

**Balmer Lawrie & Co. Ltd.**  
SBU : Greases & Lubricants, Kolkata  
P-43, Hide Road extension  
**Kolkata – 700 088**

**e – Tender Enquiry**

**Tender No. :** GLK/TE16/350  
**Date :** 30.01.17  
**Due Date :** 10.02.17, 15.00 hours IST

On Line offers are invited by Balmer Lawrie & Co. Ltd. (BL) for additives required for manufacturing Automatic Transmission oil meeting following specifications :

Automatic Transmission Oil	
C-4 Type	Allison C-4

Note : Complete technical details of offered additives with supporting documents are to be submitted with offer. No deviation against the above specification will be entertained.

In case of any rejection of supplied material, BL shall have the option to source similar additive from other sources by debiting the differential amount to the successful bidder.

**Terms and Conditions :**

**Quantity :** 3 MT for Silvassa

**Delivery :** 10-15 days to our Silvassa Plant on placement of LOI/PO whichever is earlier.

**Payment Terms :** Full payment within 30 days from the date of receipt of material at our Kolkata plant in good condition.

**Packing :** The materials are to be packed in brand new MS barrels with proper marking on it for identification.

**Taxes & Duties :** The Bidders should clearly mention Excise duty / Cenvat credit (as applicable), Sales Tax, Freight charges for door delivery and any other charges separately.

**Validity** : Offer must be valid for our acceptance for 30 days from the due date of the tender.

**Acceptance of Offer** : BL reserves the right to reject any / all tenders if a conflict of interest between bidder and BL is detected at any stage.

**Offer shall also indicate the following :**

- (a) Is the offered material hazardous and effecting users' health ?
- (b) Is the offered material causing environmental pollution?
- (c) Are you having a system to control Air emissions and effluents and hazardous waste disposal system to comply with regulatory requirements?

Thanking you,

Yours faithfully,

for **Balmer Lawrie & Co. Ltd.**

**(S. Ghosh)**  
**Executive ( Materials)**

Tel No. : 033 2450 320

Fax No. : 033 2439 2277

e-mail : ghosh.subimal@balmerlawrie.com

## **CONDITIONS FOR ONLINE BID SUBMISSION**

### **1.0 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 below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in e-procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

### **2.0 Registration with e-procurement platform**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

### **3.0 Digital Certificate authentication**

The bidder shall authenticate the bid with his Digital Certificate 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.

M/s C1 India Pvt Ltd.  
C104, Sector 2 Noida – 201 301

Contact person : **Mr. Ritabrata Chakraborty (Kolkata), + 91 9748708094**  
e-mail : [ritabrata.chakraborty@c1india.com](mailto:ritabrata.chakraborty@c1india.com)

### **4.0 Submission of Hard copies**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of

Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee 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.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

#### **5.0 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 e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

#### **6.0 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