

Balmer Lawrie & Co. Ltd. SBU: Travel & Vacations , [Mumbai]

Tender No : BL/T&V/MUM/002



BALMER LAWRIE & CO. LTD.

**SBU: TRAVEL & VACATIONS
4TH FLOOR, BALMER LAWRIE BLDG,
5- JN HEREDIA MARG, BALLARD ESTATE,
MUMBAI – 400 001
E-mail: vikas@vacationsexotica.com
CIN-LI5492WB1924GOI004835**

TENDER NO: BL/T&V/MUM/002

TENDER DATE: 03/08/2018

TECHNICAL / COMMERCIAL BID

Tender Document for

[Supply of Printed Office Stationery]

TENDER DUE DATE & TIME: [13/08/2018 at 10.00am]

Tender No : BL/T&V/MUM/002

NOTICE INVITING TENDER

Sealed offers are invited from reputed Courier Company for couriating domestic consignments as per our requirement detailed in Scope of Work & General terms and conditions.

Tenderers may download Notice Inviting Tender along with other tender documents from our site www.balmerlawrie.com Interested parties have to submit an interest free **EMD of Rs. [3000/- (Rupees Three thousand only)]** by Demand Draft/Pay Order at our address mentioned below. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Schedule Bank, payable at [Mumbai]. The tenderer shall furnish the required information in Annexure A along with supporting documents, tender form and declaration of acceptance of tender terms along with Price Bid. All the tender papers and EMD put together in sealed envelope super scribing TENDER No. BL/T&V-MUM/002 Dated "Printed Office Stationery", and shall be dropped in our tender box at the given address within 13/08/2018 at 10.00am and addressing covering envelope as follows:

BALMER LAWRIE & CO. LTD.

SBU: TRAVEL & VACATIONS

4TH FLOOR, BALMER LAWRIE BLDG,

5- JN HEREDIA MARG, BALLARD ESTATE,

MUMBAI – 400 001

S. No	Description	Details
1	Name of Work	Supply of Printing Office Stationery
2	Tender No	BL/T&V-MUM/002
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion period	10 Days from date of LOI or Purchase Order
5	Tender Fee	Not applicable for this tender
6	EMD / Security Deposit	Rs. 3000/-
7	Opening of Tenders	13/08/2018 at 11.00 AM

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. Balmer Lawrie with brand “Vacations Exotica” looks forward to become a Premier Global Brand diversifying into various holiday segments including Group Tours, FIT, Honeymoon packages, Customized holidays, LTC, including MICE and also propelling Indian Holidays – both Inbound & Outbound markets and Corporate Incentive Business.

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Notice Inviting Tender	2
2	Introduction	3
3	Scope of Work	5
4	General Terms and conditions	8
5	Declaration accepting terms & conditions by bidder	12
6	Particulars of the organization	13
7	Price Bid	14
8	Code of conduct for Balmer Lawrie & Co Suppliers	17

Tender No : BL/T&V/MUM/002

1. LIST OF DOCUMENTS TO BE SUBMITTED

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN certificate copy.
- c. GST registration certificate

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office positively as intimated along with all original documents.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.

SCOPE OF WORK

1. Bids are invited for Supply of Printed Office Stationery as under:

- i) PART -1 Initial supply of Stationery in a single lot as per quantity mentioned below.
- ii) PART -2 Subsequent supply during the validity of contract period at the rates mentioned in Part-2 of the price bid. These supply shall be repeat orders in minimum quantity / lot (mentioned below) as and when required.

Sl No.	Description	PART -1 Initial supply in Single Lot	PART -2 Subsequent supply in Minimum Qty/Lot for the Contract period
1	<p><u>Product 1 : Letterheads</u> Size : A4 Total Quantity : 14,000 (8 Address Changes in Black Colour) Paper: Royal Executive Bond 100 gsm</p> <ul style="list-style-type: none"> • AHMEDABAD - 1500 quantity • BENGALURU - 1500 quantity • BHUBANESHWAR – 1000 quantity • CHENNAI - 2000 quantity • DELHI - 3000 quantity • HYDERABAD - 1000 quantity • KOLKATA - 1000 quantity • MUMBAI - 3000 quantity <p>The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Letterhead</p>	14,000	1,000 or multiple there of
2	<p><u>Product 2 : Continuation Sheet</u> Size : A4 Quantity : 9000 Paper: Royal Executive Bond 100 gsm</p> <p>The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Sheets</p>	9,000	1,000 or multiple thereof
3	<p><u>Product 3 : Tour Voucher</u> Size : A4 Quantity : 5000 Paper: Royal Executive Bond 100 gsm</p> <p>The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Vouchers</p>	5,000	1,000 or multiple there of

Tender No : BL/T&V/MUM/002

4	Product 4 : Envelope (Small) Size : 4 inch (H) x 9.5 inch (W) (Closed) 10.15 inch (H) x 10.25 inch (W) (Opened) Quantity : 9000 Paper: Super Sunshine 120 gsm <ul style="list-style-type: none"> AHMEDABAD - 1000 quantity BENGALURU - 1000 quantity BHUBANESHWAR - 1000 quantity CHENNAI - 1000 quantity DELHI - 1000 quantity HYDERABAD - 1000 quantity KOLKATA - 1000 quantity MUMBAI - 2000 quantity The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Envelope	9,000	1,000 or multiple there of (No Changes)
5	Product 5 : Envelope (Big) Size : 12 inch (H) x 9.5 inch (W) (Closed) 14.75 inch (H) x 19.5 inch (W) (Opened) Quantity : 8000 Paper: Super Sunshine 120 gsm BOPP Lamination in inner side <ul style="list-style-type: none"> AHMEDABAD - 1000 quantity BENGALURU - 1000 quantity BHUBANESHWAR - 500 quantity CHENNAI - 1000 quantity DELHI - 1000 quantity HYDERABAD - 1000 quantity KOLKATA - 500 quantity MUMBAI - 2000 quantity The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Envelope	8,000	500 or multiple there of (No Changes)

NOTE:

PART -1 : The status of L1 vendor will be decided basis the total rate calculated as a sum of amount of all the 5 items (i.e. Product No. 1 to 5) put together in PART -1 .

PART - 2 : Rates in price bid are only for the rate purpose for the subsequent supplies as per requirement for minimum quantity/Lot or multiple thereof till the period of contract by successful bidder/s as per PART-1

L1 VENDOR HAS TO SUBMIT THE PAPER SAMPLES OF ALL THE ABOVE ITEMS (i.e. Product 1 to 5) AND GET IT APPROVED.

- Final artwork in (InDesign format) will be provided by the company
- Final printing should be strictly as per our approved final proof.

Tender No : BL/T&V/MUM/002

2. Bids are invited for Supply of Visiting Cards as under:

- i) PART - 3 Initial supply of Visiting Cards in a single lot as per quantity mentioned below.
- ii) PART - 4 Subsequent supply of Visiting Cards during the validity of contract period.
These supply shall be repeat orders in minimum quantity / lot (mentioned below) as and when required.

SI No.	Description	PART -3 Initial supply in Single Lot	PART -4 Subsequent supply in Minimum Qty/Lot for the Contract period
6.	<p><u>Product 6 : Visiting Cards</u> <u>VISITING CARDS with Round Corner (Front & Back Printing)</u> Size : 90 mm (width) x 55mm (height) Paper: Cordenons (Natural Evolution - White 280 gsm) TOTAL QUANTITY: 8,500 (8 Address Changes in Black Color) <u>FURTHER DESTINATION WISE CHANGES AS BELOW:</u></p> <ul style="list-style-type: none"> • AHMEDABAD 500 quantity (4 Name Changes in Black Color) • BENGALURU 900 quantity (8 Name Changes in Black Color) • BHUBANESHWAR 400 quantity (3 Name Changes in Black Color) • CHENNAI 1000 quantity (9 Name Changes in Black Color) • DELHI 1900 quantity (19 Name Changes in Black Color) • HYDERABAD 400 quantity (3 Name Changes in Black Color) • KOLKATA 100 quantity (01 Name Changes in Black Color) • MUMBAI 4000 quantity (45 Name Changes in Black Color) 	9200	100 or multiple thereof (No Changes)

NOTE:

PART -3: The L1 vendor will be decided separately for items No. 6 (i.e. Product No. 6) in PART -3 .
PART -4: Rates in price bid are only for the rate purpose for the subsequent supplies as per requirement for minimum quantity/Lot or multiple thereof till the period of contract by successful bidder/s as per PART-3

L1 VENDOR HAS TO SUBMIT THE PAPER SAMPLES OF VISITING CARD AND GET IT APPROVED.

- Final artwork in (InDesign format) will be provided by the company
- Final printing should be strictly as per our approved final proof

SPECIAL INSTRUCTION

- 1 In case of any technical clarification/query on Stationery printing, the tenderers may contact Mr. Vikas, Manager(Creative) at our Ballard Estate, Mumbai Office [Mobile No. 09167842129]
- 2 The final art work will be provided by company to vendor and vendor will provide proofing dummy as per art work
- 3 The printing should be undertaken only after approval given by the company.

GENERAL TERMS AND CONDITIONS

1. Contract period

The period of contract would be valid for one year from the date of Order / Letter of acceptance/Intent. **Rates of the successful vendor shall be valid till the end of the contract period.** The contract may be extended for further one year period on the same exiting Rates and Terms & Conditions, if agreed by the both parties.

2. Eligibility Criteria

- a) Payment of Interest Free EMD of Rs. **[3,000/-]**
- b) Bidder should be register vendor with Balmer Lawrie & Co Ltd, SBU: Travel & Vacations, Mumbai or any other unit of Balmer Lawrie & Co. Ltd.
- c) **MSME/SSI UNITS WITH VALID REGISTRATION WITH NATIONAL SMALL INDUSTRIES CORPORATION LIMITED (NSIC / MSME), FOR THE ITEM TENDERED ARE EXEMPTED FROM PAYMENT OF EARNEST MONEY DEPOSIT.** MSME vendor are required to declare Udyog Aadhar Memorandum (UAM) Number, failing which such bidder will not be able to enjoy benefit as MSME vendor.

3. Submission Of Bids

The bids should be submitted in single bid process. The bidders are required to fill the tender document in a format, with Price Bid and drop at tender box.

4. Tender Opening

Unpriced and price bid will be opened as per tender calendar.

5. Acceptance of offers

- 5.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 5.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage. Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.
- 5.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

Tender No : BL/T&V/MUM/002

- 5.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.
- 5.5 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

6. Negotiations

- 5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

7. Price :

- 7.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.
- 7.2 The offer shall be valid for a period of minimum 60 days from the date of opening the price Bid.

8. Late Bids

No bidding is admissible after the bid closing date i.e. **13th August, 2018 @ 10.00am.**

9. Notification Of Award

Prior to the expiration of the period of Bid validity, Balmer Lawrie will place purchase order or letter of intent on the successful bidder(s).

10. Completion & Delivery schedule

The Printing Office Stationery should be printed within 10 days of issuance of purchase order. The physical verification of entire printed lot will be done by representative of Balmer Lawrie Co. Ltd. The requirement of Printing Office Stationery will be intimated from time to time and the same after completion of printing will be in your care. The Visiting Cards/Envelopes/Letterhead/Continuation Sheet have to be in perfect conditions till the time their couriered to our various PAN India offices/ Mumbai. Balmer Lawrie will arrange courier agency for pick up from your office/ printing press for PAN India delivery. For Mumbai, stationery should be delivered at Balmer Lawrie office at free of cost. Courier charges for PAN India will be borne by Balmer Lawrie Co. Ltd.

Tender No : BL/T&V/MUM/002

11. 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 BL's Website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

12. Security Deposit / EMD

After submission of bid, the bidders are requested to submit the demand drafts / bank guarantee towards tender fees and / 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 Ballard Estate Office. The Earnest Money Deposit of Rs. 3000.00 of the successful bidders will be converted into Non-interest bearing Security Deposit (SD) and shall be retained as Security Deposit till completion of delivery of entire lot. In the event of non-performance of the contract, the security deposit will be forfeited and the contractor will be blacklisted for future tenderers. EMD of unsuccessful bidders will be returned after finalization of the contract. **Earnest Money Deposit can also be made directly to our Standard Chartered Bank (Account No 33105176488, NEFT Code - IFSC SCBL0036008) through electronic transfer and proof of transfer of funds deposited with us.**

EMD is liable to forfeiture in the event of –

- a) Withdrawal of offers during validity period of the order.
- b) Non acceptance of the order
- c) Non Confirmation of acceptance of order within the stipulated time after placement.
- d) Any unilateral revision made by the bidder during the validity period of the offer.
- e) Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.
- f) For MSME, EMD is exempted, however security deposit of ₹ 3000 has to be deposited by L1 vendor.

13. Payment Terms

Payment will be released within 30 (thirty) days from the date of submission of invoice, duly supported with physical verifications report/receipt copy of challan duly certified by our authorized official.

14. Sub-letting of Work

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

15. Indemnity

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands proceedings damages, cost charges and expenses whatsoever. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

Tender No : BL/T&V/MUM/002

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible IR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly.

16. 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
- 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 Balmer Lawrie, acting on which misrepresentation, Balmer Lawrie has placed the Purchase Order on the bidder.

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

On termination of the contract, without prejudice to any other right or remedy available to Balmer Lawrie under the contract, in the event of Balmer Lawrie 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

18. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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.

Balmer Lawrie & Co. Ltd. SBU: Travel & Vacations , [*Mumbai*]

Tender No : BL/T&V/MUM/002

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/T&V-MUM/002 and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

Telephone Nos.

Office:

Fax Nos. :

Tender No : BL/T&V/MUM/002

ANNEXURE – A

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return enclosed	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate enclosed	
13	Name of the Banker	
14	Whether registration under MSME Act	
15	In case registered MSME, please provide following I. Registration Number & Copy for the same	

Tender No : BL/T&V/MUM/002

PRICE BID
Printing Stationery

Sl.No .	Description	PART - 1 Initial Supply in Single Lot			PART - 2 Subsequent supply in minimum Qty. / Lot during the validity of contract period	
		Qty. in No.	Rate (Rs)	Amount (Rs)	Qty. in No.	Rate (Rs)
1.	<u>Product 1 : Letterheads</u> Size : A4 Total Quantity : 14,000 (8 Address Changes in Black Colour) Paper: Royal Executive Bond 100 gsm <ul style="list-style-type: none"> • AHMEDABAD - 1500 quantity • BENGALURU - 1500 quantity • BHUBANESHWAR – 1000 quantity • CHENNAI - 2000 quantity • DELHI - 3000 quantity • HYDERABAD - 1000 quantity • KOLKATA - 1000 quantity • MUMBAI - 3000 quantity The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Letterhead	14,000			1,000 or multiple there of (No Changes)	
2.	<u>Product 2 : Continuation Sheet</u> Size : A4 Quantity : 9,000 Paper: Royal Executive Bond 100 gsm The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Sheets	9,000			1,000 or multiple there of (No Changes)	
3.	<u>Product 3 : Tour Voucher</u> Size : A4 Quantity : 5000 Paper: Royal Executive Bond 100 gsm The Price should be inclusive of package cost i.e. corrugated box (4 ply), for making ready for courier, per box should contain 1000 Vouchers	5,000			1,000 or multiple there of (No Changes)	

Tender No : BL/T&V/MUM/002

4.	Product 4 : Envelope (Small) Size : 4 inch (H) x 9.5 inch (W) (Closed) 10.15 inch (H) x 10.25 inch (W) (Opened) Quantity : 9000 Paper: Super Sunshine 120 gsm <ul style="list-style-type: none"> • AHMEDABAD - 1000 quantity • BENGALURU - 1000 quantity • BHUBANESHWAR - 1000 quantity • CHENNAI - 1000 quantity • DELHI - 1000 quantity • HYDERABAD - 1000 quantity • KOLKATA - 1000 quantity • MUMBAI - 2000 quantity 	9,000			1,000 or multiple there of (No Changes)	
5	Product 5 : Envelope (Big) Size : 12 inch (H) x 9.5 inch (W) (Closed) 14.75 inch (H) x 19.5 inch (W) (Opened) Quantity : 8000 Paper: Super Sunshine 120 gsm BOPP Lamination in inner side <ul style="list-style-type: none"> • AHMEDABAD - 1000 quantity • BENGALURU - 1000 quantity • BHUBANESHWAR - 500 quantity • CHENNAI - 1000 quantity • DELHI - 1000 quantity • HYDERABAD - 1000 quantity • KOLKATA - 500 quantity • MUMBAI - 2000 quantity 	8,000			500 (No Changes)	
7.	GST	@ _____ %				
8.	Any Other Tax/Duty [Please Mention _____]	@ _____ %				
9.	Total					

Place-----

Signature of Tenderer

Date-----

Name & Address

Printing Visiting Cards

Sl.No	Description	PART - 3 Initial Supply in Single Lot			PART - 4 Subsequent supply in minimum quantity / lot during the validity of contract period.	
		Qty. in No.	Rate (Rs)	Amount (Rs)	ty. in No.	Rate (Rs)
1.	<u>Supply of Printed Visiting Cards :</u> <u>Product 6 :</u> <u>VISITING CARDS with Round Corner (Front & Back Printing)</u> Size : 90 mm (width) x 55mm (height) Paper: Cordenons (Natural Evolution - White 280 gsm) TOTAL QUANTITY: 8,500 (8 Address Changes in Black Colour) FURTHER DESTINATION WISE CHANGES AS BELOW: <ul style="list-style-type: none"> • AHMEDABAD 500 quantity (4 Name Changes in Black Colour) • BENGALURU 900 quantity (8 Name Changes in Black Colour) • BHUBANESHWAR 400 quantity (3 Name Changes in Black Colour) • CHENNAI 1000 quantity (9 Name Changes in Black Colour) • DELHI 1900 quantity (19 Name Changes in Black Colour) • HYDERABAD 400 quantity (3 Name Changes in Black Colour) • KOLKATA 100 quantity (01 Name Changes in Black Colour) • MUMBAI 4000 quantity (45 Name Changes in Black Colour) The Price should be inclusive of package cost i.e. Plastic box for Visiting Cards, per box should contain 100 Visiting Cards.	9200			100 or multiple there of (No Changes)	
2.	GST	@_____ %				
3.	Any Other Tax/Duty [Please Mention _____]					
4.	Total					

Place-----

Signature of Tenderer

Date-----

Name & Address

ANNEXURE – B

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.

1. The supplier declares herewith: Legal compliance

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

2. Prohibition of corruption and bribery

- 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.

3. Respect for the basic human rights of employees

- 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;
- To respect the personal dignity, privacy and rights of each individual;
- 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 behavior 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 favor nor discriminate against members of employee organizations or trade unions.

4. Prohibition of child labor

- To employ no workers under the age of 18;

5. 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.

6. 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;

7. 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.

Signature and Seal of Tenderer