



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

SINCE 1867 www.balmerlawrie.com

**SBU- Industrial Packaging-Kolkata**  
**P4/1,Oil Installation Road,Paharpur,**  
**Kolkata-700 088**  
**Tel. No. 091 - 033 –24392093**  
**Fax No. 091 - 033– 24393793**

## NOTICE INVITING TENDER

Tender No. 0100LE0141 dated 19.06.2018

Due date of Tender:29.06.2018 at 16:00hrs.

Opening of Prequalification Bid: 29.06.2018 at 16:30 hrs.

Online 2 Bids e-tenders are invited for hiring of passenger cars with driver on monthly basis for operating within Kolkata and adjacent area for a period of one year [Extendable for further period of one year with mutual consent] as per 'SCOPE OF WORK' mentioned below at Industrial Packaging Unit, Balmer Lawrie & Co Ltd, Paharpur, Kolkata 700 088 through Balmer Lawrie e. procurement Portal <https://balmerlawrie.eproc.in> as per the details given below:-

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

### Contact details

#### Contact Persons:

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Land Line No.033 24392093  
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#### Contact Person of C1 India

e.mail-  
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- **Response from registered vendors alone will be accepted and that other interested vendors may seek to register with the unit and subject to such registration being confirmed, they would be considered for subsequent tenders.**
- Contractors, vendors, who are having unresolved issues, disputes, complaint, legal or court cases against the company, will not be eligible to participate in the tender.

## 1. 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 Drums, 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 conforms to Safety, Health and environment norms.

### A. Instructions for bidders

1. The online e-tender is invited in **Two-Bid System**. The tender document consists of **Prequalification bid & Price Bid.** Please Refer to Annexure – III for detailed Scope of Work.
2. The tender is invited in **Two Bid System** through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc.in>. The tender document consists of **Prequalification Bid & Price Bid.**
3. All documents required in the tender can be scanned and submitted online through appropriate forms as attached in the tender.
4. Important points to be noted

4.1 Due date for submission of bids	: 29.06.2018 at 16:00 hrs.
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4.2 Prequalification Bid Opening	: 29.06.2018 at 16:30 hrs
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All Bids are to be completed and submitted online in accordance with tender requirements within the duration 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 service.

The successful bidder will be the Service provider.

This document is the Tender.

The Acceptance of the Order by the successful bidder will form the contract.

**5. Bid Security / Earnest Money Deposit (EMD) – As per Clause no. 1 & 3 of the Special Terms & Conditions of this Tender document**

- a. MSEs HAVING VALID REGISTRATION AS PER PROVISION OF THE PUBLIC PROCUREMENT POLICY 2012 I.E. REGISTRATION WITH THE SPECIFIC DEPARTMENT [ \*NSIC / MSME / DIC / .....] SPECIFIED BY MSME DIRECTORATE ARE EXEMPTED FROM PAYMENT OF EARNEST MONEY DEPOSIT. \*HOWEVER, MSEs REGISTERED WITH NSIC NEED TO HAVE REGISTRATION UNDER SINGLE POINT REGISTRATION SCHEME OF NSIC TO BE ELIGIBLE FOR SUCH EXEMPTION.**
- b. Micro and Small Enterprises (MSE's) with valid "Udyog Aadhar Memorandum" (UAM) number are exempted from payment of Earnest Money Deposit and are eligible for any other benefit applicable to MSE's mentioned in this tender document.
- c. 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 –XV
- d. 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.

NOTE: - Bidder having NSIC/MSME/DIC Registration needs to attach complete set of copies of valid Certificate applicable for the tendered item/service.

**6. 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.

**7. Format of Tender**

Tender documents consists of:

Sr.No.	Contents	Annexure
1	<b>General Information</b>	I
2	<b>Un-Price Bid (Pre-Qualification Criteria)</b>	II
3	<b>Scope of supply/Work</b>	III
4	<b>Special Terms and Conditions</b>	IV

5	<b>General Terms and Conditions</b>	V
6	<b>Role of Driver</b>	VI
7	<b>Role of Service Provider</b>	VII
8	<b>Price Bid</b>	VIII
9	<b>Format for Driver's details</b>	IX
10	<b>Details of Bidder</b>	X
11	<b>Details of Penalties</b>	XI
12	<b>GST Compliance</b>	XII
13	<b>Conditions for online bid submission</b>	XIII
14	<b>Code of Conduct</b>	XIV
15	<b>MSE Undertaking</b>	XV

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.

#### **8. Late Bids**

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

#### **9. Bid Validity**

The offer shall remain valid for a period of **three months** from the date of opening of the Price Bid which will be normally one month from opening of Prequalification/Technical Bid.

#### **10. 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*)

#### **11. Bid Rejection Criteria**

A bid may be rejected if

- i. If the bidder fails to send the Earnest Money Deposit (EMD) amount within the bid due date.
- ii. If the bidder does not submit the required details as specified
- iii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
- iv. Conflict of interest between the bidder and the Company is detected at any stage.

#### **12. Opening of Price Bid**

The price bids of bidders with valid offers as set by BL shall only be opened.

### **13. Complete Scope of Work**

The complete scope of work has been defined in Annexure- III of the tender document.

### **14. 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 technical specifications, as given in the tender document Annexure-III would invite immediate disqualification from further consideration of the bid.

### **15. Language of Bids**

The Bid prepared by the bidder, all documents attached to and/or relating to the bid and all correspondence exchanged by the Bidder and BL shall be written in English language only.

Any printed literature furnished by the bidder may be written in any other language **provided that this literature is accompanied by an authenticated English translation, in which case, for purpose of interpreting the Bid, the English translation shall govern.**

### **16. 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 - VIII is Price Bid)**

The lowest bidder will be decided based on the Composite lowest Price in Indian Rupee, for the service mentioned in the scope of work.

The Price bid should not contain any information other than the price. The price is to be mentioned in both Figures and words and where there is a difference between the two, rate given in words will be taken as authentic.

**b. After submission of bid online, the bidders are requested to submit the demand drafts towards tender EMD along with hard copies of other documents which cannot be uploaded as required, to the Tender Inviting Authority before the due date at our Paharpur Office.**

**c. Only those bidders who meet the Pre-qualification criteria will be considered for opening of the Priced Bid.**

## Annexure-II

### Prequalification Criteria

Clause no	Description	Documents required	Remarks
A	The Passenger Vehicle offered for hiring should not be more than 5 years old at the time of contract period with excellent condition & with a maximum run of 50,000 Kms.	RC book	
B	The Vehicle offered in the tender should have commercial registration	RC book	
C	The bidder should not be blacklisted by any PSU/Govt. Dept./Agencies	Self declaration duly signed by Authorized Signatory	
D	The bidder should have executed two similar orders in last two years in reputed organization	Copy of Purchase order	
E	The bidder should have at least three cars in its fleet	Documents of the car to be submitted	
F	The bidder should be in similar business for last three years	Trade license to be enclosed	
G	The bidder should not be Employee of Balmer Lawrie or his/her family members [Family as defined in BL policy] or a retired employee of BL who has not completed 2 years after retirement.	Self declaration duly signed by Authorized Signatory	
H	All the pages of the tender document should be signed as a token of acceptance of the terms & condition as set forth	Signed copy of the tender document	
I	Submission of EMD of Rs.3000/-	Hard Copy.	

## **Annexure-III**

### **SCOPE OF WORK**

#### **Specification of Jobs and Car category:**

[1] Vehicle required for pick-up/drop facility and pool duty for employees during 7 AM to 7 PM(may be required for 24 Hrs in case of Machine break down and emergency purpose) and other office use . Vehicle recommended 9 seater car like TATA SUMO/Bolero Etc. The vehicle registration should not be prior to 2014. Average engagement time per day = 12 Hrs maximum (6 days week)

2] INDICA / AMBASSADOR / EQUIVALENT (BOTH AC AND NON AC ] for Air port duty and other official duties as and when required basis considering minimum 8 hrs for each such call.

- The Vehicle offered should have required safety provisions and it should be properly maintained and seat cover should be neat & clean

#### **OFFICE LOCATION :**

#### **Balmer Lawrie & Co Ltd.**

Industrial Packaging Kolkata  
P 4/1, Oil Installation Road,  
Paharpur, Kolkata- 700088

## **Annexure- IV**

### **SPECIAL TERMS & CONDITIONS**

#### **1. Earnest Money Deposit (EMD)**

Earnest Money Deposit Amount to be deposited in the form of Pay order / Demand Draft in Favour of Balmer Lawrie & Co. Ltd, payable at Kolkata for **INR 3,000.00** (Rs. Three thousand only). Bidders have to submit Earnest Money Deposit by Demand Draft/Pay order in favour of **Balmer Lawrie & Co. Ltd., payable at Kolkata, India**. The Demand Draft/Pay order has to be made from **a Scheduled Indian Bank**. Cheque / Cash payment is **not acceptable towards EMD**

- a) OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED

- b) For the successful bidder, the EMD will be refunded only after they submit the necessary Security Deposit against the work order placed on them. EMD will carry no interest.
- c) For the unsuccessful bidders, the EMD will be refunded only after the successful bidder has accepted the Purchase order and the acknowledgement of the same has been received by BL.
- d) Linking of EMD amount with earlier transactions / adjustments with pending bills or any other amount payable by the company is not allowed.

**2. EMD is liable to forfeiture in the event of:**

- a) Withdrawal of offers during validity period of the offer
- b) Non acceptance of orders by the bidder within the stipulated time after placement of LOI / order
- c) Any unilateral revision made by the bidder during the validity period of the offer
- d) Non execution of the prescribed documents after acceptance of the contract
- e) Non submission of Security Deposit

**3. Security Deposit (SD)**

Security Deposit amount of 5% of the basic order value to be deposited by the successful Bidder in the form of Pay order / Demand Draft in favour of Balmer Lawrie & Co. Ltd, payable at Kolkata.(Paharpur Office,P4/1,Oil Installation Road,Kolkata-700 088.)

The Security Deposit to be submitted within 10 days of receipt of the Purchase Order. Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.

- The Security Deposit will not bear any interest and shall be refunded to successful bidder, only on successful completion of the tendered service.
  - All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.
  - EMD of the successful bidder will be adjusted in Security Deposit.

**4. Security Deposit is liable for forfeiture, if**

- (a) Non service after Acceptance of Purchase Order.
- (b) Successful Bidder fails to deliver the service as per the terms & condition of the Purchase Order.
- (c) Successful bidder violates the tender condition,
- (d) If the performance of the bidder is found to be unsatisfactory.
- (e)

**5. Payment Terms:**

Monthly payment shall be released only on the basis of actual running verified by the Officer of the Company within 15 days from the date of submission of the monthly bill. TDS would be deducted at the prevailing rates time to time from the monthly running bill.

Acceptance of any differential terms of payment offered by a bidder as against the terms specified in this document will be solely at the discretion of BL.



6. The bidder is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the bidder will not be acceptable.

#### 7. Period of Contact

**July 2018 to June 2019[Tentative] [Further extendable for one year with mutual consent].**

8. Tender Evaluation - The tender would be finalized on the basis of Composite Lowest quoted bidder.

#### 9. 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 amount to be incurred by us, would be recovered from the party's due payments or security amount held with us.

#### 10. Award of Contract

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

During negotiations or in the revised offer only downward revised rates shall be valid for considerations.

The Contractor will be required to confirm the negotiations in writing within the time stipulated. If the Contractors fail to comply with this requirement, Company reserves the right to evaluate his tender at its discretion based on their original rates.

11. Bidders not registered under GST are not eligible for participating in this tender. Registered bidders to mandatorily provide the provisional GST Number as per Annexure XII 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.

12. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.

#### 13. Fuel/Engine Oil/Gear Oil/wear and tear parts and complete vehicle maintenance for smooth running of the vehicle will be on Service providers account.

14. Up-to date Road Tax, PUC and Insurance certificates, GSTN proof & PAN of the bidder are to be submitted along with the tender form.

- 16 The driver running the car should have valid driving licence and the vehicle should be registered with concerned authorities of Central/State Government (RTO). At any point of time, the vehicle should carry valid road permit (tourist), pollution control certificate, necessary insurance policy papers. All above statutory requirements to be carried out by the person/contractor to their own account.

- 17 Vehicle should carry 2 kgs ABC Dry Powder Fire Extinguishers and should be refilled before expiry.
- 18 Duty Timings: 7-00 AM to 7-00 PM. from Monday to Saturday. Duty timings may be changed considering our need. For service beyond 12 hours, the same contractual rate will be applicable.
- 19 The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed in uniform and well behaved. He must carry a mobile phone in working condition, for which, no separate payment shall be made by the Company.
- 20 At the end of the month, copy of the relevant pages of the log book to be submitted along with the bill.
- 21 Toll, Parking charges if any will be reimbursable on production of certified documentary evidence.
22. No extra manpower/employee will be provided for delivering any material, document, spare parts, etc.
23. If vehicle goes for passing, maintenance or any other work in such event the contractor has to provide alternate vehicle or if alternate vehicle is not provided pro rata amount will be deducted from the bill.
24. Any accidental damage to the vehicle/driver while performing official duty to be taken care by the successful contractor.
25. In the event of the award of the tender and prior to execution of the contract, the successful contractor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicle being offered for hire and particulars with photograph of the driver dedicated to the vehicle.
26. No fresh conditions apart from those mentioned above will be accepted. Tenders with conditions will be treated as rejected.
27. The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.
28. **The quoted rate should remain firm during the terms of the contract.**
29. **BL can terminate the contract during the contract period giving 3 months notice without assigning any reason what so ever.**
30. Fines, penalties, interest etc. charged for violation of traffic rules will not be paid by BL, under any circumstances.

### 31. HSE Clause

a	<b>DRUG FREE WORKPLACE</b> All Contractor employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at any time in BL's workplace or during hours of employment. Contractor's employees are expected to report to work free from the influence of illegal drugs and to remain free from such influence while on BL's premises or while performing any work for BL off premises. If any Contractor employee engages in any of the activities stated above, the employee is subject to appropriate disciplinary action by the Contractor (including, but not limited to , unpaid suspension and termination). In addition, Contractor is required to report such activities to BL authorities immediately on detection of such event.
b.	<b>ALCOHOL-FREE WORKPLACE</b> Contractor employees are prohibited from the use or possession of alcohol at any time in the workplace or during hours of employment. Contractor employees are expected to report to work free from the influence of alcohol and to remain free from such influence while on BL's premises or while performing any work for BL off premises. Employees who violate this policy will be subject to disciplinary action (including, but not limited to, unpaid suspension and termination) by the Contractor.
c.	<b>SMOKE-FREE WORKPLACE</b> For the health, safety and protection of all employees of BL as well as Contractual employees, smoking is not permitted anywhere in BL's premises, including but not limited to the lobbies, elevators, stairwells, corridors, restrooms, lounges, public areas, and all other building/plant spaces.

## Annexure-V

### GENERAL TERMS AND CONDITIONS

#### 1. 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.

#### 2. Scope of Work

Scope of work for the tender shall be as mentioned in Annexure - III.

#### 3. Reference for Documentation

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

#### 4. 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

**5. Relaxation of Tender Terms & Conditions**

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

**6. 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.

**7. Delays**

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

**8. Delay due to Force Majeure**

In the event of causes of force Majeure occurring within the agreed delivery terms, the delivery dates can be extended by the tenderer on receipt of application from the bidder within stipulated delivery period. Only those causes that depend on natural calamities, civil wars, national strikes and strikes /lockout at Bidder's works which have duration of more than seven consecutive calendar days are considered the causes of Force Majeure. The bidder must advise BL by a registered letter duly certified by local chamber of commerce or statutory authorities, the beginning and end of cause of delay immediately, but in no case later than 10 days from the beginning and end of such cause of Force majeure condition as defined above.

BL reserves the right to ask Bidder to suspend the services covered by this order for such period as they may think fit in the event of strikes, accidents or other causes beyond BL's control.

**9. 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 in respect of the due performance of the contract and the bidder's obligations there under.

**10. Control Regulations**

Successful bidder warrants that all goods/materials/services covered by this order have been produced, sold, despatched, 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/services 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.

**11. Termination**

Without prejudice to BL's right to price adjustment by way of discount or any other 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/services within the stipulated Delivery Period and/or to replace any rejected or defective item 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 the supply/service.

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

## **12. 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 there for 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.

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

## **Annexure-VI**

### **Role of Driver**

- i. Driver engaged by the service provider must hold valid commercial license for driving passenger vehicle since last 5 years
- ii. As per Road Safety guideline, the Driver should not use mobile phone while driving the car, How-ever in case of emergency, the vehicle should have hand free device for holding the mobile.
- iii. Driver will not be allowed to drive under the influence of any intoxicant or liquor.
- iv. Driver must be polite at all times and follow road safety rules and norms.
- v. Driver should not use any vulgar/abusive language at any point of time during service.

## **Annexure-VII**

### **Role of Service Provider**

- i. The Service provider must provide clean uniform with shoes to the Driver, but under no circumstances BL Logo or name should be displayed on the uniform.
- ii. The Driver must be covered under ESI scheme. In absence of ESI coverage, the service provider must take insurance policy covering risks similar ot ESI Scheme.
- iii. The Service provider must provide an undertaking that the Driver provided by him do not suffer from colour/night blindness along with the tender.
- iv. The service provider must submit Name, address, copy of Driving Licence and police verification report of the driver engaged. Driver should not be changed without prior approval of BL and the documents as stated above of the new driver should be made available to BL before such deployment. All statutory compliance with respect to the driver engaged should be complied.
- v. The service provider must indemnify BL against any liability arising out of the operation of this contract and for which BL is not responsible and for this purpose service provider must submit suitable indemnity bond acceptable to BL.
- vi. The service provider must provide fuel, lubricants and consumables including repair, statutory payment etc. and he will be responsible for upkeep and regular servicing of the hired vehicle.
- vii. Service provider must ensure that the log book is signed by the user.
- viii. Service provider must provide the vehicle bearing commercial registration information as per Annexure-X should be provided by the bidder.
- ix. In case of breakdown of vehicle under contract, the service provider should arrange for replacement of similar type of vehicle immediately. In case the service provider/vendor is

not able to provide such replacement immediately, BL can hire vehicle from the market and the amount paid/payable on account of such hiring will be recovered from the service provider.

### **Annexure-VIII**

#### **PRICE BID FORMAT**

SL No.	DESCRIPTION	ESTIMATED QUANTITY	UOM	RATE (RS)	VALUE (RS)
1	<b>9 SEATER CAR (NON-AC)</b>	37440	KM		
	(Based on 26days/month, 120km/day for 12 months)				
2	<b>9 SEATER CAR (NON-AC)</b>	3744	Hour		
	(Based on 26days/month, 12Hrs / day for 12 months)				
3	<b>INDICA / AMBASSADOR(AC)</b>	1920	KM		
	(Based on 24days/Year & 80km/day)				
4	<b>INDICA / AMBASSADOR(AC)</b>	192	Hour		
	(Based on 24days/Year & 8hour/day)				
5	<b>INDICA / AMBASSADOR(NON-AC)</b>	1920	KM		
	(Based on 24days/Year & 80km/day)				
6	<b>INDICA / AMBASSADOR(NON-AC)</b>	192	Hour		
	(Based on 24days/Year & 8hour/day)				
	<b>TOTAL (1+2+3+4+5+6)</b>				

(Quantities are on estimated basis, minimum guaranteed payment-6hrs/day)

**SINATURE:**

**SEAL :**

**DATE :**

**COMPANY'S NAME & ADDRESS**

**Annexure-IX**

**Format for Driver's details**

1. Name of the Driver :
2. License Details :
3. Address of the Driver :
4. Mobile no. of the Driver :
5. Aadhar Card no. :
6. Police verification Report reference no & dt. :
7. Address of the previous employer :
8. Medical Report :

**Annexure-X**

**Details of Bidder**

1	Name of the Vendor	
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	Vendor's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From	
29	Exempt To	
30.	PAN no.	
31	Aadhar Card no.	

**32. Details of Vehicle offered:**

i.Model:

ii.Colour:

iii.Registratoion no.:

iv.Year of Vehicle:

v. Insurance Policy no & Validity up-to:

vi.PUC no & Valid upto:

vii.Chasis no.:

viii. Upto date road tax token no.

**33. Trade License No.:**

**34. Undertaking that there is no Court Cases/disputes with BL pending as on date.**

**35. Turnover of previous 3 years.**

**[All documents to be enclosed]**

## Annexure-XI

### Details of Penalties

Sr.no.	Details	Penalty in Rs per instance
1.	Late arrival beyond 30 minutes 1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	100 / 200 / 500
2.	Un cleanliness of vehicle 1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	250 / 350 / 500
3.	Driver's poor knowledge of route/bad behavior/irresponsible/unsafe driving-1 <sup>st</sup> instance. Replacement to be sought immediately after 1 <sup>st</sup> instance	250
4.	In appropriate attire/unclean uniform of Driver,1 <sup>st</sup> instance/2 <sup>nd</sup> instance/3 <sup>rd</sup> instance	100 / 200 / 500
5	Breakdown of car 1 <sup>st</sup> instance	250
6.	Recurrent malfunction of car	1000
7.	Improper maintenance of log book,1 <sup>st</sup> instance / 2 <sup>nd</sup> instance / 3 <sup>rd</sup> instance	100 / 200 / 500

## Annexure- XII

### GST Compliances

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-X attached
- [2] Vendor 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 vendor
- [3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Vendors are required to raise invoice as per the GST tax structure.
- [5] Vendors 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 vendors.
- [6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.

- [7] Balmer Lawrie will keep a watch on compliance rating of their vendors 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 vendor.

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>	

### Annexure-XIII

## CONDITIONS FOR ONLINE BID SUBMISSION

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

#### **Minimum System Requirements:**

- P 4 or Later Processor
- Minimum of 1 GB 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 7,8,10

#### **Browser Version:**

- Internet Explorer Versions 11

#### **Java Component:**

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) 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

e.mail-

- 1.Mr.Tirtha Das, Mob.9163254290 e.mail- tirtha.das@c1india.com
- 2.Mr.Tuhin Ghosh,Mob.8981165071 e.mail- tuhin.ghosh@c1india.com
- 3.Mr. Partha Ghosh [Kolkata]Mob,8811093299 e.mail:-partha.ghosh@c1india.com
- 4.Mr. CH.Mani Sankar[Chennai]Mob\_8939284159 e.mail:-chikkavarapu@c1india.com
- 5.Ms.Ujwala Shimpi[Mumbai]022-66865608 e.mail-ujwala.shimpi@c1india.com

**Digital Certificate authentication:**

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

**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.

**Annexure - XIV**

**CODE OF CONDUCT FOR BALMER LAWRIE & CO. SUPPLIERS.**

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

☐ **Prohibition of child labour**

- to employ no workers under the age of 18;

☐ **Health and safety of employees**

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

☐ **Environmental protection**

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

☐ **Supply chain**

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

**Annexure-XV**

**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 UdyogAadhar  
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)