

BALMER LAWRIE & CO. LIMITED.

GREASES & LUBRICANTS

SURVEY NO. 201/1, SAYLI

SILVASSA – 396 230.

PHONE NO. 260 – 6993940

E-mail : srivastava.s@balmerlawrie.com

TENDER ENQUIRY No. GLS/TE18/086

Date 15/02/19

Due on 25/02/19 till 6.00 PM

DUE DATE: _____

M/s _____

Dear Sirs,

Please arrange to send your **sealed offer from our registered vendors** [fax / e-mail offers are not acceptable] for supply of **Housekeeping {cleaning} items** for our office use as per details given in the enclosed Annexure – "A".

Please note the following before submitting your offer :-

1. Rate should be quoted separately for each item & quantity mentioned in the enclosed Annexure – "A" duly signed and stamped and the same will be put in a sealed envelope, super scribing **"Enquiry for housekeeping items"**. The selection of L1 bidder will be based on the total bid value. It is therefore necessary that the bidders have to quote for all the items for each Part for which they are submitting offers. However, it is not necessary that the bidders have to compulsorily quote all items but they have to quote for all the items under each Part, failing which their offer for that Part will not be considered for evaluation.
2. Deliveries will be made on staggered basis as per our call-ups. The vendors have to deliver the material at our site (2 times a month) hence they shall quote their rates on Door Delivery basis.
3. Order will be valid for the period March'19 to Feb'20 and the rates once quoted shall remain firm for 1 year and no increase will be given for any reasons whatsoever. However, any change in statutory levies will be paid as applicable at the time of placing call-ups.
4. Our normal payment terms are after 30 days from the date of receipt of invoice unless specifically agreed otherwise.
5. Your offer should be valid for a period of 45 days for our acceptance.
6. Apart from basic rate statutory levies if any should be clearly mentioned in your offer.
7. The quantity mentioned in enclosed Annexure "A" is indicative only and in actual it may vary to any extent and the vendor has to supply on the same rates. However, it will not increase beyond 20% of the total order value.

Your offer complete in all respects should reach at our Works at the earliest by latest by **25/02/19 till 6.00 PM.**

Yours faithfully,
for BALMER LAWRIE & CO. LTD.

[Shobhit Srivastava]
Manager [Purchase]

Encl: as above.

Note: The bids of any tenderer may be rejected if a conflict of interest between the bidder and Company is detected at any stage.

Price BID FORMAT				GLS/TE18/086 Dt 15/02/19			
Sr No	Description	Approx Annual Requirement/ Qty	Unit of Measurement	Dilution Ratio	Basic Price/Ltr	GST%	Price/Ltr incl of Tax
1	Toilet Cleaner	40	LTR	Ready to use			
2	Floor Cleaner Concentrate	40	LTR				
3	Air freshener	20	LTR	Ready to use			
5	GLASS CLEANER	20	LTR				
6	BATHROOM CLEANER	50	LTR				
7	HARD SURFACE CLEANER	50	LTR				
8	DEGREASER / INDUSTRIAL FLOOR CLEANER [Pack Size 20/25 LTR]	400	LTR				
9	LIQUID HAND WASH [Pack Size 20/25 Ltr]	300	LTR	Ready to use			
Note:	Bidder has to mention the dilution ratio of your product in ml/1000 ml accordingly cost would be calculated						
	Quantities are indicative /interchangable as per our requirement.						
	Above Price should be fixed for one year and on FOR Basis against Callup/Month						

Vendor's Name

GST Registration No.

Signature with Stamp

Location

Date

