

**SBU – Industrial Packaging,  
5, J. N. Heredia Marg, Ballard Estate,  
Mumbai- 400001, India  
Tel. No. 091 - 022 –66258208 /66258215  
Fax No. 091 - 022– 66258200**

**NOTICE INVITING TENDER**

**Tender No. 0100LM1100 dated 17.05.2018**

**Due date of Tender: 22.05.2018 at 15.00 hrs.  
Opening of Price Bid: 22.05.2018 at 15.30 hrs.**

Single Bid online Limited E-Tenders are invited for “Supply of BLOW MOULDED PLASTIC LINERS for Composite barrels (210 Ltr)” at IP-Silvassa through Balmer Lawrie e-procurement Portal <https://balmerlawrie.eproc.>

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

**Contact details**

<b>Balmer Lawrie &amp; Co.Ltd.</b> SBU-Industrial Packaging, 5, J .N. Heredia Marg, Ballard Estate Mumbai – 400 001.	<b>C1 India Pvt.Ltd.</b> 603,Coral Classic,20 <sup>th</sup> Road, Near Ambedkar Park,Chembur Mumbai-400 071
<b>Contact Persons:</b> 1. Mr.Tushar Ingale Mobile -9769015541 Email id – <a href="mailto:ingale.td@balmerlawrie.com">ingale.td@balmerlawrie.com</a>  2.Mr.Sanket Thakur Mobile -9967524819 Email id - <a href="mailto:thakur.ss@balmerlawrie.com">thakur.ss@balmerlawrie.com</a>	1.Mr. Ujwala Shimpi, Land No (022)66865608 Email – <a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>  2. Mr. Tirtha Das, Mob 09163254290 Email - <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>  3. Mr.Tuhin Ghosh,Mob.08981165071 Email – <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>  4.Mr.CH.Mani Sankar(Chennai),+91-8939284159Email– <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>  5. Mr.Partha Ghosh,Mob.0 08811093299Email – <a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>

## Introduction

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases and Specialty Lubricants, Corporate Travel and Logistic Services. It also has significant presence in most other business. It operates, viz, Performance Chemical, Logistic Infrastructures etc. In Industrial Packaging, we are the leading manufacturer of MS Drums, holding the largest market share in India. The Company has a distributed manufacturing base with factories in Chennai, Chittoor, Silvassa, Asaoti, Kolkata and Taloja. Our Plants are ISO Certified and conform to Safety, Health and environment norms.

### A. Instructions for bidders

Single Bid online Limited E-Tenders are invited for “Supply of BLOW MOULDED PLASTIC LINERS for Composite barrels (210 Ltr)” at IP-Silvassa through Balmer Lawrie e-procurement Portal <https://balmerlawrie.eproc.>

Please Refer to Annexure –I for detailed Scope of work.

The tender is invited in **Single-Bid System**. The tender document consists of **Price Bid**.

All documents required in the tender can be scanned and submitted online through appropriate forms as attached in the tender.

**Responses from both registered as well as unregistered vendors will be accepted.**

Important points to be noted

- |  |
|--|
| 5.1 Due date for online bid submission 22.05.2018 at 15:00 hrs |
| 5.2 Online Price bid opening 22.05.2018 at 15:30 hrs.          |

All Bids are to be completed and returned in accordance with tender requirements within the tender due date as mentioned.

The bidders are requested to bid online within the tender announcement date and tender closing date and time as mentioned in the tender document.

The term “**BL**” wherever mentioned in the tender document refers to “**Balmer Lawrie & Co. Ltd.**”

- **BL would be the Purchaser/Owner for the tendered item.**
- **The successful bidder will be the Supplier.**
- **This document is the Tender.**
- **The Acceptance of the Order by the successful bidder will form the contract.**

**Micro and Small Enterprises (MSE's) with valid "Udyog Aadhar Memorandum" (UAM) number are eligible for any other benefit applicable to MSE's mentioned in this tender document.**

**Above benefit/s shall be extended only to MSE's whose UAM no. is registered with Central Public Procurement Portal (CPPP) and such MSE are required to submit a declaration for the same as per Annexure VII**

Failure to submit aforementioned declaration by the bidder claiming above benefits will be treated as a non-MSE's bidder and such bid shall be processed accordingly.

Unless otherwise agreed to in terms of the Purchase Order, the price shall be Firm till execution of entire contract.

**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/ newspapers. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**Format of Tender Document -**

Tender Documents consist of:

- A. Instruction for bidders
- B. Special Terms & Conditions
- C. General Terms & Conditions
- D. Annexure I – Scope of work
- E. Annexure II – Price Bid.
- F. Annexure IV - Conditions for Online Bid submission
- G. Annexure V – GST compliance undertaking
- H. Annexure VI – Details of Bidder
- I. Annexure VII- Letter from MSE's bidder to avail the benefits as per Public Procurement Policy for MSE's Order 2012

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.

**1. Late Bids**

No bidding is admissible in the E. Proc platform after the bid closing date.

**2. Bid Validity**

The offer shall remain valid for a period of **one** month from the date of opening of the Price Bid.

**3. Bid Rejection Criteria**

A bid may be rejected if.

- i. If the bidder does not meet the pre-qualification/technical criteria and/or non submission of documents specified.
- ii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.

- iii. Conflict of interest between the bidder and the Company is detected at any stage.
- iv. Bidders not registered under GST are not eligible for participating in this tender. Registered Bidder to mandatorily provide the Provisional GST Number as per Annexure-VIII and also provide proof of such registration. Offers received from bidders who are not registered under GST, will not be considered for any evaluation against this tender.

#### **4. Clarifications**

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

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

#### **5. Complete Scope of Work**

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

#### **6. 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 scope of work, as given in the Tender Document-Annexure – I, would invite immediate dis-qualification from further consideration of the bid.**

#### **7. 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 is Price Bid)**

The lowest bidder will be decided on the Total Contract Value in Indian Rupee, for the requirement as mentioned in the scope of supply {all inclusive}.

**Price bid should be filled as per the online Price Bid format provided.**

**b. After submission of bid online, the bidders are requested to submit hard copies of other documents which cannot be uploaded as required, to the Tender Inviting Authority before the due date at our Ballard Estate Office at 5, J N Heredia Marg, Ballard Estate, Mumbai – 400 001.**

## **B. SPECIAL TERMS & CONDITIONS**

### **Validity of the Offer:**

The offer shall remain valid for a period of **one month** from the date of opening of the Price Bid.

### **Payment Terms:**

Our payment terms are as follows:

**100 %** of the total order value along with applicable taxes after delivery & submission of bill within 21 days from Mumbai.

No deviation is acceptable in the payment terms as mentioned above All the bills to be duly certified by the concerned BL officer in charge before payment are released.

**BL shall place the Purchase order on the Lowest Quoted Bidder on Overall basis 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.**

### **Validity of the Contract:**

The Contract if any awarded against this tender will be valid for approximately **3 months from date of award of contract**. The quoted price should be firm throughout the contract period, or till the completion of the ordered quantity, whichever is later.

### **Delivery Period:**

Supply of material will be as per below schedule from receiving PO (Purchase Order)/LOI (Letter of Intent) from BL & advance if applicable-

1. Lot 1 - 600 nos within 10 days from date of PO/LOI
  2. Lot -2 -400 nos within 15 days from the date of PO/LOI
- Balance qty should be delivered as per call up from Plant Level.

### **LIQUIDATED DAMAGE (LD):**

In case, the successful bidder fails to supply and execute services within the stipulated period as per the Purchase Order, Liquidated Damages will be imposed @ 0.50% of the Total Purchase Order Value, per completed week up to a maximum of 5% of the total Purchase Order value

### **Guarantee/ Warranty:**

The manufacturer / supplier / bidder shall provide in writing necessary guarantee /warranty that the equipment designed, manufactured and supplied to BL shall be new and free from defects in Material, workmanship and design & construction and it will perform in accordance to the specification for a period of 12 months from the date of commissioning of the machine. In the event of any deviation / non-performance as per technical specification , the successful bidder will ensure repairing of the equipment / defective part(s) failing which will give free replacement with new machines or defective parts or adjust the proportionate claim from the 10% retention money/Performance Guarantee.

**Testing & Inspection:**

The material shall function to such capacities and / or outputs as defined in the specifications and shall meet the specifications prescribed in the Technical specification. The bidder shall carry out all the relevant test, adjustments and inspection before dispatch of the machines. The bidder shall inform BL of their state of readiness to carry out the test prior to dispatch to enable BL to plan & organize for the Inspection & Testing if required.

The bidder's responsibility shall also not in any way be reduced or discharged because BL or BL's representative(s) or Inspector(s) shall have examined or commented on the bidder's drawings or specifications or shall have witnessed the tests or shall have stamped or approved or certified any Material(s).

**Packing & Marking:**

The Equipment should be so packed to withstand the hazards normally encountered with the means of transport, including loading and unloading operation. Fragile items should be packed with special packing materials depending on the type of material. All protrusions shall be suitably protected. The successful bidder shall be held liable for all damages or breakages to the Machine(s)/Equipment(s) due to defective or insufficient packing.

All packages should be marked for easy identification

**Despatch Instructions:**

Unless otherwise specifically advised in writing, the goods shall not be despatched without prior inspection testing and release notes/Materials Acceptance certificates issued by inspectors/BL.

The goods shall be consigned in the name of consignee viz

Balmer Lawrie & Co. Ltd.

SBU – Industrial Packaging

Survey no.23/1/1, Silvassa (UT of Dadra & Haveli) -396230

## **C. GENERAL TERMS AND CONDITIONS**

### **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.**

### **Scope of Supply**

Scope of Supply for the tender shall be as mentioned in Annexure I

### **Reference for Documentation**

Purchase Order Number must appear on all correspondence, drawings, invoices, packing and on any documents or papers connected with the order.

### **Confirmation of Order**

The successful bidder shall acknowledge the receipt of purchase order within 10 days following the mailing of this order in writing or through email and shall there by confirm his acceptance of purchase order in entirety without exceptions

### **Payment Terms**

The terms of payment are as mentioned in Special Terms & Conditions under Clause "Payment Terms".

### **Award of Contract**

**The tender would be finalized on the basis of Composite Lowest Net Delivered Price (NDP).**

As per provision of Micro, Small and Medium Enterprises Development Act, 2006. **20%** of the tendered quantity shall be reserved for procurement from participating Micro & Small Industries subject to their quoting price within the price within the price band of L-1 +15% and bringing down their price to L-1 price in a situation L-1 price is from someone other than a Micro and small enterprises, the supply shall be shared proportionately (to tendered qty.)

Out of 20% of this quantity, 4% shall be procured from Micro & Small Enterprises owned by SC& STentrepreneurs provided they meet the tender requirement and L-1 price. In event of failure of such Micro & Small Enterprises to participate in tender process of meet tender requirement and L-1 price this 4% requirement earmarked for Micro & small Enterprises owned by SC/ST shall be met from other Micro & Small Enterprises.

### **Probable scenarios for order distribution -**

- In an event where L1 bidder is Non MSME and L2 bidder is MSME, L2 bidder will be offered 20% out of the 40% quantity provided L2 party matches L1 price and balance 20% to be distributed equally among L2 bidder and other MSME bidders (if any) provided their (MSME bidders other than L2) price is within the price band of L-1 +15% and bringing down their price to L-1 price.

- In an event where L1 & L2 bidders are Non MSME and L3/L4/L5... bidders are MSME, L2 bidder will be offered 20% out of the 40% quantity provided L2 party matches L1 price and balance 20% to be distributed equally among MSME bidders (if any) provided their price is within the price band of L-1 +15% and bringing down their price to L-1 price.
- In an event where L1 bidder is MSME and L2 bidder is non MSME, L2 bidder will be offered the 40% quantity provided L2 party matches L1 price

### **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.

### **Delays**

#### **Delay in Bidding**

Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered.

Bidder needs to ensure that both the Technical/Pre-Qualification as well as Price bids are submitted on or before the Tender closing date and time. Failure to submit either of the two (i.e. Technical/Pre-Qualification as well as Price bid) shall call for immediate disqualification and the Technical/Pre-Qualification bid will not be considered for further evaluation

#### **Delay in Delivery**

The bidder shall try to complete the delivery/complete the job as mentioned in the scope of work within the stipulated time. Delays in delivery or completion will attract Liquidated damages as mentioned in Special Terms & Conditions under Clause "Delivery/Job Completion Period".

#### **Delay due to Force Majeure**

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 or acts of God (hereinafter referred to as events) then provided notice of the happening any such events if given by either party to the other within 21 days from the date of occurrence thereof neither party shall be by reason of such event be entitled to terminate this contract nor shall either party have any claim for damage against the other in respect of such nonperformance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and decision of the ED (IP), Balmer Lawrie & Co. Ltd., as to whether the deliveries has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for period exceeding 60 days, either party may at its option terminate the agreement.

### **RISK PURCHASE**

In case services are not effected as per given schedule,, we reserve the right to cancel the order placed on you, and get the job done from any other source and the deduction on account of penalty as well as excess mount to be incurred by us, would be recovered from the party's due payments or security amount held with us.

### **Sub-Contracts**



The successful bidder shall not assign the Contract in whole or part without obtaining the prior written consent of BL. The bidder shall, notwithstanding the consent and assignment, remain jointly and severally liable and responsible to BL together with the assignee, for and in respect of the due performance of the contract and the bidder's obligations there under.

### **Control Regulations**

Successful bidder warrants that all goods/materials covered by this order have been produced, sold, dispatched, delivered and furnished in strict compliance with all applicable laws regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods covered in the order. The Bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

### **Termination**

Without prejudice to BL's right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if :

- i. The bidder fails to comply with any material term of the Contract.
- ii. The bidder informs BL of its inability to deliver the item or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver the item within the stipulated Delivery Period and/or to replace any rejected or defective material promptly.
- iv. The bidder becomes bankrupt or goes into liquidation.
- v. The bidder makes a general assignment for the benefit of creditors.
- vi. A receiver is appointed for any substantial property owned by the bidder.
- vii. The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately stop supply.

On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. The EMD / Security Deposit will be forfeited

### **Arbitration**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and 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. The award shall be a speaking award stating reason therefor and is final & binding on the parties.

The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

### **Control Regulations**

Successful bidder warrants that all goods/materials covered by this order have been produced, sold, dispatched, delivered and furnished in strict compliance with all applicable laws regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any

irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods covered in the order. The Bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

### **Code of Conduct for Balmer Lawrie & Co. Suppliers / Contractors**

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this

Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

#### **The supplier declares herewith:**

☐ **Legal compliance**

- o to comply with the laws of the applicable legal system(s).

☐ **Prohibition of corruption and bribery**

- o to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

☐ **Respect for the basic human rights of employees**

- o to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- o to respect the personal dignity, privacy and rights of each individual;
- o to refuse to employ or make anyone work against his will;
- o to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- o to prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- o to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- o to comply with the maximum number of working hours laid down in the applicable laws;
  - o to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.

☐ **Prohibition of child labour**

- o to employ no workers under the age of 18;

☐ **Health and safety of employees**

- o to take responsibility for the health and safety of its employees;
- o to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
  - o to provide training and ensure that employees are educated in health and safety issues;
- o to set up or use a reasonable occupational health & safety management system;

☐ **Environmental protection**

- o to act in accordance with the applicable statutory and international standards regarding environmental protection;
- o to minimize environmental pollution and make continuous improvements in environmental protection;
- o to set up or use a reasonable environmental management system;



**Supply chain**

- o to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
- o to comply with the principles of non-discrimination with regard to supplier selection and treatment.

**I/We accept all your terms and conditions as stated above.**

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

#### **D. Annexure-I**

##### **SCOPE OF SUPPLY**

Supply of BLOW MOULDED PLASTIC LINERS for Composite barrels (210 Ltr)” at IP-Silvassa

##### **Technical Specifications are as below –**

##### **BLow MOULDED PLASTIC LINERS for Composite barrels (210 ltr)**

Overall dimensions : Dia. 560 mm x Height 869 mm

Min. wall Thickness : 1 mm

Weight Range : 3.5 +/- 0.200 kg.

Colour of liner : Blue

Diameter of Neck : 69.00 +/- 0.5 mm

Bungs Gasket : PTFE

##### **Delivery Period**

Supply of material will be as per below schedule from receiving PO (Purchase Order)/LOI (Letter of Intent) from BL & advance if applicable-

1.Lot 1 - 600 nos within 10 days from date of PO/LOI

2.Lot -2 -400 nos within 15 days from the date of PO/LOI

Balance qty should be delivered as per call up from Plant Level.

**ANNEXURE - II**

**E. PRICE BID – to be filled by BIDDER**

SI No	Description	QTY	UOM	Rate [Rs./Unit]	Total Value [Rs.]	GST %
1	BLOW MOULDED PLASTIC LINERS for Composite barrels (210 Ltr)" as per annexure I	3000	NOS			

**The above mentioned rate should be inclusive of freight, packaging and forwarding charges.**

**The tender would be finalized on the basis of Composite Lowest Net Delivered Price (NDP).**

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.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**F. ANNEXURE-IV**

**CONDITIONS FOR ONLINE BID SUBMISSION**

**Pre-Requisites Before Login to System (Software requirements.)**

Minimum System Requirements:

- Pentium III or Later Processor
- Minimum of 128 MB 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 2000 Professional
- Windows XP

**Browser Version:**

- Internet Explorer Versions 6.0 SP2 and above

**Java Component:**

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

**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.

**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

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

**Digital Certificate authentication:**

The bidder shall authenticate the bid with his **Digital Certificate (Class III)** 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.

**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.

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

**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.

**G. Annexure-V**

**GST Compliance**

- [1] Bidder to comply with all requirements under GST and provide their GST Registration details as per Annexure-VIII attached
- [2] Bidder to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the Bidder
- [3] Bidder has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Bidders are required to raise invoice as per the GST tax structure.
- [5] Bidders to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from Bidders.
- [6] In case of advance payment against goods/services, Bidder to ensure payment of tax as per GST Laws.
- [7] Balmer Lawrie will keep a watch on compliance rating of their Bidders as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to Bidder.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	



**H. Annexure-VI**

**DETAILS OF BIDDER**

1	Name of the Bidder	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	Minority Indicator	
19	GSTIN Registration Number	
20	HSN /SAC Code for Supply/Service	
21	GST rate (in %) applicable for Supply/Service to be provided.	
22	Composition Scheme Applicable	Yes / No
23	Proof of GSTIN Registration No. per state [From GSTN website]	
24	Bidder's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From	
29	Exempt To	

I. Annexure -VII  
BIDDER TO SUBMIT ON THEIR LETTER PAD  
(APPLICABLE TO ONLY MSE VENDORS FOR AVAILING BENEFITS  
AS PER PUBLIC PROCUREMENT POLICY FOR MSE's ORDER 2012.)

Dated .....

I/We, M/s .....,  
address....., hereby declare that I/We  
are registered as MSE supplier and have registered our Udyog Aadhar  
Memorandum (UAM) Number.....on Central Public Procurement  
Portal (CPPP).

Balmer Lawrie & Co. Ltd reserves the right to verify the authenticity of the  
above claim through CPPP.

Company Authorized Signatory  
(Seal & Stamp)