



SBU – Industrial Packaging,
5, J. N. Heredia Marg, Ballard Estate,
Mumbai- 400001, India
Tel. No. 091 - 022 -66258186/66258190/66258209
Fax No. 091 - 022- 66258200

NOTICE INVITING TENDER

Tender No. 0100PE00975 dated 18.12.2017

Due date of Tender: 29.12.2017 at 14:00 hrs.
Opening of Technical Bid: 29.12.2017 at 14:30 hrs.

Online Two Bid e-Tender is invited for **Domestic Credit Risks Insurance** through
Balmer Lawrie e.procurement Portal <https://balmerlawrie.eproc.in>

The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e.bidding.

Contact details

Balmer Lawrie & Co.Ltd. SBU-Industrial Packaging, 5, J. N. Heredia Marg, Ballard Estate Mumbai – 400 001.	C1 India Pvt.Ltd. 603,Coral Classic,20th Road, Near Ambedkar Park,Chembur Mumbai-400 071
Contact Persons: 1.Shri Nayan Yadav,Mob.08879294183 Land Line No.022 66258191 e.mail:Yadav.nd@balmerlawrie.com	Contact Person 1.Mr. Ujwala Shimpi, Land No 022 66865608Email – ujwala.shimpi@c1india.com 2. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com 3. Mr.Tuhin Ghosh,Mob.08981165071 Email – tuhin.ghosh@c1india.com 4.Mr.CH.ManiSankar(Chennai),+91-8939284159Email– chikkavarapu.manisankar@c1india.com 5. Mr.Partha Ghosh,Mob.0 08811093299Email – partha.ghosh@c1india.com

Format of Tender Document

Tender Documents consist of:

- A. Instruction for bidders
- B. Special Terms & Conditions
- C. General Terms & Conditions
- D. Annexure IA – Technical Bid.
- E. Annexure IIA– Price Bid.
- F. Annexure III - Conditions for Online Bid submission

The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

Instruction for Bidders

A. Clarifications

Clarifications that the Bidder needs to have on the tender specification can be sought from BL within one week from the date of issue of this enquiry.

All clarifications shall be by e-mail (*Only email queries shall be replied*)

B. Opening of Price Bid

The Price Bid of Bidders with valid offers and meeting the Pre-Qualification / Technical Criteria as set by BL shall only be opened.

C. Complete Scope of Work

The complete scope of work has been defined in Annexure IA of the tender document. Only those bidders who take responsibility and bid for the complete scope of work may be considered for further evaluation

D. Tender Documents and Deviations

It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. **Deviation from technical specifications, as given in the Tender Document-Annexure – IA and II, would invite immediate dis-qualification from further consideration of the bid.**

E. Preparation and submission of Tender Documents

The bidders are required to fill the tender document in a format as outlined below in the E.Proc platform:

a. Price Bid (Annexure II A)

The lowest bidder will be decided on the **Nett Premium Price** in INR, for the item mentioned in the scope of supply. Duties, levies charges either as % or value.

The Price bid should not contain any information other than the price. The price is to be mentioned in both Figures and words and where there is a difference between the two, rate given in words will be taken as authentic.

Price bid should be filled as per the format provided (Annexure II A).

1. Introduction

- We, Balmer Lawrie & Co. Ltd. Is a diversified Company with business interests in Industrial Packaging, Greases & Lubricants, Leather and Chemicals, Container Freight Station, Speciality Containers, Travel & Tours, tea Exports & Trading and logistics Management Service.
- We are pleased to inform you that we are looking for Credit Insurance for our SBU-Industrial Packaging covering East, West, South and Northern Regions for Domestic Credit Risks Insurance.
- We have appointed M/s Aditya Birla Insurance Brokers Ltd as Insurance Brokers for all clarification and details regarding the tender documents Kindly Contact.

Mr. Neelesh Gupta
Senior Manager
Aditya Birla Insurance Brokers Ltd.
C wing, 2nd floor, Mafatlal Chambers,
N M Joshi Marg, Lower Parel (East), Mumbai 400 013.
Mob : +91 97697 01759

2.0 Scope of cover:

A] The coverage envisaged by us should take care the following –

- i) Domestic Credit risk against Default and Insolvency. The estimated annual turnover would be INR 600 crore.
 - a. **Projected Turnover for the current financial year**
 - i. **2018 – 19 : Rs. 611.30 Crore**
 - ii. **2019 – 20 : Rs. 647.98 Crore**
 - iii. **2020 - 21: Rs. 686.86 Crore**
- ii) Contract repudiation exclusion waive off.
- iii) No Discretionary limit is opted. In case the tenderer offers a limit, then it will be in full understanding that, the company's credit checks may not be in accordance to the set process prescribed by the Insurer.
- iv) Terms of the payments to be 120 days with Maximum extension period of 120 days.
- v) Protracted default period to be 4 months (120 days).
- vi) Deductibles of INR 100,000 for each and every loss and insured percentage of settling the loss to be 85%.
- vii) Claim condition to incorporate the following point: - that it is not mandatory for the client to pursue legal action for proceeding on the claim with the insurance Company.

- viii) The Insurer will not demand the company to any process that is not specifically stated in the offer. In the absence of any cleared stated claim process, the insurer should agree that the company would decide and set the claim process.
- ix) The Credit insurance policy of Balmer Lawrie will be as per the following:-----
- a. The participating insurer will also certify that he has the read the terms and conditions pre agreed TAT and there will be no divergence as per the submitted, and finalise the quote.
- b. The insurer are expected to state the additional benefits/ betterment over and above the offered.
- c. The Insurer shall have to refund without any deduction surcharge of the premium if there is change in terms condition or any other dispute.

3. Turn Over Details

Financial Year	Total Sales (Lacs)
2014 – 2015	49750.74
2015 – 2016	45426.07
2016 – 2017	57670.00
Forecast 2017 – 2018 (till 31.10.2017)	39275.00

4. Maximum balances outstanding

Outstanding balance	Number of Buyers
0 – Rs. 50,000	61
Rs. 50,001 – Rs. 100,000	6
Rs. 100 001 – Rs. 500,000	51
Rs. 500,001 – Rs. 1,000,000	35
Rs. 1,000,001 – Rs. 2 000,000	22
Rs. 2,000,001 – above	95

Policy Track Record

Period	Premium	Status
13/12/2014 to 12/12/2015	Rs. 32,30,000.00	No Claim
13/12/2015 to 12/12/2016	Rs. 36,64,013.00	No Claim
13/12/2016 to 12/12/2017	Rs. 38,00,000.00	No Claim

Note - No known or reported loss till date.

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5. MAJOR CUSTOMERS

Full Name	Estimated Sales (Rs Crore)
JAIN IRRIGATION SYSTEMS LTD.	25.00
SHELL INDIA MARKETS PVT LTD	20.00
INDIAN OIL CORPORATION LTD	13.00
TOTAL OIL INDIA PVT LIMITED	8.00
INDIA GLYCOLS LIMITED	9.00
COVESTRO (INDIA) PRIVATE LIMITED	6.00
BASF INDIA LTD.	5.00
STANDARD GREASES & SPECIALITIES P.LTD	5.00
PON PURE CHEMICAL INDIA PRIVATE LTD	5.00
DEEPAK FERTILIZERS & PETROCHEM CORP	4.00
MOTHER DAIRY FRUIT & VEGETABLE PVT.	5.00
CAPRICORN FOOD PRODUCTS INDIA LTD.	4.00
EXOTIC FRUITS PVT. LTD.	2.00
FOODS AND INNS LTD.	2.00
SRI DEVARAAJA AGRO INDUSTRIES	4.00
Total	117.00

6. Debtor Aged Analysis: As at 31st October 2017

Days Overdue	Amount L
Current - not yet due	8810.99
1-30 days overdue	1270.09
31-60 days overdue	1087.10
61-90 days overdue	220.34
> 90 days overdue	41.44
Total	11429.96

7. TERMS OF PAYMENT (State terms of payment of invoices submitted to buyers as percentage of turnover)

No. of days from	Invoice date <input checked="" type="checkbox"/> AWB/BL date <input type="checkbox"/> Others(specify)				
	_____ <input type="checkbox"/>				
CAD/DP: 1 %	30 days :57%	60 days :22 %	90 days: 15 %	120 days: 3 %	Other : 2 %

8. Nature of Business Activity- Manufacturer and supplier of Mild steel Barrels.

9. Types of goods / services to be insured:- MS Barrels which used in Industrial Packaging

10. CREDIT MANAGEMENT DETAILS:

Name and position of the responsible person for company's credit management: credit control committee Basis of establishment of a specific credit limit:

1. Audit/ Management accounts
2. Regular personal visit made to the customer
3. Personal Interaction by the company's team
4. Other sources

How often is a Credit limit reviewed : Quarterly basis.
Information used in reviewing the credit limit : Price, Value and credit committee's recommendations.
How many days after due date normally : Who has the authority to take action.
- take Collection action: Immediate : Sales Personnel.
-Stop further Supplies: 90 days : Chief /Head (Marketing) – IP.
- Take Legal action : Protracted Delay: Director/ Head- IP.

11.0 PERIOD OF COVERAGE

The coverage will be for a period of one year i.e. from **01.02.2018 to 31.01.2019**. The rate quote should be valid for two years, however premium will be paid on yearly basis. At the completion of first year, on mutual agreement and satisfactory performance of the Insurance company, Balmer Lawrie may extend the coverage for one more year. Payment of premium will be made on the revised sum insured at the close of the completion of the first year. We keep the option of extending the policy for 3rd year with same terms and conditions.

Discount and values table to be provided along with the submission of the proposal. Preferably extra weightages to the Insurance Company who have online data access facilities under which Balmer lawrie can review their credit limits and apply online to the Insurer credit portal.

12.0 OFFER

- 12.1 The term "Company/BLCL/Balmer Lawrie "wherever mentioned in the tender document refers to "Balmer lawrie & co. Ltd."
- 12.2 The term bidder /Insurer means the firm or a company with whom the order is placed and shall be deemed to include the bidder, successors representative heirs executors and administrators duly approved by the company.
- 12.3 On the basis of above information you are requested to submit your quote, Submission of hard copy of the quote sheet duly signed and sealed is mandatory for validation of the quote.
- 12.4 Incomplete offers are liable to be rejected.
- 12.5 Clarification, if any, shall be sought not later than 3 days before the last date of submission of offer.
- 12.6 If required the past performance may be evaluation criteria for final assessments.
- 12.7 The rate quoted shall be firm and final, held valid for the period of two years and can be extend for one more year as per mutual agreement. No provisional rate of premium shall be offered. Once quote submitted shall not be withdrawn.

- 12.8 The sum Insured value given are only provisional and Balmer Lawrie reserves its right to increase or decrease depending upon requirement during the award of insurance business and during the period of Insurance.
- 12.9 In Line with the circular Ref.001/NL/GENERAL/APR06 dated 19/04/06 from IRDA or any other amendments to all insurance companies, request you to understand the clients requirement properly and accordingly offer your rate for any further information or clarification, feel free to contact our Insurance Broker or directly.
- 12.10 Notwithstanding anything stated above, Balmer lawrie reserve the right to assess the insurer's capacity and capability to perform the specified Insurance Business.
- 12.11 Purchase preferences to central Public sector under takings as per the guidelines issued by Department of public enterprise / Govt. Of India, In this regards will be applicable.
- 12.12 Submitting the offer does not guarantee Balmer Lawrie & Co. Ltd. Accepting the offer. Balmer Lawrie reserves the right to accept or reject any offer, offers, or part thereof as its sole discretion, without assigning with any reason thereof.
- 12.13 Balmer lawrie takes no responsibility for delays, loss or non-receipt of the offers sent by the insurer.
- 12.14 The submission of offer shall have no cause of action or claim against Balmer Lawrie and co. For rejection of offer. The Insurer whose offer is not accepted shall not be entitled to claim any costs, expenses incurred by them in connection with the submission of their offer.
- 12.15 Balmer Lawrie reserves the right to award and distribute business to one or more insurers.

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Your completed offer in all respect dully sealed and super scribed as "Tender for providing Credit shield Insurance Cover for whole turnover of Domestic sales on clean credit offered to customers of Balmer Lawrie & co. Ltd. should reach the below mentioned address on or before the due date of the tender.

Mr. Nayan Yadav
Deputy Manager - SCM
M/s Balmer lawrie & co. Ltd
Industrial Packaging division
5, J N Heredia Marg, Ballard Estate, Mumbai – 400 001

The company would not carry out any negotiations except with such bidders who is/are the lowest quoted bidders originally. As such it would be in the interest of the bidders to quote the lowest possible price.

Whenever there is duplication of clause in the terms and conditions, the clause which is beneficial to the company will be considered applicable at the time of any dispute.

It shall be understood that every endeavour has been made to avoid error which may materially affect the basis of tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

The bidders are required to read all the above terms and condition and sign the pages as acceptance of the same while quoting the price.

For all clarification and details regarding the tender document the bidder shall contact –

Mr. Neelesh Gupta
Sr. Manager
M/s. Aditya Birla Insurance Brokers Ltd.
C wing, 2nd floor, Mafatlal Chambers
N M Joshi Marg, Lower Parel (East),
Mumbai 400013 .
Mob : +91 97697 01759

Mr. I. Rajesh
Chief Manager (Marketing)-IP
M/s Balmer lawrie & co. Ltd.
5, J N Heredia Marg, Ballard Estate ,
Mumbai. Pin code 400001
Tel- +91 9004000441.

B. SPECIAL TERMS & CONDITIONS.

1. Payment Terms:

Our payment terms are as follows:

50% of the premium for the 1st year will be made at inception of the policy and balance premium will be paid in equal instalment of the 25% in the month of June & September of the respective year or attaining the corresponding turnover whichever is earlier.

Award of Contract

a) BL shall place the Service order on the Lowest Quoted Bidder and as such it would be in the interest of the bidders to quote their most competitive price.

Negotiations, if held will be only with the lowest bidder.

2. Bid Validity

The bid submitted by the bidders should be valid for the Company's acceptance for a period of 60 days from the date of opening of Price Bid.

C. GENERAL TERMS AND CONDITIONS

1. Introduction

The bidder means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

2 Confirmation of Order

The successful bidder shall acknowledge the receipt of purchase order within 7 days following the mailing of this order in writing or through email and shall thereby confirm his acceptance of purchase order in entirety without exceptions

3 Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

4 Rejection of Bids

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any state. BL reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reason. The decision of BL in this connection will be final.

5 Arbitration

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavour to settle such dispute amicably. If the dispute is not amicably resolved within a period of 30 (thirty) days from the date of receipt of such notice by a Party, the dispute shall be settled by reference to the following for resolving disputes:

Dispute or difference shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by C&MD, Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Mumbai, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement. In case of an Indian Company the Arbitration shall be held by the relevant machinery of arbitration appointed by Government of India (Permanent Machinery of Arbitrator-PMA) in the Department of Public Enterprises. Sole Arbitrator shall be appointed by BL.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

D. PRE-QUALIFICATION CRITERIA.

Sl.No.	Pre Qualification Clause	Pre-Qualification Requirement	Supporting
1.	The insurance company should be approved by the Govt. of India and registered under IRDA. Required credentials must be enclosed in the Cover.	Certificate to be Attached	Required certificate
2.	Minimum Criteria (Domestic Credit Insurance)	Booked size Minimum 20 crore and/or Insurer Should be SNP A Grade or AM Best rating	Please list your largest clientele with respect to credit insurance and attach supporting.
3.	Turn Over for Credit and political Risk	Minimum INR 50 Crore	Annual turnover of last three financial year (audited financial statement of last 3 years to be enclosed)
4.	PAN No.	Copy required	Copy of PAN to be attached
5.	GST registration no.	Copy required	Copy of Certificate to be attached
6.	Executive summary about the insurance company/Joint Venture.	Attach documentary evidence	If any
7.	Online facilities	Monitoring / Limit Application /submission of claim etc. can be done by Online	To be abled.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

Financial Bid

Subject : Tender for Credit Insurance

Having examined the tender documents vide aforesaid letter and having understood the terms of the said tender documents and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. to Credit Insurance, we give below our quote for insurance for the period of one year from 01st Feb. 2018 to 31st January 2019, as under and renewable for 2 more years (2 + 1).

<u>Particulars</u>	<u>Rate %</u>	<u>Amount (Rs.)</u>
i) Premium Rate in terms of percentage of estimated turnover i.e. Rs. 600 Crore		
Plus GST on Premium Amount		
Total premium To be paid		

TOTAL Premium in figure-

1. Maximum Liability:
2. L1 will be decided based on premium at 1 and considering the excess clause and maximum liability limit.

Insurance Co. details:

Name -
Address -
Contact person –
Tel: Email:

Re- Insurance Co. details:

Name -
Address -
Contact person –
Tel: Email:

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Special Terms and Conditions and General Terms & Conditions** as laid down in the Tender Documents.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE-III

CONDITIONS FOR ONLINE BID SUBMISSION

1. Registration with e.Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd.

Contact Nos. and email IDs for C1 India helpdesk officers

Contact Person

1. Mr. Ujwala Shimpi, Land No 022 66865608 Email – ujwala.shimpi@c1india.com
2. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com
3. Mr. Tuhin Ghosh, Mob.08981165071 Email – tuhin.ghosh@c1india.com
4. Mr. CH. Mani Sankar (Chennai), +91-8939284159 Email – chikkavarapu.manisankar@c1india.com
5. Mr. Partha Ghosh, Mob.0 08811093299 Email – partha.ghosh@c1india.com

Or

Balmer Lawrie's officials.

Contact nos. and e.mail ID's

1. Mr Amlan Gupta Landline-02266258188-Mob.9987499905- Email: gupta.amlan@Balmerlawrie.com

2. Mr Nayan Yadav Landline-02266258191-Mob.8879294183- Email: yadav.nd@balmerlawrie.com

2. Pre-Requisites before Login to System (Software requirements.)

Minimum System Requirements:

- P 4 or Later Processor
- Minimum of 1 GB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

Operating System:

- Windows 7,8,10

Browser Version:

- Internet Explorer Versions 11

Java Component:

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) is installed on your machine or not.

3. Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on e.Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue.

Digital Certificate authentication:

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The bidder shall authenticate the bid with his Digital Certificate (Class II) 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. They may contact Help Desk of C1 India Pvt. Ltd.

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.

4. 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 the due date at our Ballard Estate Office. The bidder shall furnish the Demand Draft 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.

Disclaimer Clause

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