



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[P-3/1 Transport Depot Road, Kolkata-700088.

Phone No 24506816 /24506811, Fax No. 24498355

E-mail: sett.a@balmerlawrie.com

CIN - L15492WB1924GOI004835

e- TENDER NO: BL/CFS/KOL/CONT. SEAL/18-19

TECHNICAL / COMMERCIAL BID

**TENDER DOCUMENTS FOR SUPPLY OF CONTAINER SEAL
[ONE TIME LOCK] AT CFS, KOLKATA- 700 088**

DUE DATE FOR SUBMISSION

02.05.2018 BY 3.00 P.M.

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NOTICE INVITING TENDER

Sealed offers are invited from the registered Vendors enlisted with our CFS or any other unit of Balmer Lawrie and willing to enter into Rate Contract for the subject tender **“SUPPLY OF CONTAINER SEAL [ONE TIME LOCK]”** as per our requirement detailed in Scope of Work & 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.5,000/- (**Rupees Five 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 **[Kolkata]**. 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/KOL/CONT. SEAL/18-19 Dated “SUPPLY OF CONTAINER SEAL [ONE TIME LOCK]”** and shall be dropped in our tender box at the given address **within at 3.00 PM** and addressing covering envelope as follows:

BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION
P-3/1, TRANSPORT DEPOT ROAD
KOLKATA – 700 088

S. No	Description	Details
1	Name of Work	SUPPLY OF CONTAINER SEAL [ONE TIME LOCK]
2	Tender No	BL/CFS/KOL/CONT. SEAL/18-19
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	1 year which may be extended by 1 more year upon mutual consent
5	Tender Fee	Not applicable
6	EMD	Rs. 5000/-
7	Downloading / Submission of Tender :	
	a. Starts on	21.04.2018
	b. Closes on	02.05.2018 at 3 PM
8	Opening of Tenders	On or after due date and time for submission.

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. 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.

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.

General Terms & Conditions

01. Schedule of Tender

Balmer Lawrie & Co. Ltd., Container Freight Station have been undertaking handling of Import/Export Container and its cargo. During the operation, fixing of seal on the door of the Containers are required through One Time Lock (OTL) device as used Globally.

The tender should be submitted in sealed cover in Single Bid system , superscribing “Supply of Container Seals” alongwith Earnest Money deposit of Rs.5000/- [Rupees five thousand only] in the form of DD in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata. However, MSME bidder shall be exempted from submission of EMD. All the Bids should be superscribed with tender number, due date of submission etc. The tender will be received upto 3.00 P.M. on **02.05.2018**.

The bidders will be considered based on documents submitted by them, capabilities and EMD. Though it is necessary that all terms and conditions are to be complied, for the purpose of consideration of bids, compliance of following clauses are compulsory :-

1. Deposit of Earnest Money Deposit. EMD exempted for MSME Registered bidder.
2. Submission of statutory documents i.e. Trade Licence, GST Registration Certificate etc.
3. List of clients to whom identical item supplied during last three years.
4. Credentials from Importers/Exporters/Steamer Agents/Shipping Lines or other users of the item.
5. Should have full-fledged office set up at Kolkata.

The EMD of the unsuccessful bidders will be returned without any interest.

02. Scope of supply

Approximate 1300 numbers/month of very good quality seals made of BIS Standard steel and proper spring with polythene outer jacket to be supplied as per sample (which is available at CFS for your seeing & checking) against Purchase Order issued for estimated total quantity of 15600 nos. to be required during the period of one year. Please note that a required number of seals of small quantity may also be needed to be supplied from time to time within stipulated period on receipt of written/telephonic communication from the Company. The quantity mentioned is an estimated one, which may vary to any extent and company shall not stand guarantee for any quantity. Defective seals, if any, should be replaced immediately otherwise payment against supply will be withheld. Deliveries of seals to be made at our above address.

03. Rate

The rate should be quoted inclusive of all costs and expenses and no other charges will be reimbursed/paid for except applicable GST. No Delivery charges will be paid extra.

04. Order

The Purchase Order will be placed on successful bidder, which will remain valid for One Year from the date of awarding the order and shall be automatically terminated unless otherwise extended on the same terms & conditions or any amendment, deletion and / or addition of terms as per mutual agreement between the company and the supplier.

05. Billing & Payment

On receipt of the monthly bill from the supplier along with signed challan the same will be processed and payment will be made after making necessary deduction towards dues, penalty, income tax, deposits of statutory deduction, etc. within 15 days.

06. Validity of Offer

The rate Offered should be kept valid for acceptance by BL for 60 days from the due date for submission of the tender. The rate once submitted shall not be changed/varied/added/alterd during this period.

07. Period of Contract

The period of contract will be for One Year from the date of the work order and the same may be extended on satisfactory performance of the work and on mutual consent in writing for a further period of one year. In case of contractor working for the 1st time with CFS the contract shall be awarded initially for three months and on successful performance, the contract may be extended for a further period of 9 months. However the contract(s) may be further extended on written mutual consent of BL and the contractor.

08. Acceptance/Rejection of Bids

The Company reserves the right to reject any or all the tenders without assigning any reasons. Also the bid(s) of any tenderer(s) may be rejected if a conflict of interest between the bidder(s) and the Company is detected at any stage.

09. Risk & Cost Purchase

In case the successful vendor fails to deliver the materials in right quantity & quality within stipulated time the company reserves the right to take supply of the same item from any other vendor if it deems necessary to ensure that the work is carried out smoothly at the "Risk & Cost" to the successful vendor and the extra amount if any needed in such purchase the same shall be recovered from the regular vendor.

10. Termination

The contract can be terminated by either party by giving 3 months clear notice in writing. However in case of serious breach of contract by the Contractor, the Company reserves the right to terminate the contract without notice.

11. Force Majeure Conditions:

Non Performance or Delay is subject to force majeure conditions as under: *If at any time during the continuance of this contract*, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Deliveries under the contract shall be resumed as soon as practicable once the "event" come to an end .

12. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and 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 BL/CFS-KOL/CONT. SEAL/18-19 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.	
6	CIN 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 uploaded	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSEME act	
15	In case registered under MSME provide registration number and copy of registration certificate.	
16	In case of MSME vendor, mention if they fall under SC/ST Category. Provide Certificate of SC/ST if applicable.	

PART- B : PRICE BID

RATE SCHEDULE

PART - II

Sl.No.	Description of Item	Unit	Qty	Rate	Amount
1	Supply of Container Seal [One Time Lock] Embossed with Company's monogram and numbered serially as per instruction of Office of CFS .	No.	15600		
	Amount in Rupees in Words :				

Note : [1] Rates are inclusive of all duties & charges except for GST. GST to be paid as extra.

[2] Rate should be quoted both in figures and words.

[3] Quantity is purely on estimation basis. Actual quantity may vary +/-.

EMD: PO/DD Details.: _____

GST Registration No. _____

Office Seal

Date :

Signature
Name
Designation
Full Address