

SBU :GREASES & LUBRICANTS
P-43, HIDE ROAD EXTENSION
KOLKATA – 700 088.

PHONE NO. 033 – 24505 300

FAX NO. 033 – 2439-5160 / 2277

E-mail: ghatak.a@balmerlawrie.com

Tender No : GLK/TE17/124
Dated 2.08.2017

TENDER ENQUIRY Due on: 12.08.2017 [IST 15:00 Hrs]-IST

Dear Sirs,

Online bids are invited from authorized agents only having offices in Kolkata with sound infrastructural, technical and financial capabilities. Please arrange to send your E-bid (email/fax/ hard copies of offer will not be accepted) for **supply of new cartridges as detailed in Annexure I.** (Bidders are requested to submit prices in E-bid portal & all other supporting documents including signed copy of tender, authorization certificate & EMD in hard copies - sealed bid (without price))

Quantity: Refer Annexure I. The quantities are only an indicative figure and not a binding, which may change at the time of ordering OR during the contractual period.

Basis of Selection : The basis of selection of vendors and allocation of order quantity shall be as under.

- a) The price offers of only the technically successful bidders will be considered for further evaluation for placement of order.
- b) The on-line closed bids shall be used for grading the bidders .The lowest quoted bidder on net landed basis in the on-line closed bids shall be designated as “L1” and the next lowest quoted bidder as “L2” and so on in the grading system.
- c) Orders will be placed on L1 vendor based on each item (technically accepted).

Price basis: The price quoted shall be firm for the entire period of contract. Statutory charges such as excise duty, sales tax or other levies shall be payable at actual.

Period of Contract: Twelve months from date of LOI/PO.

Delivery Schedule: Supplies has to be executed against or written call ups. Material has to be supplied within 2 days from the date of call up. Call UP quantity shall be decided by Balmer Lawrie and may start with 1 nos also.

Delivery Charges: Supply should be on door delivery basis. No extra charges will be paid by Balmer Lawrie towards freight charges.

Payment Terms: 30 days from the date of receipt of material at our Works.

Validity of offer: 30 days from the due date.

Earnest Money Deposit (EMD): EMD of Rs. 5000/- by bank draft or pay order drawn in favour of “Balmer Lawrie & Co. Ltd. Payable at Kolkata. No interest will be payable on EMD. Bid not accompanying with EMD shall be rejected. EMD of unsuccessful bidders will be released after finalization of order. The EMD amount of successful bidder shall be converted into Security Deposit. SD will be released after 10 days of successful completion of the order. No interest shall be payable for EMD/SD.

Public Sector Undertakings / Enterprises and registered small scale units NSIC/MSMED are exempted from payment of earnest money deposit. However, registered Small scale units should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

Please note that bid of any tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

Last date for submission of ON LINE BID : 12.08.17 AT 15:00 HOURS [IST].

Thanking you,

Yours faithfully,

f/Balmer Lawrie & Co. Ltd

[Arnab Ghatak]

Senior Manager [Central Procurement]

CONDITIONS FOR ONLINE BID SUBMISSION

Procedure For Bid Submission

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

Registration with eProcurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.

M/s C1 India Pvt Ltd.

C104, Sector 2 Noida-201301

Contact person:

Ritabrata Chakraborty (Kolkata), +91 8697910411

Email: ritabrata.chakraborty@c1india.com

Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

Corrigendum to tender:

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Bid Submission Acknowledgement:

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

Price Bid

Sl.No.	Product Id	Qty in No	HSN No	BASIC [Rs/No]	GST %	GST [Rs/No]	Gross Rate [Basic + GST]
1	HP C6625AA	20					
2	HP C6615DA	30					
3	HP CB337ZZ	16					
4	HP CB335ZZ	16					
5	HP CE505A	14					
6	HP Q7553A	4					
7	HP Q3960A	4					
8	HP Q3971A	4					
9	HP Q3973A	4					
10	HP Q3972A	4					
11	HP Q3964A	2					
12	T-2245/55 Printer Cartridge(LIPI)	10					
13	500 GB External Hard Disk [Seagate]	4					
14	Pen Drive (8 GB (Jet Flash))	30					
15	HP 920XL BLACK	24					
16	HP 920 XL CYAN	20					
17	HP 920 XL MAGENTA	20					
18	HP 920 XL YELLOW	20					
19	HP Q2612 A BLACK	6					
20	HP CC530A	4					
21	HP CC531A	4					
22	HP CC532A	4					
23	HP CC533A	4					
24	HP CE410A	18					
25	HP CE411A	18					
26	HP CE412A	18					
27	HP CE413A	18					
28	HP CF280A(80A)	22					
29	HP 78A	30					
30	MOUSE (USB LOGITECH)	20					
31	HP 201X (Part Code CF400X)	8					
32	HP 201X (Part Code CF401X)	8					
33	HP 201X (Part Code CF402X)	8					
34	HP 201X (Part Code CF403X)	8					