

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU: Greases & Lubricants
P-43, HIDE ROAD EXTENSION
KOLKATA – 700 088

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Limited – Short Notice Tender Enquiry

Tender No. : GLK/TE18/063/ Dated May 25.05.2018
Due Date : May 29, 2018, 17:30 Hrs IST

Sealed Offers [e-mail/fax offers are not acceptable] are invited from registered vendors based out of Kolkata only for repairing and fixing of Signage board one (01) ACP Backlit (20 ft. x10 ft.) using words made of acrylic cut out letters with LED as per approved design with following specification at Balmer Lawrie & Co. Ltd. 39, Ballygunge Circular Rd, Ballygunge, Kolkata, West Bengal - 700019 as per technical specifications and terms and conditions as follows:

Job No.1 Repairing and fixing of signage at 39, Ballygunge Circular Rd, Ballygunge, Kolkata, West Bengal - 700019

1. Complete Servicing of ACP BACKLIT BOARD ACP Back Lit Size 20' X 10'
 - a) Complete change of Back GI Sheet Cover
 - b) Complete change of Electric wiring
 - c) Change of LED module if required
 - d) Change of Damaged Letters

Material to be used:

- A. Acrylic: Clear Cast Grade imported Acrylic sheet as close to brand color of brand Balmerol. Please refer Balmerol color code.
- B. Specification of LED: Uniform intensity and Luminosity for excellent Visibility .Clear white color LEDs (Light Emitting Diodes) Only Samsung /PHILIPS/LUMILIDE/AVAGO/Seoul semiconductor/OSRAM or equivalent make LED with as per relevant specification.

Balmerol
LUBRICANTS
a Balmer Lawrie Brand

Job No.2 Replacement of Vinyl pasted on sun board at Hide Road Complex.

Material to be used:

- A. Vinyl: Vinyl should be of reputed brands LG Hausys grade / Avery HIGH PERFORMANCE FILMS/ 3M Long-Term Vinyl series/Arlon 2100/Series equivalent.
- B. Printing eco solvent machine like Jet I or equivalent.
- C. 5 MM Sun Board
- D. Studs of steel

Description	Size W (')	Size H (')	Qty	SQFT	Media
India Map	4	7	1	28	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Pillar Branding	1	1.5	9	13.5	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Don't fall prey"	2	3	1	6	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Turn off AC	1	1	3	3	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Pioneer in Lubricants	3.5	2.5	1	8.75	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Wide range of automotive	3	2	1	6	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Industrial & speciality	8	4	1	32	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Engine oil for 2 wheelers	6	3	1	18	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
For Defence Sector	8	4	1	32	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination
Attendance area	1.5	1.5	1	2.25	Self adhesive vinyl print mounted on 5mm sun board-latex print with lamination

Job No3.

Complete servicing and cleaning of 8 x 3 ft. LED back lit board at HRC main entrance Building.

Important NOTE:

- A. Vendors are advised to take up work only if they are confident of executing the job well in time.
- B. Standards: The work has to be carried out in neat and tidy manner to the satisfaction of the in- charge and all care has to be taken to ensure that no part of the building gets damaged during execution of works.

- C. Materials used for carrying out the work shall be of Standard quality. Work has to be completed in all respect within 07 days from the date of issue of work order or LOI to party.
- D. The LED Sign Board shall automatically be under AMC initially for a period of one Year.
- E. Work within the time and price quoted. Installation work has to be carried out as per direction from Local admin.
- F. Tenderer are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their bid
- G. Tenderer are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the Site.

1.0 Quality Assurance

All supplies made shall be accompanied by a certificate conforming to our specification. The vendor shall be responsible for quality assurance for the material. The vendor shall use proper operating practices to ensure all quality parameters so that supplies meet the requirements as specified in the tender.

Vendor shall take back all rejected material due to whatsoever reasons, within 3 (three) working days of informing the same. In case the vendor fails to do so, BL shall have right to dispose of the defective material at the risk and cost of the supplier.

2.0 Quantity: Miscellaneous on site

3.0 Delivery Schedule the entire repairing and fixing as mentioned above will be delivered within 07 Days of issue of purchase order along with creative.

4.0 Offer Validity: The offer must be valid for out acceptance for at least 90 Days from the due date of the tender.

5.0 Placement of Order: Purchase order will be based on L1 rate considering total amount for all the three jobs clubbed together.

5.1 If two or more L1 rates are quoted than the only L1 bidders will be asked to resubmit their bids in sealed envelope and hard copy within 48 hours.

5.2 Vendors would have to take up the fabrication & installation of the said signage immediately within 2 day of receipt of Purchase Order/LOI.

6.0 Earnest Money Deposit (EMD) & Security Deposit (SD) : N/A

Public Sector Undertakings / Enterprises and registered small scale units NSIC/MSME are exempted from payment of EMD and SD. However, registered Small scale units should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

7.0 Payment Terms: 100 % payment along with all taxes and duties shall be payable after 30 days from the date of satisfactorily completion of work.



8.0 Risk purchase

Without prejudice to other provisions in the tender, in the event of the vendor failing to supply within the 07 days of issuance of Purchase order along with creative by hand/e-mail/fax, BL shall have the right and option to procure the product from alternate sources, at the risk and cost of the vendor, without further intimation.

9.0 Submission of Hard copies

The bidder shall furnish the original bid 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.

10.0 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 website: balmerlawrie.com platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

11.0 Bid Submission

The bidder should complete all the processes and steps required for bid submission. Bidder may also note that the incomplete bids will not be entertained by BL and are not qualified for the Tender Inviting Authority for processing.

Before submitting the documents, the bidders shall sign on all the statements, documents, certificates submitted by him, owning responsibility for their correctness / authenticity

12.0 **Liquidated damages: -**

Vendor shall be liable to pay liquidated damages for the following:

1. Failure to deliver the material as per PO and delivery schedule. In such case, vendor shall be liable to pay liquidated damages @ 0.5% of PO value per week or part thereof subject to a maximum of 5.0%.
2. If any damage is caused to the property and/or machinery (including its any part) of Balmer Lawrie & Co Ltd., directly and/or indirectly incidental to and connected with the execution of the work, the loss shall be assessed by BL and vendor shall be liable to indemnify the value of such damaged property and/or machinery.

13.0 **Delivery Location, working days & hours: -** The delivery is required to be done to the following:

Balmer Lawrie & Co. Ltd.

39, Ballygunge Circular Rd, Ballygunge,

Kolkata, West Bengal - 700019

P-43 Hide Road Extension,

Kolkata, West Bengal -700088



The delivery shall be done only from Monday to Saturday between 10:00 am. To 6:00 pm (timing may be relaxed if required).

- 14.0 **Factory Rules:** - Supplier personnel have to abide by the Balmer Lawrie & Company, Greases and Lubricants, Kolkata factory rules and regulations.

- 15.0 **Offers & Enclosures:** The offers submitted by the all the tenderers will be non-returnable and shall be the property of BL even in the case of unsuccessful bidders. However BL shall maintain the confidentiality for the submitted documents.

- 16.0 **Validity period of the offer:**

The period of **validity of the quotations** should **not be less than 90 days** from the due date of the tender.

- 17.0 **Guarantee Period:** - Vendor shall guarantee against any and all defects in design, workmanship, materials and performance for a period of **twelve (12) months from the date of supply of the devices**. If any defects develop during the guarantee period, it shall be remedied promptly free of charge by the supplier and all expenses for transportation of goods necessitated for such repairs or replacement shall be borne by the supplier

- 18.0 **LIMITATION OF LIABILITY:** Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order Price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production.

- 19.0 **Force Majeure:** Shall mean and be limited to the following –

(a) War / Hostilities (b) Riot or Civil Commotion (c) Earthquake, flood, tempest, lighting or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller . The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions, In the event of delay lasting over one month, if arising out of causes of Force Majeure, Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 28 above shall apply .For delays arising out of Force Majeure, the Seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Purchaser nor Seller shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. Seller shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any Force Majeure conditions, the Seller or the Purchaser shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the Seller without being subject to price reduction for delayed deliveries, as stated elsewhere.

- 20.0 **RESOLUTION OF DISPUTES / ARBITRATION**

All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by



the Chairman and Managing Director of BL, Kolkata whose award shall be final & binding on both the parties. The contract shall deem to have been entered at BL, and all suits in respect of this contract shall be under the jurisdiction of the court in Kolkata.

- 21.0 **Tender for registered approved vendors only:** The Responses/offer from registered/approved vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Kolkata) and subject to such registration being confirmed, they would be considered for the subsequent Tenders.
- 22.0 Right to Balmer Lawrie & Co Ltd (BL): BL reserves the right to reject any / all offers if a conflict of interest between bidder and the company is detected at any stage. BL also retains the right to allot the requirement to more than one bidder or consolidate the requirements among one or more bidders.

Thanking you,

Yours faithfully,

For **Balmer Lawrie & Co. Limited**

Abhishek Tiwari
Sr. Manager [Brand Promotions & Communications]

Encl.:

Annexure B 1: Price Bid,

B-2 –Color Code

B-3 – Representative Layout

PRICE BID

Job . No.	Qty	Description	Size (Ft)	Rate	Amount (Rs)	GST %age	Total Amount
		39 Ballygunge Circular Road					
1	1 No.	Complete Servicing of ACP BACKLIT BOARD		Lum Sum			
		DETAILS OF WORK:	20' X 10'				
		a) Complete change of Back Tin Cover					
		b) Complete change of Electric wiring					
		c) Change of module if required					
		d) Change of Damaged Letter					
2	150 Sq. ft.	Hide Road Complex -In Office Branding		per sq.ft			
		Printing and on site installation of Self adhesive vinyl print mounted on 5mm sun board-latex print with Matt lamination and steel studs at four corners	Various				
3	1 No.	Hide Road Complex -In Office Branding	8' x 3 '				
		Complete Servicing of ACP BACKLIT BOARD		Lum Sum			

Sign & Seal