

Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]

Tender No : \_BL/CFS/MUM/558



**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/ 558**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**

***[Providing and fixing one no Wooden  
dining table and 10 nos wooden chairs]***

**DUE DATE & TIME: 28/08/2017 at 5.00 pm ]**

**INDEX**

| <b>S. NO.</b> | <b>PARTICULARS</b>                                 | <b>PAGE NO.</b> |
|---------------|--|-----------------|
| 1             | Index  | 2               |
| 2             | Notice Inviting Tender                             | 3               |
| 3             | Scope of Work                                      | 4               |
| 4             | General Terms and conditions                       | 5               |
| 5             | Declaration accepting terms & conditions by bidder | 8               |
| 6             | Particulars of the organization                    | 9               |
| 7             | Price Bid  | 10              |
|               |  |                 |

### NOTICE INVITING TENDER

Sealed offers are invited from the reputed or experienced parties and willing to quote for the subject tender **Providing and fixing one no Wooden dining table and 10 nos wooden chairs** 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) 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 Schedule Bank, payable at [Mumbai]. **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD.** 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/558 Dated 12/08/2017 "Providing and fixing one no Wooden dining table and 10 nos wooden chairs "** and shall be dropped in our tender box at the given address **within 28/08/2017 at 5.00 PM** 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>Providing and fixing one no Wooden dining table and 10 nos wooden chairs</b> |
| 2     | Tender No                            | <b>BL/CFS/MUM/558 DT.12/08/2017</b>   |
| 3     | Validity Of Offer                    | 60 days from the date of opening of the price bid                               |
| 4     | Completion Period                    | <b>Within one month</b>   |
| 5     | Tender Fee                           | <b>Not applicable</b>   |
| 6     | EMD                                  | <b>Rs.3000/-</b>  |
| 7     | Downloading / Submission of Tender : |   |
|       | a. Starts on                         | <b>12/08/2017 at 3.00 pm</b>  |
|       | b. Closes on                         | <b>28/08/2017 at 5.00 pm</b>  |
| 8     | Opening of Tenders                   | <b>28/08/2017 at 5.30 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.
- GST Tax Registration certificate copy.

#### **2. VERIFICATION OF DOCUMENTS**

- Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents,
- 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.

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]**

**Tender No : \_BL/CFS/MUM/558**

- 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.

**1. 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). The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**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 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 uploaded.

**SCOPE OF WORK**

***Providing and fixing one no Wooden dining table and 10 nos wooden chairs.***

Dining Table Oval shaped

Base made of teak wood, Top Made 18 MM MR PLY with mica & teak wood Polish 1 no  
12 ft \* 3.5 ft \* 2.5 ft

Dining chair with teak wood Frame & base with cushion 10 nos

## GENERAL TERMS AND CONDITIONS

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

- (a) EMD of Rs.3,000/- (Rupees Three thousand only). **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD**
- (b) Bidder should have valid GST Registration number.

### 2. Submission Of Bids

The bids should be submitted in single bid process i.e. Technical / Commercial Bid [Unpriced] bid with Price bid

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

### 3. Tender Opening

Unprice and price bid will be opened as per tender calender .

### 4. Acceptance of offers

- 4.1 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.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 4.4 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 price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

6.2 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 purchase order or letter of indent on the successful bidder(s).

**8. Completion Period**

The completion period will be one month from the date of placement of LOI/ Work order or such date as may be mutually agreed.

**9. Security Deposit / EMD**

The Earnest Money Deposit of the successful bidder shall be converted in security deposit and would be retained till completion period. The EMD of unsuccessful bidder shall be returned after finalization of the contract. **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD**

**10. Payment Terms**

Payment will be released within 7 (seven) days from the date of submission of invoice after due certification by our authorized official / completion of JOB.

**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. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

**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 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.

Further, the bidder will be Principal Employer of all manpower working in our premises on their behalf. Bidder would held responsible in case of any statutory violation of any statute regulating manpower.

**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/558 dated 12/08/2017 and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :



ANNEXURE – A

**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.                    |                   |
| 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 enclosed  |                   |
| 11    | GST Registration. No.  |                   |
| 12    | Whether copy of Service Tax Registration certificate enclosed                                    |                   |
| 13    | VAT / CST Registration Number  |                   |
| 14    | Whether copy of VAT / CST Registration certificate enclosed                                      |                   |
| 15    | Name of the Banker   |                   |
| 16    | Whether registration under MSMED Act   |                   |
| 17    | In case registered under MSMED provide registration number and copy of registration certificate. |                   |

**PRICE BID**

**SUB : Providing and fixing one no Wooden dining table and 10 nos wooden chairs**

Tenderer should quote the rate as follows:

| <b>Sl.No.</b> | <b>Description</b>   | <b>Approx. Quantity Required.</b> | <b>Rate [Rs.]</b> | <b>Total Amount [Rs.]</b> |
|---------------|--|-----------------------------------|-------------------|---------------------------|
| 1.            | Providing & Fixing Dining Table<br>Oval shaped Base made of teak wood, Top Made 18 MM MR PLY with mica & teak wood Polish<br>12 ft * 3.5 ft * 2.5 ft | 1 NOS                             |                   |                           |
| 2.            | Dining chair with teak wood Frame & base including cushioning  | 10 NOS                            |                   |                           |
|               |  |                                   |                   |                           |

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]**

**Tender No : \_BL/CFS/MUM/558**

|  |                    |  |  |  |
|--|--------------------|--|--|--|
|  | <b>TOTAL :</b>     |  |  |  |
|  | C.G.S.T.@9%.       |  |  |  |
|  | S.G.S.T.@9%.       |  |  |  |
|  | <b>GRAND TOTAL</b> |  |  |  |

**Total Amount in words Rs.**\_\_\_\_\_

**Place**\_\_\_\_\_

**Signature of Tenderer**

**Date**\_\_\_\_\_

**Name & Address**

**The Party should visit the site the site before quoting.**