



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: bhattacharya.durjay@balmerlawrie.net

CIN - L15492WB1924GOI004835

TENDER NO: BL/CFS/MUM/589

TECHNICAL / COMMERCIAL BID

Tender Document for

[SUPPLY OF VISITOR CHAIRS]

DUE DATE & TIME: [10/03/2018 at 10.30 AM]

INDEX

S. NO.	PARTICULARS	PAGE NO.
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	9
6	Particulars of the organization	10
7	Price Bid	11

NOTICE INVITING TENDER

Sealed offers are invited from the Manufacture/Authorized dealers having BIFMA or Green Guard certificate for manufacturing / supplying chairs and fulfill the eligibility criteria mentioned elsewhere in the tender document for the subject tender **SUPPLY OF VISITOR 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 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]**. The tenderer shall furnish the required information in Annexure C 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/589 Dated 28/02/2018 "SUPPLY OF VISITOR CHAIRS_"** and shall be dropped in our tender box at the given address **within 10/03/2018 at 10.30 AM** 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 VISITOR CHAIRS</u>
2	Tender No	BL/CFS/MUM/589
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
5	Tender Fee	Not applicable
6	EMD	3000/-
7	Downloading / Submission of Tender :	
	a. Starts on	28/02/2018 at 5.00 pm
	b. Closes on	10/03/2018 at 10.30 Am
8	Opening of Tenders	10/03/2018 at 11.00 Am

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.
- Chartered accountant's certificate or Audited / Certified Balance sheet of tenderer's company for three -years

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.

- 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 enclosed with tender document. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

SCOPE OF WORK

Supply of CHAIRS 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.

MAKES SHOLUD BE : DAMRO/GODREJ/FEATHERLITE/DURIAN

Colour : Milal Red

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- a) Payment of Interest Free EMD of Rs. [3,000/-]
- b) In case of authorized dealers who are interested in quoting should submit copy of authorized dealer certificate
- c) Party should have valid GST Registration number.
- d) Party should have BIFMA OR GREEN GUARD Certification .

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 also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.
- 4.4 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.
- 4.5 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 office at Dronagiri, Navi Mumbai free of cost within 15(fifteen) days of issuance of purchase order.

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 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 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/589 dated 28/02/2018 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. <u>/</u> 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	GST Registration. No.	
12	Whether copy of GST Registration certificate enclosed	
13	Name of the Banker	
14	Whether registration under MSMED Act	
15	In case registered under MSME <u>D</u> provide registration number and copy of registration certificate.	

PART- B : PRICE BID

Tender Enq. No. BL/CFS-MUM/582

Date : 28/2/2018

SUB: SUPPLY OF VISITOR CHAIRS

MAKE : DAMRO/GODREJ/FEATHERLITE/DURIAN

Item No.	Description of item	Approx. Quantity	Unit Rate Rs. P	Total Rs. P
A.	CHAIRS			
a.	<p>Visitor Chairs – 1. SEAT/BACK ASSEMBLY: 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) MID BACK SIZE (FOR 9U02RX, 9U12RX): 47.5 cm. (W) x 58.0cm. (H) SEAT SIZE (FOR 9U01RX, 9U02RX, 9U12RX): 47.0 cm. (W) x 48.0 cm. (D) 2. POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 at 25% compression. 3) ARMRESTS: The one-piece armrests are injection moulded from black Co-polymer Polypropylene 4.CENTER TILT SYNCHRO MECHANISM (FOR 9U01RX, 9U02RX): The mechanism is designed with the following features: • 360° revolving type. • Upright position locking. • Tilt tension adjustment. • Seat/back tilting ratio of 1:3 (6° seat tilt/18° back tilt) 5. PNEUMATIC HEIGHT ADJUSTMENT (FOR 9U01RX, 9U02RX): The pneumatic height adjustment has an adjustment stroke of 12.0 cm. 6.) TELESCOPIC BELLOW ASSEMBLY (FOR 9U01RX, 9U02RX): The bellow is 3 piece telescopic type and injection moulded in black Polypropylene. 7) PEDESTAL ASSEMBLY (FOR 9U01RX, 9U02RX): The pedestal is injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors. The pedestal is 66.0cm pitch-center dia. (76.0 cm with castors.) 8) TWIN WHEEL CASTORS (FOR 9U01RX, 9U02RX): The twin wheel castors are injection moulded in 30% Glass Filled black Nylon.</p>	10 Nos.		
b.	<p>Visitor Chair – SEAT/BACK ASSEMBLY: 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) MID BACK SIZE (FOR 9U02RX, 9U12RX): 47.5 cm. (W) x 58.0cm. (H) SEAT SIZE (FOR 9U01RX, 9U02RX, 9U12RX): 47.0 cm. (W) x 48.0 cm. (D) 2. POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 at 25% compression. 3) ARMRESTS: The one-piece armrests are injection moulded from black Co-polymer Polypropylene 4. TUBULAR FRAME (FOR 9U12RX): The powder coated tubular frame is cantilever type & made of dia 25.4mm x 2mm thk M.S. ER.W. Tube</p>	10 Nos.		
	SUB-TOTAL :			
	TOTAL :			

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

Tender No : _BL/CFS/MUM/589

	GST		@_____ %	
	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: _____

SIGNATURE &

STAMP _____

Annexure-C

Visitor Chairs- a)



Balmer Lawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]
Tender No : _BL/CFS/MUM/589

Visitor Chairs- b)

