



BALMER LAWRIE & CO. LTD.

*Temperature Controlled Warehouse, RAI
Plot No. 1924, 1924-A,
Rai Industrial Area, HSIIDC
Haryana
Mobile No 9866400155,
E-mail: choudhary.rr@balmerlawrie.com*

TENDER NO: BL/LI/TCW-RAI/17-18/008 Dated 12/10/2017

TECHNICAL / COMMERCIAL BID

Tender Document for

[SUPPLY OF EXECUTIVE & VISITIOR CHAIRS]

DUE DATE & TIME: 27/10/2017 at 17.00 Hrs]

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NOTICE INVITING TENDER

On Line Bids are invited from experienced vendors who fulfill the eligibility criteria mentioned elsewhere in the tender document under the heading “General Terms and Conditions”, for undertaking the subject contract for **SUPPLY OF Executive & Visitor Chairs. At our TCW at Rai, Haryana**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from www.balmerlawrie.com and the procurement website <https://balmerlawrie.eproc.in>

The signed copies of the required documents in support of bidder’s credentials are to be send along with the tender documents.

S. No	Description	Details
1	Name of Work	SUPPLY OF Executive & Visitor Chairs
2	Tender No	BL/LI/TCW-RAI/17-18/008 dt. 12.10.2017
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Delivery Period	30 days from the date of LOI or P.O. whichever is earlier.
5	Tender Fee	Not applicable
6	EMD	Rs. 3000/-
7	Downloading / Submission of Tender :	
	a. Starts on	12/10/2017 at 15.00 hrs
	b. Closes on	27/10/2017 at 17.00 hrs

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:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN certificate copy.
- c. GST Registration certificate copy.
- d. Chartered accountant’s certificate or Audited / Certified Balance sheet of tenderer’s company for three -years

2. BID SUBMISSION

The bidder would be required to register on the e-procurement site <https://balmerlawrie.eproc.in> and submit their bids online.

For registration and online bid submission bidder may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

HELPSDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST		
(MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
OFF HOURS & HOLIDAY SUPPORT		
Helpdesk Team would be reachable in their mobiles during off hours and on holidays. Please refer contact us for resource-wise mobile nos.		
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		
Balmer Lawrie & Co LTD. , 21, Netaji Subhas Road, Kolkata-700 001		
For Escalation 3:	Balmer Lawrie e-Tendering Support Staff:	
C1 India		
Mr. Ritabrata Chakraborty (PM), Contact Details:+91 8697910411, E-mail- ritabrata@chakraborty@c1india.com		
	Name	E-mails
	1. Mr. Tirtha Das	tirtha@das@c1india.com
	2. Mr. Tuhin Ghosh	tuhin@ghosh@c1india.com
	3. Mr. Siva Kumar (Chennai)	siva@kumar@c1india.com
	4. Mr. Ravi Gaiwal (Mumbai)	ravi@gaiwal@c1india.com
	Phone Numbers	
		+91-9163254290
		+91-8981165071
		+91-9042773377
		+91-022-66865633
<input type="button" value="close"/>		

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.

All the bidders who do not have digital certificates need to obtain Digital Certificate (with both Signing and Encryption Components). They may contact help desk of M/s C1 India.

The bidder shall invariably furnish the original DD towards Tender fee and EMD to the tender inviting authority so as to reach on or before the due date and time of the Tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The Company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution. For submission of Online price bid, bidders are requested to download the excel sheet, fill the details, sign, scan and upload the same. **UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM.**

The bidder has to keep track of any changes by viewing the Addendum / Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform.

The bidder 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 process and steps. M/s C1 India or Balmer Lawrie will not be responsible for incomplete bid submission by users. Bidders 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.

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (M/s C1 India) is responsible for any failure or non-submission of bids due to failure of internet or other connectivity problems or reasons thereof.

The hardcopies should reach the office of Balmer Lawrie at the following address.

**Kind Attention – Rakesh R. Choudhary,
Balmer Lawrie & Co. Ltd.
Container Freight Station,**

BL/LI/TCW-RAI/17-18/008 Dated 12/10/2017

**Plot No. 1, Sector -7,
Dronagiri Node,
Navi Mumbai, Maharashtra - 400707
Contact No. +91 9866400155**

SpecialNote

Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of any documents sent by post as part of response to the tender. Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to tender from time to time.

2. Filling of Tender Documents

The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.

The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.

Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.

The sole proprietor or authorized representative shall sign all documents that needs to be uploaded.

When the person signing the documents is not the sole proprietor / authorized representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

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.

SCOPE OF WORK

Supply of CHAIRS & Tables as noted in **Part B-Price Bid**. A drawing of the sample designs of the required furniture is attached herewith as **Annexure-C**. Vendors should supply the items as per specification against each chair detailed out in Part-B: Price Bid and as per sample designs given in **Annexure-C**. The quantity noted against each item is tentative and there may be variation during actual execution of the order, depending on our requirement.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- a) Payment of Interest Free EMD of Rs. ***[3,000/-]payable at Mumbai /Navi Mumbai***
- b) The Manufacturer / Dealer should have BIFMA certificate.
- c) In case of authorized dealers who are interested in quoting should submit copy of authorized dealer certificate.
- d) 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

Unpriced 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. DELIVERY

The total quantity of chairs ordered shall be delivered and fitted (if required) at our TCW at Rai, Haryana within 30 (thirty) days of issuance of purchase order. The rates quoted will be inclusive of freight and other charges .

9. Security Deposit / EMD

EMD of Rs.3,000/- of the successful tenderer shall be converted into Non-interest bearing Security Deposit and shall be refunded on completion of Warranty Period of 12(twelve) months from the date of completion of total supply. **In case of any defect in materials/treatment/workmanship detected during this period of 12(twelve) months, the same shall be rectified/repared immediately on intimation about the same. Non-conformance during this period may entail forfeiture of the security deposit.** The EMDs of unsuccessful bidders will be refunded only after finalisation of tender.

Note: The parties registered with NSIC or MSI and having valid registration certificates need not submit EMD Fees. However the copy of said Registration Certificates should be submitted along with the tender document

10. Payment Terms

Payment will be released within 7 (seven) days from the date of completion of total supply /installation of the ordered items and submission of bill.

11. Warranty

The ordered furniture items shall be under Warranty for at least 12(twelve) months from the date of supply/installation. Any defect arising during this period shall be attended to and rectified immediately. In case of unserviceable defect, the defective item shall be replaced immediately without charging any cost.

12. 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.

13. 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.

14. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator appointed mutually under the provisions of Arbitration and Conciliation 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/LI/TCW-RAI/17-18/008 dated 12/10/2017 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. / 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 enclosed	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate enclosed	
13	GST Registration Number	
14	Whether copy of GST 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.	

PART- B : PRICE BID

Tender Enq. No. BL/LI/TCW-RAI/17-18/008
SUB: SUPPLY OF Executive & Visitng Chairs

Date : xx/xx/2017

Item No.	Description of item	Approx. Quantity	Unit Rate Rs. P	Total Rs. P
A.	CHAIRS			
1.	<p>High back Chairs of DAMRO/GODREJ/FEATHERLITE/DURIAN or Equivalent : The seat and back are made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam is designed with contoured lumbar support for extra comfort. The seat has extra thick foam on front edge to give comfort to popliteal area. HIGH BACK SIZE (FOR 9U01RX): 47.5 cm (W) x 69.5 cm (H) POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kg/m3 and Hardness = 20 +/- 2 at 25% compression. ARMRESTS: The one-piece armrests are injection moulded from black Co-polymer Polypropylene. 3600 revolving type</p>	1 No.		
2.	<p>Mid back chairs of DAMRO/GODREJ/FEATHERLITE/DURIAN or Equivalent Seat and back assembly- made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam is designed with contoured lumbar support for extra comfort. The seat has extra thick foam on front edge to give comfort to popliteal area MID BACK SIZE (FOR 9U02RX, 9U12RX): 47.5 cm. (W) x 58.0cm. (H) POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kg/m3 and Hardness = 20 +/- 2 at 25% compression. ARMRESTS: The one-piece armrests are injection moulded from black Co-polymer Polypropylene. 3600 revolving type.</p>	23 Nos.		
3	<p>Visitor chairs of DAMRO/GODREJ/FEATHERLITE/DURIAN or Equivalent Seat and back assembly- made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam is designed with contoured lumbar support for extra comfort. The seat has extra thick foam on front edge to give comfort to popliteal area. POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kg/m3 and Hardness = 20 +/- 2 at 25%compression. ARMRESTS: The one-piece armrests are injection moulded from black Co-polymer Polypropylene.</p>	15 Nos.		

	3600 revolving type.			
4	GST Applicable		@_____%	
	TOTAL :			
	Delivery charges at actual (including taxes)			
	Discount Allowed			
	GRAND TOTAL :			

Note : 1.Quantity noted against each is approximate and there may be some variation in quantity and colour depending on actual requirement.

2.Company reserves right to change the colour during final execution of order depending on acceptability of the ordered item.

DATE: _____
STAMP _____

SIGNATURE &

Annexure-C

High back chairs



Mid back chairs



Visitor chairs

