Corrugated Cartons at Silvassa

Balmer Lawrie & Co. Ltd. [BL] is a leading manufacturer of Greases & Lubricants in India. The company intends to procure **5 ply corrugated cartons with two colour offset printing** for packaging of our Balmerol Grease Pouches in 100 gms and 200 Gms Sizes from competent and experienced manufacturers with sound infrastructural, technical and financial capabilities. The intending suppliers should have made similar supplies to reputed industries / organizations.

Sealed Quotations through Post/Courier are invited for supply of cartons as per the details given below: Offers through email/Fax would not be considered.

1 **PRODUCT SPECIFICATION & QUANTITY**

Specifications: Please refer **Annexure - I**

Quantity:

Sr.No	Pack Size	Quantity [nos.]**	No. of Art works
1	Auto slotted Cartons for 100 gms Pack Size Pouch	1500	1
2	Auto slotted Cartons for 200 gms Pack Size Pouch	2000	2

****Note:** This is only an estimate and quantity can increase/decrease or interchanges as per our actual requirement.

2. **PERIOD OF CONTRACT**

The period of supply shall be 3 months from the date of Purchase Order or Quantity exhausted whichever is earlier. In case the full quantity is supplied prior to this date the contract shall stand closed. Extension of the contract shall be through mutual agreement.

3. **DELIVERY**

a. Supplies should commence within 5 days of placement of LOI / purchase order whichever is earlier. All subsequent deliveries shall be made as per our call-up within 5 days. Normally our call ups will be placed during the first week or within the first 10 days in a month



b. The deliveries shall be made to the following address:

BALMER LAWRIE & CO. LIMITED

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d. Cost of delivery shall include transportation, loading/ unloading charges, **affixing stickers on cartons** if any. The bidders are advised to include these charges while quoting their price in the price bid.

e. **PRICE REDUCTION FOR DELAYED DELIVERY**

In case of failure to deliver materials as per the stipulated delivery schedule, price is liable to be reduced @ 0.5% of the value of the delayed material per week or part thereof delay subject to a maximum of 5.0% of the order value.

f. **RISK PURCHASE**

Without prejudice to other provisions in the tender, in the event supplier fails to supply within the stipulated time, BL shall have the option to procure the material from alternate sources with prior intimation to supplier, at the risk and the additional cost borne by the supplier.

g. **PAYMENT TERMS**

Payments shall be effected within 30 days of receipt of bills with all necessary documents.

4. **SPECIAL CONDITIONS OF CONTRACT**

a. **ART WORK & PRINTING** The cartons shall be printed in **one colour offset printing** as per artwork provided by us. The successful bidder should collect the artwork and get a sample carton approved before commencing delivery. Printing on the cartons should be neat, legible, uniform and in the color shades specified by us. The printing ink should be of good quality so that printing matter does not get smudged /distorted or get erased during the process of filling / handling.

The artwork shall be provided by us in CD / printouts etc before taking production run For development and submission of sample carton for each artwork, the normal lead time allowed is maximum 7 days. For commencement of bulk supply after getting of sample artwork/carton, the normal lead time allowed is maximum 7 days.

No of artworks: Number of artworks that needs to be developed by vendor without additional artwork development charges refer tender clause number 1 "**PRODUCT SPECIFICATION & QUANTITY**". If number of artworks exceeds the specified limit the additional artwork charges will be reimbursed by Balmer Lawrie.

b. **QUALITY ASSURANCE**

i.) All supplies made shall be accompanied by test certificate conforming to our specification. Issue of test certificate will not prejudice our right to carry out further checks and decide whether the material supplied is meeting our specification. The vendor shall be responsible for quality assurance for the material. The vendor shall use proper operating practices to ensure all quality parameters so that supplies meet the requirements as specified in the tender.

ii.) Any defective supply reaching our works shall be taken back by the vendor within 7 days of informing the same. Otherwise BL shall have right to dispose off the defective material at the risk and cost of the supplier.

iii.) BL reserves the right to test the quality of the cartons on random sample basis at Indian Institute of Packaging to check the conformity to tender specification.

a. **Affixing stickers:** As and when required, vendors may be asked to affix stickers provided by the BL for specific grades. . No additional cost would be paid by the BL for this.

5. **Price:** Vendors are requested to quote strictly as per the price bid format enclosed in Annexure II. The price bid evaluation will be based on the net landed cost per carton which includes material cost, conversion cost and freight charges and order would be placed on totally basis only where L1 would be selected on total lowest price quoted for both the sizes.
6. **Price escalation/ de-escalation:** It is fixed price contract and no price hike would be entertained during the contract period of three months from the date of PO/LOI so quote accordingly.
7. **VALIDITY**-The offers shall remain valid for a period of **45 days** from the due date of the tender.
8. **EXCISE DUTY & SALES TAX** --The vendor shall need to comply with such formalities as are required by the statutory authorities in respect of Excise Duty and Sales Tax/VAT. The vendor shall issue the excise paid invoice so that equivalent amount may be availed as Cenvat credit by us. Concessional form, if applicable, pertaining to Sales Tax/VAT shall be issued to the vendor by us.
9. **SUBMISSION OF OFFER**
- a. Each page of the tender document shall be **sealed and signed** by the authorized representative as a token of acceptance of tender terms & conditions. The bidder shall quote their price in "Price Schedule" format only (Annexure-II)
- b. 'Offer for supply of printed 5 ply Corrugated Card Board Cartons against Tender Enq No- GLS/TE17/030 Dt: 07/06/17 due on 17/06/17 ' should be super scribed on the sealed envelope containing the offer and sent to the undersigned or dropped personally in the Tender Box.
10. **ACCEPTANCE OF OFFER**

Incomplete offers and offers of bidders not meeting our specifications are liable to be rejected. Offers will be evaluated separately for each type of carton.

11. **TERMINATION OF CONTRACT**

The company at its sole discretion may terminate the contract by giving one month's notice to the supplier. Any breach of the conditions of contract shall make the contract liable for termination without any notice.

The last date of submission of offer is 16/06/17

For Balmer Lawrie & Co. Limited

Authorised Signatory

Shobhit Srivastava
Deputy Manager-Purchase
Mob No. 09898896501

	Price Bid		ANNEXURE - II
	Enclosure to Tender Enquiry No. GLS/TE17/030 Dated 07/06/17		
S.NO.	DESCRIPTION	PRICE SCHEDULE	
	ITEM	Auto slootted Carttons for BL 100 gms Grease Pouchs	Auto slootted Carttons for BL 200 gms Grease Pouchs
	Qty.[nos.]	1500	2000
1	Total Basic Price inclusive of transportation		
2	Excise Duty		
3	Education Cess		
4	Sub-Total		
5	CST/VAT		
6	Less : ED/VAT		
7	Nett delivered rate		
8			
9	Value - Rs. [Qty. x Nett Delivered Rate]		
10	TOTAL VALUE FOR BOTH THE ITEMS		

NAME OF THE COMPANY

SIGNATURE OF THE AUTHORISED PERSON WITH RUBBER STAMP

DATE



			ANNEXURE - I
ENCLOSURE TO OUR Tender Enquiry No: GLS/TE17/030 Dated 07/06/17			
S.NO.	DESCRIPTION	SPECIFICATION	
	SIZE	100 grams	200 grams
	APPROX. QUANTITY [Nos.]	1500	2000
		60 x 100 grams Auto Slotted Type (Self Partition)	60 x200 grams Auto Slotted Type (Self Partition)
1	External Dimension [L x W x H]	465X 265 X 180 mm	470 X 290 X 245 mm
2	Material of Construction	5 Ply Corrugated	
3	Top Paper	180 gms. Golden Colour Craft Paper [BF 28]	
4	Liners [4 other papers]	150 gsm kraft paper [min. BF+22]	
5	Fluiting Media	150 gsm kraft paper[min. BF+22]	
6	Type of Flute	Narrow (50 - 56 Flutes/Foot)	
7	Direction of Flute	Perpendicular to the base [Vert. along the stack]	
8	Type of Adhesive	Starch gum with dextrin base free of sodium silicate	
9	COBB Value [30 Min.]	140 gms / cm sq. [Max]	
10	Flute Height	2.0 - 2.8 mm	
11	Weight of each Carton	650 gms. +/-5%	850 gms+/- 5%
12	Bursting Strength	12 kg./Sq. c.m.	
13	Moisture Content[%]	8 +/-2%	
14	Printing	in single colour as per approved artwork	
15	Manufacturing Joints	Universal Flap [Single Joint]	
16	Nos. of Staples	According to Box Height [1 Inch gap]	
17	Nos. of pack/carton	60 Nos.	60 Nos.
18	Stack height to filled cartons	Shall not be more than 8 high (1+ 7 high)	
The dimensions mentioned above are indicative and may vary with +/- 10%, it is therefore necessary that successful bidders make get their Carton approved before commencing mass production.			

