



Balmer Lawrie & Co. Ltd.
(A Govt. of India Enterprise)

Logistics Service
#342 Konena Agrahara, Old Airport Exit Road,
Bangalore-560 017
Phone: 080 25227221
Website: www.balmerlawrie.com

TENDER FOR PROVIDING PRE PRINTED STATIONERIES

TENDER NO. BL/BLR/ST /19-20/012

DATED: 12/06/2019

DUE DATE FOR SUBMISSION

22/06/2019 - BY 5.00 PM

TENDER FOR PROVIDING PRE PRINTED STATIONERIES

TENDER NO : BL/BLR/ST/19-20/012

DT. 12.06.2019

DUE ON : 22.06.2019 ON OR BEFORE 17.00 HRS.

For participating in this tender please visit our website www.balmerlawrie.com

Balmer Lawrie is a Government of India Enterprise under the administrative control of Ministry of Petroleum and Natural Gas. We have a Logistics Division at 342 Konena Agrahara Airport Exit Road, HAL post, Bangalore 560017,

For our requirement of pre-printed stationery, sealed offers are invited from registered vendors..

Tenderers are advised to download Notice Inviting Tender along with other tender documents from our website.

S. No	Description	Details
1	Name of Work	TENDER FOR PROVIDING PRE PRINTED STATIONERIES
2	Tender No	BL/BLR/ST/19-20/012
3	Validity Of Offer	60 days from the date of opening of the price bid.
4	Contract Period	1 Year
5	Downloading / Submission of Tender :	
	a. Starts on	12/06/2019
	b. Closes on	22/06/2019
6	Opening of Tenders	On or after due date of submission.

RIGHT OF ACCEPTANCE / REJECTION

M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever

GENERAL TERMS & CONDITIONS

1. Rate offered should be valid during the currency of the contract.
2. Offer should be valid for a period of 60 days from the date of tender opening, for our acceptance,
3. Company also reserves the right to split order to more than one contractor.

1. Scope of work

Printing of dockets/delivery challan books as per the specimen given for the items given in Price bid – Annexure-1

Samples of all the items can be made available to interested parties on request, Printing should be as per specimen given, Items to be delivered in staggered lots at our office free of cost as per instruction.

A) Security Deposit

The contractor should provide Security Deposit of Rs.5000/- [Rupees Five Thousand Only] By way Bank Draft or Pay Order or through NEFT/RTGS to our bank account or Bank Guarantee drawn in favor of Balmer Lawrie & Co. Ltd. payable at Bangalore. No interest will be paid on the said amount.

B) Evaluation of Bids:

Lowest offer (L-1) shall be decided based on the aggregate value of all line items.

C) Contract Period & Commencement of work

The contract shall be for 1 Year period from the date of awarding the contract.

The work shall have to be commenced within 24 hours of placement of LOI/Work Order, the contract may be extended for a further period on written mutual consent of BL and the contractor.

D) Alternative Arrangement

In absence of timely and proper performance by the contractor, Balmer Lawrie reserves the right to utilize the services of any other contractor without notice at the **risk and cost** of the contractor and to recover charges and expenses in excess of the contractual terms from the contractor. Similarly if the contractor fails to meet their contractual obligations, the work shall be completed at their risk and cost through alternative sources/arrangements. This will be without prejudice to the rights of BL for any other action including termination, forfeiture of security deposit etc.

This contract also does not restrict the right of Balmer Lawrie to take recourse to the above conditions even if notice of termination is not served and contract terminated with the contractor

E) Termination of contract by either side

BL or the contractor shall have the right to terminate the contract by serving 90 days notice without assigning any reason thereof. However, in the event of any breach of the contract, BL shall have the right to terminate the contract without notice. If the contract is terminated by the contractor without serving notice for 90 days, the contractor shall be liable to pay compensation to BL for any consequences arising out of such termination of the contract

F) Force Majeure Conditions

If at any time during the continuance of the contract, the performance in whole or part by either party or obligation under the contract shall be prevented by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fire not caused due to contractor's negligence, floods, explosion, earthquake, epidemics, quarantine, restrictions, strike, lock-outs, change in Government/Port/Customs policy or acts of Gods (hereinafter referred as events), then provide notice of the happenings of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such events be entitled to terminate the contract nor shall either party have any claim for damage against the other in respect of such non-performance or delay in performance. The contract shall be resumed as soon as practicable after such events have come to an end or ceased to exit.

G) Billing & Payment

Payment will be made within 30 days from the date of submission of invoices along with POD.

H) Acceptance/rejection of the Tender

Balmer Lawrie reserves the right to accept or reject any or all tenders without assigning any reasons.

I) Settlement of disputes by 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 and Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration & Conciliation 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.

J) The Contract workers while within the premises of BL shall conduct themselves in a disciplinary manner and shall not indulge in any acts of indiscipline and for which the Contractor shall be held responsible.

Pl contact Mr.Thivagar @ 7022904949 / Email id thivagar.v@balmerlawrie.com for your queries if any.

The sealed offer Super-scribing the enquiry No. BL/BLR/ST/19-20/012 dated 12/06/2019 should reach us on or before 22/06/2019 @ 17.00 Hrs at the following address

BALMER LAWRIE & CO LTD., LOGISTIC SERVICES 342 KONENA AGRAHARA, AIRPORT EXIT ROAD HAL POST, BANGALORE 560 017
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DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No. BL/BLR/ST/19-20/012 and hereby confirm our acceptance of the same.

Signature :

Name of the signatory :

Official Seal with address

Designation

Date :

Name of the Company

Tender No: BL/BLR/ST/19-20/012

PRICE BID – ANNEXURE -1

Sl.No	Particulars / Item	Qty Approx	Rate pr Unit
01	Docket (Yellow & Green color with Calico Cloth)	5000 Nos	
02	Docket Brown Color	3000 Nos	
03	Delivery Challan - A4 Size 1 + 3	100 Books	
04	Delivery Challan - small Size 1 + 3	50 Books	
05	Letter Heads A4 with 70 & 80 GSM paper	100 pads	
06	Brown Envelopes – A3, A4 & long (15 x 11")	500 Nos each	
07	Cloth covers – green color A3, A4 & long (15 x 11")	500 Nos each	
08	GST		_____ %

Note :-

- All the above items to be customized as per our requirements.
- Address / Fonts / Colors / Contents to be printed on the items as per our specimens given.
- Items to be delivered at our office with free cost no extra delivery charges will be paid.