



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

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

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TENDER NO: BL/CFS-MUM/573 dt 03/11/2017

CIN - L15492WB1924GOI004835

TECHNICAL / COMMERCIAL BID

Tender Document for

[Supply & installation of E-square make lounge 3seater and E-square make lounge 2seater]

DUE DATE & TIME: 14/11/2017 [at 17.00 Pm]

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NOTICE INVITING TENDER

Sealed offers are invited from the reputed or experienced parties and willing to quote for the subject tender **Supply & installation of of E-square make lounge 3 seater and E-square make lounge 2seater** 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 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/573 Dated 03/11/2017 "Supply & installation of of E-square make lounge 3seater and E-square make lounge 2seater"** and shall be dropped in our tender box at the given address **within 14/112017 at 17.00 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	<u>Supply & installation of of E-square make lounge 3 seater and E-square make lounge 2 seater</u>
2	Tender No	BL/CFS/MUM/573 DT.03/11/2017
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion Period	Within one month
5	Tender Fee	Not applicable
6	EMD	Rs.3000/-
7	Downloading / Submission of Tender :	
	a. Starts on	03/11/2017 at 3.00 pm
	b. Closes on	14/11/2017 at 5.00 pm
8	Opening of Tenders	14/11/2017 at 5.30 pm

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 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,

- 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.

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. 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

The successful tenderer shall have to undertake the following work:

Supply & installation of of E-square make lounge 3seater and E-square make lounge 2seater of reputed make as per following specifications

1) E-square make lounge 3seater

- 1800*760*785
- Sleek seating with unique design
- Without cushions
- Chrome plated metal based

2) E-square make lounge 2seater

1200*760*785

- Sleek seating with unique design
- Without cushions
- Chrome plated metal based

Vendors should supply the items as per specification detailed as per above 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. [3000/-]

Note: EMD is exempted for the MSME and NSIC registered vendors however they have to produce valid registration certificate

- b) Bidder should Produce an work order or experience certificate for execution of similar type of works for at-least 2 customers.
- c) Bidder needs to furnish the declaration that they are not black listed by any PSU/Government bodies in past.
- d) Bidder should have valid GST registration number.

2. Submission Of Bids

The bids should be submitted in single bid process

Technical / Commercial Bid [Unpriced] with Price bid

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

2. Tender Opening

Unprice and price bid will be opened as per tender calendar as it is a single bid.

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 quoted rates 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 expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

8. Completion Period

Lounger 3 seater & Lounger 2 seater should be supplied & installed at our CFS within 30 days from the receipt of the LOI/ Purchase order.

9. Security Deposit / EMD

The Earnest Money Deposit of the successful bidder would also be retained as Security Deposit till the date of Supply of the materials. . EMD of unsuccessful bidders will be returned after finalization of the contract.

10. Payment Terms

Payment will be released against certified bills within 7 (Seven) days from the date of completion of work. Transportation charges, loading and unloading charges and installation charges will not be paid EXTRA.

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. 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/CFS/MUM/573 dt.03/11/2017and 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 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.	

ANNEXURE – B

PRICE BID

Sl. No.	Item Description	Indicative Quantity	Unit	Rate [inclusive of freight/delivery charges/loading and unloading including installation charges]	Amount
1.	<u>E-square make lounge 3seater</u> <ul style="list-style-type: none"> 1800*760*785 Sleek seating with unique design Without cushions Chrome plated metal based 	3	NOS.		
2.	<u>1) E-square make lounge 2seater</u> 1200*760*785 <ul style="list-style-type: none"> Sleek seating with unique design Without cushions Chrome plated metal based 	6	NOS.		
	Taxes and duties etc. (GST)				
	Total				

NB : The cost is inclusive of Delivery loading, unloading and Transportation including installation charges
Total Amount in words.

Place-----Signature of Tenderer

Date-----Name & Address

ANNEXURE –C

1. E-square make lounge 3seater



2. E-square make lounge 2seater



Balmer Lawrie & Co. Ltd. Container Freight Station, [*Navi Mumbai*]
Tender No : _BL/CFS-MUM/573