





**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
REGIONAL HUMAN RESOURCE DEPARTMENT  
21 Netaji Subhas Road, Kolkata 700 001

TENDER REFERENCE NO : RHRD/HO/LSA/Gold Coin/NIT- 74/2017-18  
DATE : 13<sup>th</sup> December, 2017

**NOTICE INVITING TENDER NO. 74/2017-18**

**Sub : Tender for supply of Gold Coins of 10 gms, 15 gms & 25 gms [24ct]  
With Monogram/Engraving/Embossing/Polishing/Box**

BALMER LAWRIE & CO. LTD. [A Government of India Enterprise] wishes to procure Gold Coins as per following specifications :-

| 10 gms 24 Ct Gold Coin<br>(Hall marked & with 99.5% purity)          |               |            | 15 gms 24 Ct Gold Coin<br>(Hall marked & with 99.5% purity)                         |               |            | 25 gms 24 Ct Gold Coin<br>(Hall marked & with 99.5% purity)   |               |           |
|--|---------------|------------|---|---------------|------------|---|---------------|-----------|
| 1  |               |            | 2   |               |            | 3   |               |           |
| Weight   | Diameter      | Quantity   | Weight  | Diameter      | Quantity   | Weight  | Diameter      | Quantity  |
| <b>10 gms</b>  | <b>2.4 cm</b> | <b>15*</b> | <b>15 gms</b>   | <b>2.4 cm</b> | <b>84*</b> | <b>25 gms</b>   | <b>3.2 cm</b> | <b>8*</b> |
| Front side of the Coins (Round Shape) are to be engraved / embossing |               |            |  |               |            | Logo of the Company to be engraved on the "Centre Position" of the Coin and name of the recipient # |               |           |
| Back side of the Coins (Round Shape) are to be engraved / embossing  |               |            |  |               |            | <b>Balmer Lawrie<br/>25/30/35 YEARS LONG SERVICE AWARD<br/>(as the case may be)</b>                 |               |           |
| Tolerance weight   |               |            | No negative tolerance in respect of weight & purity                                 |               |            |   |               |           |
| Packing  |               |            | Velvet Box  |               |            |   |               |           |

# will be provided by the Company to the successful bidder.

**Tentative Quantity Break-up**

| 10 gms 24 Ct Gold Coin<br>(Hall marked & with 99.5% purity) |       |        |         | 15 gms 24 Ct Gold Coin<br>(Hall marked & with 99.5% purity) |       |        |         | 25 gms 24 Ct Gold Coin<br>(Hall marked & with 99.5% purity) |       |        |         |
|---|-------|--------|---------|---|-------|--------|---------|---|-------|--------|---------|
| 1   |       |        |         | 2   |       |        |         | 3   |       |        |         |
| Kolkata   | Delhi | Mumbai | Chennai | Kolkata   | Delhi | Mumbai | Chennai | Kolkata   | Delhi | Mumbai | Chennai |
| 9   | 1     | 4      | 1       | 43  | 5     | 9      | 27      | 5   | 2     | 1      | -       |
| <b>TOTAL - 15*</b>  |       |        |         | <b>TOTAL - 84*</b>  |       |        |         | <b>TOTAL - 8*</b>   |       |        |         |

\* The above quantities may vary. However, the exact numbers would be specified at the time of placement of order.

In view of the above, the Company invites **sealed tender** from the **Authorized Jewellers** dealing in gold works.

Contd.../2

**Balmer Lawrie & Co. Ltd.**

TENDER REFERENCE NO : RHRD/HO/LSA/Gold Coin/NIT- 74/2017-18  
DATE : 13<sup>th</sup> December, 2017

**1.0 Pre-qualification criteria**

- 1.1 The bidders specifying the following qualification norms shall only be considered. Only authorized jewelers engaged in gold works for at least 3 years in similar line of business shall only be considered. **Copy of license from BSI should be enclosed with Techno Commercial Bid [Part-A].**
- 1.2 Bidders not meeting the above requirements shall be rejected. Pre-qualification of the bidders shall not imply final acceptance of the tender. The bids may be rejected at any point during techno-commercial evaluation or during price evaluation. The decision in regards to acceptance and/or rejection or offers any/all offers in part/full shall be at the sole discretion of Balmer Lawrie & Co. Ltd. and decision in this regard shall be binding on the bidder.

**2.0 Delivery**

- 2.1 **The jeweler would be required to deliver the Gold Coins at Kolkata, Delhi, Mumbai and Chennai Offices of the Company.**
- 2.2 **The delivery shall be within fifteen days from the date of placement of order.**

**3.0 Price rejection for delayed delivery**

In case of failure to deliver the Gold Coins within the scheduled delivery time, price shall stand reduced @1% of the value per week or part thereof subject to maximum of 5% of the value.

**4.0 Payment Terms**

**No advance will be paid at the time of placing order.** The bill shall be raised within a week from the date of delivery and the same shall be paid within 15 days from the date of receipt of the bill.

**5.0 Quality Assurance**

The supplier shall be responsible for meeting 24 ct [99.5%] purity quality assurance for the Gold Coins. Any defective piece shall be replaced by the supplier.

**The supplier should provide individual Gold Purity Certificates at the time of delivery of coins.**

**6.0 Query :**

- 6.1 For any query, the bidders may contact Mr Sukanta Sinha, Officer [HR], 21, Nataji Subhas Road, Kolkata – 700 001 at phone no. (033) 2222 5421 or email [sinha.s@balmerlawrie.com](mailto:sinha.s@balmerlawrie.com) on any working day from Monday to Friday between 10 AM to 6 PM.
- 6.2 No claim, of any nature on any ground of inadequate information or knowledge or misunderstanding or otherwise in any respect shall be admissible.

**7.0 Validity**

The supplier should clearly mentioned the validity period of gold rate and other charges from the date of closing of the tender.

**Balmer Lawrie & Co. Ltd.**

TENDER REFERENCE NO : RHRD/HO/LSA/Gold Coin/NIT- 74/2017-18  
DATE : 13<sup>th</sup> December, 2017

**8.0 Miscellaneous**

- 8.1 Balmer Lawrie & Co. Ltd further reserves the right to accept or reject any/all bids without assigning any reasons thereof.
- 8.2 Balmer Lawrie & Co. Ltd as its sole discretion unilaterally may change the quantities as indicated in tender enquiry. The successful bidder shall be bound to supply these quantities on the same rate and terms and conditions.

**9.0 Submission of Offer**

- 9.1 Please note that the Offer shall be submitted in two parts comprising of "Techno Commercial Bid" [Part A] and "Price Bid" [Part B]. The two bid shall be given in the prescribed formats enclosed.
- 9.2 Each part shall be separately sealed in a separate envelope and superscribed as "Techno Commercial bid" [Part A] and "Price Bid" [Part B] as applicable. Both the envelopes shall be sent to the Company AT THE FOLLOWING ADDRESS in common envelope sealed and superscribed as "Notice Inviting Tender No. 74/2017-18 due on 03.01.2018".

**CHIEF MANAGER [HR] – RHR, EAST  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road, Kolkata 700 001**

- 9.3 The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.
- 9.4 The last date of submission of offer is **15.00 hours IST on 03.01.2018**.
- 9.5 The Technical Bids would be opened on 03.01.2018 at 17.00 hours. The Bidder can send their representative to be present at the time of opening Techno Commercial Bid [Part - 'A'].

For **BALMER LAWRIE & CO. LTD.**



**[SUBRATA DEB]  
CHIEF MANAGER [HR] – RHR, EAST**

Encl as above

**"Tender Enquiry No. 74/2017-18 due on 03.01.2018.**

**TECHNO COMMERCIAL BID [Part – A]**

**Shri Subrata Deb  
Chief Manager [HR] - RHR, East  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road,  
Kolkata 700 001**

We are glad to submit our Techno Commercial Offer for **"Gold Coins"** against your Tender Enquiry No. 74/2017-18 due on 03.01.2018.

**1. Particulars of Company**

a] Name of the firm :

b] Type of the firm :  
(Whether proprietary/partnership)

c] Year of incorporation :

d[i] Address [Office] :

Postal Code :

State :

d[ii] Address [Office] :

Postal Code :

State :

e[i] Telephone :

e[ii] Mobile :

e[iii] Email :

e[iv] Website :

- e[v] GST No :
- e[vi] PAN No :
- e[vii] Bank Name :
- e[viii] Bank Address :
- e[ix] Branch :
- e[x] A/c No :
- e[xi] IFSC Code :
- e[xii] MICR Code :
- fa[i] Contact person Name :
- fa[ii] Mobile No :
- Email :
- fb[i] Contact person Name :
- fb[ii] Mobile No :
- Email :

2. **Product specification offered**

| 24 Ct Gold Coin (Hall marked & with 99.5% purity) |               |             | 24 Ct Gold Coin (Hall marked & with 99.5% purity)   |               |             | 24 Ct Gold Coin (Hall marked & with 99.5% purity) |               |            |
|---|---------------|-------------|---|---------------|-------------|---|---------------|------------|
| Weight  | Diameter      | Quantity    | Weight  | Diameter      | Quantity    | Weight  | Diameter      | Quantity   |
| <b>10 gms</b>                                     | <b>2.4 cm</b> | <b>15 *</b> | <b>15 gms</b>                                       | <b>2.4 cm</b> | <b>84 *</b> | <b>25 gms</b>                                     | <b>3.2 cm</b> | <b>8 *</b> |
| Tolerance weight                                  |               |             | No negative tolerance in respect of weight & purity |               |             |   |               |            |
| Packing   |               |             | Velvet Box  |               |             |   |               |            |

- **The quantities may vary. However, the exact numbers would be specified at the time of placement of order.**

**3. Details of Turnover / Sales**

|                                     |                  |
|-------------------------------------|------------------|
|                                     | <b>2014-15 :</b> |
| In the last preceding three years – | <b>2015-16 :</b> |
|                                     | <b>2016-17 :</b> |

**4. Sales Tax/Income Tax Return : [Enclosed photocopy]**

We are agreeable to all the "Terms & Conditions" set in the Tender and submit herewith signed and sealed copy of the "**Notice Inviting Tender no. 74/2017-18 dated 13.12.2017**" as our token of acceptance of all terms and conditions of the Tender.

**(Authorised Signatory)**

**Office Seal**

Date :

Place :

**Encl. : Copy of Notice Inviting Tender No. 74/2017-18 dated 13.12.2017 duly signed and sealed.**

**"Tender Enquiry No. 74/2017-18 due on 03.01.2018.**

**PRICE BID [Part – B]**

**Shri Subrata Deb  
Chief Manager [HR] - RHR, East  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road,  
Kolkata 740 001**

We are glad to offer our best price as given below for "Gold Coins" on outright purchase basis as per your specifications :

| <b>10 gms 24 Ct Gold Coins<br/>( Hall marked and with<br/>99.5% purity)</b> |  | <b>15 gms 24 Ct Gold Coins<br/>( Hall marked and with<br/>99.5% purity)</b> |  | <b>25 gms 24 Ct Gold Coins<br/>(Hall marked and with<br/>99.5% purity)</b> |  |
|---|--|---|--|--|--|
| <b>[in Rupees ₹]</b>  |  | <b>[in Rupees ₹]</b>  |  | <b>[in Rupees ₹]</b>   |  |
| <b>Basic Price</b>  |  | <b>Basic Price</b>  |  | <b>Basic Price</b>   |  |
| <b>Making<br/>Charges</b>   |  | <b>Making<br/>Charges</b>   |  | <b>Making<br/>Charges</b>  |  |
| <b>Packing<br/>Charges</b>  |  | <b>Packing<br/>Charges</b>  |  | <b>Packing<br/>Charges</b>   |  |
| <b>Any other<br/>Charges<br/>(please<br/>specify)</b>                       |  | <b>Any other<br/>Charges<br/>(please<br/>specify)</b>                       |  | <b>Any other<br/>Charges<br/>(please<br/>specify)</b>                      |  |
| <b>GST</b>  |  | <b>GST</b>  |  | <b>GST</b>   |  |
| <b>Total Cost<br/>[₹]</b>   |  | <b>Total Cost<br/>[₹]</b>   |  | <b>Total Cost<br/>[₹]</b>  |  |

**Period of validity of gold price and others rates :**

**(Authorised Signatory)**

**Seal**

Date :

Place :