



**BALMER LAWRIE & CO. LTD.  
CONTAINER FREIGHT STATION**

**[PLOT NO.: 1, SECTOR - 7, DRONAGIRI NODE,  
NAVI MUMBAI-400707**

**Phone No 2724 0466 /2724 2988, Fax No. 2724 2943**

**E-mail: koli.ka@balmerlawrie.com**

**CIN - L15492WB1924GOI004835**

**TENDER NO: BL/CFS/MUM/538**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**

**[DISPOSAL OF OLD COMPUTERS & PRINTERS AS E-WASTE IN AN AS IS WHERE IS BASIS AS PER MPCB NORMS]**

**DUE DATE & TIME: 01/07/2017 at 17.00 pm**

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### **NOTICE INVITING TENDER**

On Line Bids or Sealed Offers are invited from parties who are interested to buy the Old Computers and Printers from our CFS under MPCB (Maharashtra Pollution Control Board) norms for the subject tender **Disposal Old Computers and Printers as E-Waste in an As is Where is basis as per MPCB Norms**” as per our requirement detailed in Scope of Work and General terms and conditions.

Tenderers may download Notice Inviting Tender along with other tender documents from our site [www.balmerlawrie.com./](http://www.balmerlawrie.com/) e-tendering portal <https://balmerlawrie.eproc.in>. Interested parties have to submit an interest free EMD of Rs.3,000/- (**Rupees Three thousand only**) by Demand Draft/Pay Order at our address mentioned below. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at [**Mumbai**]. However, payment of Tender fee and submission of EMD is exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro Small and Medium Enterprises (MSMED) on submission of valid copy of registration certificate.**SC/ST Category having MSMED/NSIC certificates should specifically mentioned.** The tenderer shall furnish the required information in **Annexure A** along with supporting documents, tender form and declaration of acceptance of tender terms along with Price Bid. All the tender papers and EMD put together in sealed envelope super scribing **TENDER No. BL/CFS-MUM/538 “Disposal of Old Computers and Printers as E-Waste in an as is where is basis as per MPCB Norms”** and shall be dropped in our tender box at the given address **within 22/06/2017 at 10.00 AM** and addressing covering envelope as follows:-

**BALMER LAWRIE & CO. LTD.  
CONTAINER FREIGHT STATION  
PLOT NO.1, SECTOR-7, DRONAGIRI NODE  
NAVI MUMBAI - 400 707**

S. No	Description	Details
1	Name of Work	<b>Disposal OF Old Computers &amp; Printers as e-waste in an as is where is basis as per MPCB Norms</b>
2	Tender No	<b>BL/CFS/MUM/538</b>
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion period	Within 7 (seven) days from the date of placement of our Letter of Intent (LOI)/Purchase Order.
5	Tender Fee	<b>Not applicable</b>
6	EMD	<b>Rs. 3000/-</b>
7	Downloading / Submission of Tender :	
	a. Starts on	<b>22/05/2017 at 3.30 pm</b>
	b. Closes on	<b>01/07/2017 at 17.00 pm</b>
8	Opening of Tenders	<b>01/07/2017 at 17.30 pm</b>

## 1. LIST OF DOCUMENTS TO BE SUBMITTED

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- Certificate of registration/incorporation/partnership deed/proprietorship undertaking.
- Income Tax PAN Certificate copy.
- Service Tax Registration certificate copy.
- Chartered accountant's certificate or Audited / Certified Balance sheet of tenderer's company for one year.
- Should provide valid consent obtained from MPCB for Disposal /recycling of E-Waste

## 2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents,
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

### 1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "Bidding Manual".

### 1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

1.2 Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tirtha Das	<a href="mailto:Tirtha.das@c1india.com">Tirtha.das@c1india.com</a>	+91-9163254290
Ravi Gaiwal	<a href="mailto:Ravi.gaiwal@c1india.com">Ravi.gaiwal@c1india.com</a>	02266865611
Tuhin Ghosh	<a href="mailto:Tuhin.ghosh@c1india.com">Tuhin.ghosh@c1india.com</a>	+91-8981165071
Ujjal Mitra	<a href="mailto:ujjal.mitra@c1india.com">ujjal.mitra@c1india.com</a>	+91-77026 69806

### 1.3 Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.

1.4 All the bidders who do not have digital certificates need to obtain Digital Certificate. They may contact help desk of C1 India Pvt. Ltd.

#### Special Note

- Bids can only be submitted before the last date and time as per the date and time mentioned in the tender.
- Bidders are advised in their own interest to ensure that bids are submitted by dropping in tender box well before the closing date and time of bid.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time in the Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com) or e-proc platform. **Only at the time of inviting offers, there will be a paper ad. There will be no further paper advertisement on this. Interested parties have to keep referring to the website for further information** The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time

Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time

**2. Submission of Tender Documents**

- 2.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 2.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 2.3 Any terms and conditions given by the tenderer on their own in their offers will not be binding on Balmer Lawrie.
- 2.4 The sole proprietor or authorised representative shall sign all documents that need to be enclosed with tender document. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

**SCOPE OF WORK**

1. Disposal of used old computers and printers lying at our CFS at Dronagiri ,Uran as per Maharashtra Pollution Control Board (MPCB) norms and to get clearance of the same from MPCB (Maharashtra Pollution Control Board).
2. The bidder should possess a valid consent from Maharashtra Pollution Control Board (MPCB).
3. The bidder should submit Pass Book given by Maharashtra Pollution Control Board (MPCB) for making necessary entries at the time of disposing of Old Computers and Printers from our CFS.
4. The bidder should submit post clearance certificate from Maharashtra Pollution Control Board (MPCB) after disposal of old computers and printers. Bidder should submit appropriate form / certificate stating that e-waste products taken from our office has undergone a process of electronic waste recycling as per the law of the Land.
5. Only those parties who are approved as e-waste recyclers by MPCB shall be eligible to participate in this tender .The offer from other parties will be rejected.
6. Bidder should visit our CFS on any working day between 10.30 AM to 4.30AM before the quoting rates.

**GENERAL TERMS AND CONDITIONS:**

**1. Eligibility Criteria For Techno-Commercial Bid**

The tenderers should meet the following eligibility criteria:

- (a) Payment of Interest Free EMD of Rs. **[3000/-]**
- (b) The party should be authorized recycler or dismantler of E-Waste and they should hold a valid consent obtained from MPCB for carrying out the disposal/recycling outside BL CFS premises. Bidder should provide proof of documents showing that they are authorised / approved e-waste recyclers as certified by MPCB and are eligible to take the volume /weight of these items as e-waste
- (c) The party should hold Maharashtra Pollution Control Board (MPCB) consent for a minimum period of last 5 years.
- (d) The party should have at least three years experience of handling e-waste as per MPCB norms.

**2. Submission of Online Bids**

The bids should be submitted in 2[two] separate parts entitled as

- [A] Technical / Commercial Bid [Un-priced]
- and
- [B] Price Bid

For Price Bid, only the rates are to be submitted as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

**3. Tender Opening**

- [A] Unpriced [Technical-Commercial] Bid Opening

Technical / Commercial Bids will be opened online as per the Tender Calendar.

- [B] Price Bid Opening

#### **4. Acceptance of offers**

- 1.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 1.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 1.3 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

#### **5. Negotiations**

- 5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

#### **6 Price Variation**

- 6.1 The offer shall be valid for a period of minimum 60 days from the date of opening the price Bid.

#### **7. Notification Of Award**

Prior to the expiry period of Bid validity, BL will place order or letter of intent on the successful bidder(s) for taking delivery of the materials intended to be disposed by BL.

#### **8. Completion period**

Within 7 (seven) days from the date of placement of our Letter of Intent (LOI)/ Order.

#### **9. Security Deposit / EMD**

The Earnest Money Deposit of Rs. 3,000.00 of the successful bidders will be converted into Non-interest bearing Security Deposit (SD) and shall be retained till completion of the job . In the event of non-performance of the contract, the security deposit will be forfeited and the contractor will be blacklisted for future tenderers. EMD of unsuccessful bidders will be returned after finalization of the contract.

#### **10. Payment Terms**



Advance Full payment by cash or demand draft prior to lifting of these items of e-waste as per quoted rates with taxes for the quantity lifted by the party as per tender terms.

**11. Sub-letting of Work**

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie.

**12. Indemnity**

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work which is assigned/ during the execution of disposal of the item referred in this tender and against all claims, demands proceedings damages, cost charges and expenses whatsoever. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc wherever applicable. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly.

**13. Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/CFS/MUM/538 dated 22/05/2017 and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

Annexure

**PARTICULARS OF THE TENDERER'S ORGANISATION**

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co./ LPP	
6	Registration No. (Under companies Act )	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return uploaded	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSMED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	Copy of valid MPCB consent to be attached	
17	Copy of valid license issued by Ministry of Environment & Forest to be attached.	

**Part-B Price Bid**

Sl.	Description of Materials	Unit	Approx Qty.	Offered rate per unit
01	Deskjet Printers, Epson Printers, Line printer, TVSE Printers, PC with CD Rom from PCS, Computer hardware, Server, HCL PC		LS	

Taxes and duties separately to be mentioned as applicable:	
<b>GRAND TOTAL:</b>	

Total Amount in words: \_\_\_\_\_

Interested parties should visit the CFS before quoting.

**Note:-**

Quantity given in price bid is only an indicative quantity and company does not give any guarantee for same. Actual payment will be for the quantity executed duly approved by our engineer in-charge. The parties are advised to visit the site before quoting.

**N.B. : All the parties should ideally visit the site before quoting.**

Place : Signature :

Date : Name :

Designation :

Seal :