



BALMER LAWRIE & CO. LTD.
Administration Department
21, Netaji Subhas Road
Kolkata – 700 001
Website : www.balmerlawrie.com

NOTICE INVITING TENDER

TENDER REFERENCE NO: Admin/ Printing & Sty/ 07/ 17-18 Dated :- 08/06/2017

SUB: ENQUIRY FOR STATIONARY FOR BALMER LAWRIE & CO.LTD. AT 21, NETAJI SUBHAS ROAD, KOLKATA 700001

Sealed tenders are invited for the above subject job at the premises as referred above. The Tender Document along with terms and conditions are available at 21, Netaji Subhas Road, Kolkata 700001 during working hours (9.30 AM to 6.00 PM) till 19th June 2017. Tender document detailing terms & conditions etc. may also be down loaded from our web site “www.balmerlawrie.com”. The intending vendors have to inspect the site before quoting tender.

Please note that Contractors/Service Providers who are enlisted with Balmer Lawrie & Co. Ltd., Administration, Head Office only are required to submit their credentials/tender papers and other relevant details available with the tender documents.

The offer against Tender, complete in all respect should reach the office of the undersigned **latest by 03:00 pm on 19th June 2017** in a sealed envelope, super scribing the Name & Tender Ref. No. and the last date of submission, on the envelop. **Tender will be submitted in Two Bid Process. Details sought under Mandatory Qualification Criteria needs to be submitted in an sealed envelope marked “MQC “. Price bids will be submitted in a separate envelope marked” Price Bid”. Bids of Bidder submitting “MQC “ and “Price Bid” in the same envelope will be rejected . Envelope marked “ EQC” will be opened first and “ Price Bid” envelope of bidders meeting the MQC will be considered for tender purpose.**

- 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/offers without assigning any reason whatsoever .
 - 3) Company reserves the right to increase the requirement or may be reduced during the period of the contract.

Interested parties are advised to quote their rate as per Job specifications/Location involvement/terms and conditions .

NB: Submission of credentials and Tender bids through web site will not be accepted.

[Dilip Kumar Das]
Head- Admin/CSR

TERMS & CONDITIONS :

I. Payment Terms : After one month from the date of completion of job and on submission of bill along with signed Challan duly certified by authorize person of the department.

II. Earnest Money Deposit[EMD]

Interest free EMD of ₹ 5000.00 each (INR Five thousand only) against Printing and Stationary Items by Demand Draft / Pay Order executed by Schedule Bank drawn in favor of Balmer Lawrie & Co Ltd payable at Kolkata along with the tender. EMD shall be refunded to the unsuccessful bidders after opening and finalization of the tender.

III. Validity of Offer

Quoted price should be valid for a period of Sixty days from the date of your offer.

All tenderers are advised to quote their Basic Rates . **Vat/Service Tax is applicable as on date can be quoted separately. However, taxes will be subject to** change from time to time as per Government Rules/guidelines.

IV. Period of Contract

The rate should be valid till 31.03.2018t. **No escalation will be allowed during the contract period** .The same may be extended three months more i.e. 30.06.2018 on receipt of consent from the Service Provider.

V. Termination of Contract

Either party has the liberty to terminate the contract untimely by serving Three month's notice in writing with proper justifications.

VI. Minimum Qualifying Criteria

1.The Tenderer shall have experience of at least 5 years in this field **and shall furnish PO from Corporates of repute confirming the same.**

2.The Tenderer should submit a certificate from any Government Department / Public Sector Undertaking/ Reputed Organisation/s **confirming** that the firm has given satisfactory performance on similar jobs.

3. The Bidder must submit Photocopy of PAN Card, VAT Registration No, /GST Registration No., **Trade Licence duly certified by Authorised signatory of the bidder.**

4. EMD of Rs 5000 in favour of Balmer Lawrie & Co Ltd as stated in Condition II above

Quotes from Vendors not meeting the above criteria will be rejected..

VII Tender Submission

i) Quotations complete in all respects should be addressed to Head-Admin/CSR , Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001 and dropped in the tender box to be available at Administration Department, Ground Floor, 21 Netaji Subhas Road, Kolkata – 700 001 on or before 19.06.2017

ii) Mail / Fax offers shall not be accepted

iii) **List of items for which quotes are required are attached as Annexure I & II**

VIII. Placement of Order :

Order will be placed on two vendors as follows :

- a) 60% of the order will be placed on overall L1 vendor subject to the said vendor agreeing to match the itemwise L1 rate.
- b) 40% of the order will be placed on overall L2 vendor subject to the vendor agreeing to match the itemwise L1 rate.

VIII Right of Acceptance / Rejection

- i) The bidders are required to understand the work properly before quoting the rates. Submission of tender by the service provider will imply that it has read all the documents and as made itself fully aware about the work. BALMER LAWRIE & CO. LTD. reserves the right to assess bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the owner. This office reserves the right to reject any or all quotations without assigning any reason whatsoever.
- ii) Mere issue of tender document and submission of offer does not necessarily qualify for consideration of offer. M/s. Balmer Lawrie & Co. Ltd. Reserve the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever. Decision of the Company in this connection shall be final.
- iii) Submission of incomplete tender will not be considered nor shall the Company entertain any queries / persons whatsoever, on the subject.

IX Arbitration

- [a] In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract the same shall be referred to the sole arbitration of some other person appointed by BALMER LAWRIE & CO. LTD., KOLKATA. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.
- [b] There will be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.
- [c] Notwithstanding any dispute between the parties the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms and conditions of the contract.
- [d] The Arbitrator shall give speaking and reasoned award with respect to the referred to him by either of the parties.

X Deviation

The Parties must comply with the tender specification and all terms and conditions of contract. No deviation shall be entertained.

XI Risk & Cost

If the service provider does not provide proper service or unproductive service during the contractual period the same will be got done by M/s. BALMER LAWRIE & CO. LTD. at the risk & cost of the service provider.

for **Balmer Lawrie & Co Ltd**

[**Dilip Kumar Das**]
Head- Admin/CSR

NOTICE INVITING TENDER
TENDER REF. - ADMIN/STATIONERY/209
TENDER NO. – 07/2017-2018, DATED 08/06/2017
DUE ON 19/06/2017 BY 3:00 P.M.

GENERAL TERMS & CONDITIONS

- [a] Contract should be valid for a period of Three (3) years. In such an event, the contractor shall be bound to discharge their contractual obligations at the same rate. Under no circumstances, price escalation will be entertained during contractual period.
- [b] The offer should be on the basis of free delivery at the various departments / divisions of our corporate Head office at 21 Netaji Subhas Road, Kolkata – 700 001 from time to time.
- [c] Subject materials based on our requirement from time to time should be supplied as per sample within reasonable time.
- [d] Supplied items should be strictly conforming to the quality specified. Any deviation to this would be liable for rejection.
- [e] While offering, please be informed that in the event of your non-compliance to any of the stipulations as specified here in above, Company also reserve the right to take appropriate action including termination of contract.
- [f] The contractor shall abide by the security regulation at site promulgated by the Company from time to time.
- [g] An interest free Security deposit of ₹ 5,000.00 (Rupees Five thousand only) is required to be deposited by the successful tenderer by Pay Order / Bank Draft executed by any Scheduled Bank drawn in favor of M/s. Balmer Lawrie & Co. Ltd. payable at Kolkata for entering into the contract and will be refunded on completion of contract period, subject to satisfactorily performance during the contract period.
- [h] Tender to be submitted in a sealed cover containing stamped and signed copy of Tender Document,
- [i] Telex / Telegraphic / Fax offers shall not be accepted.
- [j] The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.
- [k] For further clarification on Tender Documents, please contact Head (Administration & CSR), Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001. Phone No. – 2222 5416.

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Please furnish the following information with documentary evidences [to be filled by Tenderer].

- [1] [a] Name and Address of Bank

- [b] Account Number

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- [c] Type of Account [Savings / Current]

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- [2] Tax Registration No. [Please submit photo-copy of proof]

- [a] VAT No.

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- [b] CST No.

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- [c] Service Tax No.

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- [d] TIN, if any

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- [3] Trade License No. [Please submit photo-copy of proof]

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- [5] SSI and or any other Statutory Reg. No, if any, [please submit photo-copy of proof]

- [6] Other Information, if any, please specify [please submit photo-copy of proof]

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STAMPED & SIGNED BY BIDDER WITH DATE

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Due Date – 19.06.2017 at 3.00 P.M.

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LIST OF STATIONARY ITEMS

Sl. No.	ITEMS	Unit	Rate	Net Rate including VAT & Other Duties
1	Arch File(Big) PAUL'S	Pc.		
2	Arch File (Big) AMBASSADOR	6 Pc.		
3	Arch File (small) – DO - Pauls	6 Pc		
4	Arch File (small) – DO - Ambassador	6 Pc.		
5	Assorted Pin – King/100 gms gross weight	6 Box		
6	Plastic Box File with clip (Good Quality)	Per Pc		
7	Cello Tape ½ inch x 10 yards WONDER	Doz		
8	Cello Tape 1 inch x 10 yard WONDER	Doz		
9	Cello Tape ½ inch x 72 yards WONDER	Doz		
10	Cello Tape 1 inch x 72 yards WONDER	Doz		
11	Cloth Duster 24"x 24"	6 Pc		
12	Cloth Duster 30"x 30"	6 Pc		
13	Exercise Book No.- 4 Lily	Per Pc		
14	Exercise Book No.- 6 Lily	Per Pc		
15	Exercise Book No. -8 Lily	Per Pc		
16	Exercise Book No. – 10 Lily	Per Pc		
17	Gems clip Bell/30 mm	Doz		
18	Gum Tube – Small Gripex	Per Pc		
19	Gum Tube – Big Gripex	Per Pc		
20	Ashtray – glass make - Hitkary	Per Pc		
21	Heavy Duty Punching Machine - VECTO	Per Pc		
22	High-Tech Pen Luxor 0.5 mm	6 Pc		
23	High-Tech Ink(Blue/Black/Red/Green) luxor	6 Pc		
24	Lead Pencil (Apsara/camlin/Nataraj) box	BOX		
25	Nylon Eraser Non dust per pc Apsara	1 Pc		
26	Paper Fastner No. 6 Panama Box	1 Box		
27	Paper Fastner No. 9 Panama Box	1 Box		
28	Plastic Scale 12" Omega Each	1 Pc		
29	Paper Cutler-Stainless steel Each	1 Pc		

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LIST OF ITEMS

Sl. No.	ITEMS	Unit	Rate	Net Rate including VAT & Other Duties
30	Punching Machine DP 720 kangaroo	1 Pc		
31	Punching Machine-480 Kangaroo	1 Pc		
32	Peon Book No.-4 good quality	6 Pc		
33	Pencil sharpner single hole staller	1 Pc		
34	Plastic Refill(Black/Blue/Red/Green)	1 Pkt.		
35	Refill for Reynold 0.45 and Cello griper	1 Pkt.		
36	Plastic Folder Bengal make	1 Doz		
37	Plastic Folder – Cross Make	1 Doz		
38	Plastic File Clip Bentex	1 Doz		
39	Plastic File with clip & pocket – Good Quality	1 Doz		
40	Rubber Band – Nylon(good quality)-100 gms	1 Pkt.		
41	Ruled Register No. 6 Pioneer	1 Pc		
42	Ruled Register No. 8 Pioneer	1 Pc		
43	Ruled Register No. 10 Pioneer	1 Pc		
44	Ruled Register No. 12 Pioneer	1 Pc		
45	Steel Scale 12” Omega	1 Pc		
46	Stamp Pad Small - Gripex	1 Pc		
47	Sketch Pen - Luxor	1 Pkt.		
48	Stapler Machine Max 10	1 Pc		
49	Stapler Pin/Max 10	1 Doz		
50	Punching Machine DP 600	1 Pc		
51	Visiting Card album Ordinary Keya/Ajp	1 Pc		
52	Visiting Card album – Good Quality	1 Pc		
53	Waste Paper Basket – Big – Thicker One	1 Pc		
54	Waste Paper Basket – Small –Thicker one	1 Pc		
55	Brown twine Ball-elephant	1 Kg		
56	Scissor Big Steel Dexian Good quality	1 Pc		
57	Scissor small steel Dexian good quality	1 pc		
58	Flat file Cobra	1 Doz		

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LIST OF ITEMS

Sl. No.	ITEMS	Unit	Rate	Net Rate including VAT & Other Duties
59	TAG 10"	1000 Nos		
60	TAG 12"	1000 Nos.		
61	In & Out Tray (Pair) Omega	1 Pc		
62	Small Paper Clamp (50 Pcs. In a Box)	1 Box		
63	Brown Paper 1 Quire	1 Quire		
64	Clutch Pencil sharp	1 Pc		
65	Clutch Pencil(0.5 mm)/Rotoring/Stadler(0.7)	1 Pc		
66	Folder Board - Ambassador	1 Doz.		
67	Signature File - Cieco	1 Pc.		
68	Upline marker Pen – Faber Castle	1 Doz.		
69	Projection Sheet or Transparent Films(175 micron)	1 Box(100 Nos.)		
70	Technova(Garware/Century) 100 micron 100 sheet box	1 Box		
71	Transparent film Marker Pen (Marvy/Viner)	1 Pe.		
72	Stapler Machine HD-10 D Kangaroo	1 pc		
73	Post IT Pad 3"x 3"Birla	1 Pc		
74	Post IT Pad 3"x 4" Birla	1 Pc		
75	Post IT Pad 3"x 2"Birla	1 Pc		
76	Comb Suck 8 mm/10 mm/12 mm/14 mm/16 mm 19 mm/22 mm /25 mm/28 mm/32 mm Kilburn	1 Box – 100 Pc		
77	Regit Sheet A4 Indu	100 Pc		
78	Reynolds Pen	! Doz		
79	Reynolds Refil	1 Doz		
80	Fax rolls 50 mtrs Mitsubishi or equivalent	1 Doz		
81	Fax roll 30 mtrs Mitsubishi or Equivalent	1 Doz		
82	Computer sticker 4"x 2"	1 Box		
83	Montec Pen	1 Doz		

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LIST OF ITEMS

Sl. No.	ITEMS	Unit	Rate	Net Rate including VAT & Other Duties
84	Montec Refil	1 Doz.		
85	Artline white Board Marker Pen	1 Pc		
86	Pilot Hi-Tech Pen-V5	1 Doz.		
87	Binder Clips 42 mm SOI/China	1 Doz		
88	Binder Clips 32 mm SOI/China	1 Doz.		
89	Binder Clips 25 mm SOI/China	1 Doz.		
90	Binder Clips 19 mm SOI/China	1 Doz.		
91	Brown Tape 3” Wonder 555	6 Pcs.		
92	Brown Tape 2”Wonder 555	6 Pcs.		
93	Brown Tape 1” Wonder 555	6 Pcs.		
94	Napkin 10” x 10”(As per specimen) 500 sheets packet	1 Pkt.		
95	Spiral Rule Pad 1/8	1 Doz		
96	Spiral Rule Pad 1/6	1 Doz		
97	Dutch Paper A4 Ream	500 sheet		
98	5 Colour Pad Stickon	1 Pkt.		
99	Pencil Carbon shapper 100 sheet	1 Box		
100	Glue Stick 15 gms each Kores	1 Pc		
101	Stamp Pad ink bottle Gripex	1 Bottle		
102	Eraz-ex Correction fluid Kores	1 Pc		
103	Cello Gripex Pen	1 Doz.		
104	Felt Pen Luxor(10 Nos.) Packet	1 Pkt		
105	Cello Gripex Pen Refil	1 Doz.		
106	Double Colour Dot Pen Linc	1 Doz.		
107	Plain Envelope 6”x31/2”100 Pc	1 Pkt.		
108	Plain Envelope 9”x4”100 Pcs	1 Pkt.		
109	Stapler Pin For HD-10D Kangaroo	1 Doz.		

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110	Exercise Book No. 4 Pioneer	1 Doz.		
111	Cover File Plastic	1 Doz.		
112	Cover File Board	1 Doz.		
113	Stamp Pad Big Gripex	1 Pc		
114	Marble Paper Glossy	1 Doz.		
115	Dog Clip 3” Sima	1 Doz.		
116	Paper weight	1 Pc		
117	Invitation Card 7”x 5”Brittania 111Pc	1 Box		
118	Eraz Ex correction Pen Good Quality Each Kores 15 ML	1 Pc.		
119	Plastic Box file With clip each	1 Pc		
120	Brown Dari per Kg.	1 Kg.		
121	Cello pointed Gel Pen	1 Doz.		
122	JK Red Label Photocopy Paper A4 Size	500 sheet		
123	Plastic Flaps Page Maker 5 colour	1 Pkt		
124	Plastic Flaps Page Maker 4 colour	1 Pkt		
125	Punching machine Medium	1 Pc		
126	Arch File Big pal Gold	6 Pcs.		
127	Punching Machine HDP 2150 Big	1 Pc		
128	Stapler machine HP 45			
129	J k Copier Plus-A4 size(75 GSM)- Copier Paper	1 Ream		
130	J K Sparkle-70 GSM-A4 Size			
131	J K Copier Foolscap(21.59 x 33.02 cm)- 75 GSM/70 GSM	1 Ream		
132	J K Copier –A3 Size-(29.7 x 42.0 cm) 75 GSM/70 GSM	1 Ream		

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