

**BALMER LAWRIE & CO. LIMITED.**

SBU :GREASES & LUBRICANTS

P-43, HIDE ROAD EXTENSION,KOLKATA – 700 088.

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E-mail: burman.p@balmerlawrie.com

GLK/TE18/046  
Dated 16.05.18

**TENDER ENQUIRY**

**Due Date: 26.05.18 [3:00 pm-IST]**

M/s

Dear Sirs,

Balmer Lawrie invites Online Tenders for supply of 11 MT [+/- 10%] of **Graphite Powder at our Kolkata plant** as per IS :495-1967 and as per the following specification as given below :

**Loss on heating, percentage by weight, [ Test Method A-2] : 1.25 max**  
**Petroleum ether soluble matter, % by weight [ Test Method A3] : 0.50 max**  
**Water soluble matter,% by weight [ Test Method A4] : 1.25 max**  
**Acidity of water extract [ Test Method A5] To satisfy the requirement Of the test.**

**Ash, % by weight [Test Method A-6] : 5.0 max**  
**Non- Graphite carbon, % by weight [Test Method A7] : 3.0 max**  
**Freedom for abrasive matter [ Test Method A-8] : To pass the test**

Your offer should be on **door delivery** basis clearly specifying Basic Price,freight charges, GST percentage, Material HSN code,Company GST registration Number,delivery period, packing size, if any, etc.

**Earnest Money Deposit (EMD) and Security Deposit (SD)**

Tender must be accompanied by EMD of Rs 5,000/- [Rupees Five Thousand only] by Bank Draft or Pay Order drawn in favour of Balmer Lawrie & Co. Ltd. Payable at Kolkata. No interest will be payable on EMD. Offers not accompanied with EMD will not be considered. Payment by cheque will not be accepted. The EMD will be returned to unsuccessful bidder within 7 days of placement of disposal order. EMD of the successful bidder shall be converted into Security Deposit.

Manufacturing Small Scale Units registered with National Small Scale Industries Corporation are exempted from payment of EMD. Small scale units registered with National Small Scale Industries Corporation should enclose a copy of their valid registration certificate to make their quotation eligible for consideration.

**Quantity :-** The tender quantity is total 11 MT +/- 10 % . Breakup of the quantity location wise as follows :-

Quantity	Location
11 MT	Kolkata Plant

**Delivery Terms :-** Offer should be on door delivery basis [including Loading and unloading charges at either end] at our Kolkata Unit as stated above clearly specifying Basic Price,freight charges,GST percentage, Material HSN code,Company GST registration Number packing size etc.

**Delivery :** Supplies to commence immediately within 7-10 days from the date of LOI/PO/call up at our respective plants. Contract should be valid up to 30.06.2018. .

**Validity:** Your offer should be valid for our acceptance for a minimum period of 30 days from the due date unless specified otherwise.

**Payment terms:** Full payment within 30 days from the date of receipt of material at our respective plants in good condition.

**Basis Of selection:- L1 bidder will be selected location wise.**

**Offer shall clearly indicate the following:**

1. Material is hazardous or not for users health?
2. Does product cause any kind of environmental pollution?
3. System to control air emissions, effluents and hazardous waste disposal system to comply with regulatory requirement?
4. Do any of your operations results in the creation of hazardous waste? If yes, is there a system in place to identify and properly dispose of hazardous waste?

**SUBMISSION OF OFFER**

You have to submit your offer online for **“Tender Enquiry No. GLK/TE17/046, Dt: 16.05.18 supply of “Graphite Powder as per IS 495-1967”** in confirmation of acceptance of the tender terms & conditions.

**CONDITIONS FOR ONLINE BID SUBMISSION**

**Procedure For Bid Submission**

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

**Registration with eProcurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

**Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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.

M/s C1 India Pvt Ltd.  
C104, Sector 2 Noida-201301

Contact person:

Mr. Tuhin Ghosh, Ph- 08981165071 : e-mail: [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)

**Mr. Tirtha Das, e-mail id : [tirtha.das@c1india.com](mailto:tirtha.das@c1india.com) , Contact No: +91-9163254290**

**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 opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee 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.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

**Corrigendum to tender:**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**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.

Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

**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.

**Note:**

1. Order quantity may be split or changed as per requirement.

**2. Quality Assurance:** Any defective supply reaching our works shall be taken back by the vendor within 7 days of informing after the same is intimated. Replacement supply to be made within 7 days.

Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

**Vendors who have not supplied this material earlier at our works shall submit the sample of 500 gm along their offer.** New vendor quotations without sample shall not be considered for evaluation.

Last date for submission of offer is 26.05.18 upto 15 :00 hours IST.

f/Balmer Lawrie & Co. Ltd

Pratik Burman  
Jr. Officer (Central Procurement)  
Ph:-09836809607