



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)

## TENDER ENQUIRY DOCUMENT

**Sub:** Limited Tender Enquiry for various **Balmerol® branded Diwali Compliments** for Balmer Lawrie & Co. Ltd.

Tender No. : GLK/TE17/ 181  
Tender Price : Nil  
Date of Notificaci3n : 06.10.2017  
Last date and time for receipt of tender : 10.10.2017 at 17:30 hrs IST

### Introduction

Balmer Lawrie & Co. Ltd. [hereinafter referred to as BL] invites online Bids from registered Vendors of BL who are authorised distributor or reseller equipped and ready to supply Balmerol® branded various Sales Promotion Items as per the

- Specification & Representative image –Annexure A-1,
- General terms & conditions –Annexure A-2,
- Price Schedule –Annexure A-3,
- Conditions for Online Bid Submission attached –Annexure A-4.

You are requested to submit your competitive offer complete in all respect furnishing above details to us on or before the due date and time.

Thanking you,

Yours faithfully,  
For Balmer Lawrie& Co. Ltd.

(Abhishek Tiwari )  
Sr. Manager - Brand Promotion & Communication

Encl.: As above

### **Note:**

- BIDDERS ARE ADVISED TO STRICTLY CONFIRM COMPLIANCE TO ALL TENDER CONDITIONS WITHOUT ANY DEVIATION / CONDITIONS IN THEIR OFFER. SUBSEQUENT TO BID SUBMISSION, BALMER LAWRIE MAY NOT SEEK CONFIRMATIONS / CLARIFICATIONS AND ANY /ALL BID(S) NOT IN LINE WITH TENDER CONDITIONS WILL BE LIABLE FOR REJECTION.
- Bidders in their own interest are requested to submit their bids online well in advance of tender closing date to avoid the last minute difficulties.
- Bidders are requested to download the tender document and read all the terms and conditions mentioned therein and seek clarification, if any, from Shri. Abhishek Tiwari.
- **Price Bids received via mail/Fax/hard copy will be summarily rejected**



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**Specification & Representative image - Annexure A1**

Balmerol® Branded Compliment		
Sl. No.	Parameters	Quantity
1	Original Sheaffer /9405 BP + Credit Card Holder combo in a gift Box with Balmerol branding.	750 nos
Balmerol® Branded Business Card Holder		
Sl. No.	Parameters	Quantity
2	Pennline Business Card Holder Brushed Grey (Dual Sided) Matte Black with Balmerol® Branding in a gift Box	500 nos

**Representative Images for reference:**

**1. Sheaffer -9405 BP + Credit Card Holder**



**2. Pennline Business Card Holder Brushed Grey (Dual Sided) Matte Black**



**Pl. Note**

1) The rates quoted will be FOR. The delivery will be at locations as mentioned below.

FOR Destination Rate Required for the following items and locations							
S. No	Item	Kolkata	Chennai	Mumbai	Gurugram	Silvassa	Total Quantity
1	Sheaffer Ball Pen + Credit Card Holder	425	175	75	50	25	<b>750</b>
2	Pennline Business Card Holder (Dual Sided)	275	100	75	50	-	<b>500</b>

2) The Entire Job for S.No 1 & 2 will cover Balmerol® Branded gift pack box and seasons Greeting Packing on the outer Box with a season's greetings card tag.



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- 3) All items will also carry warranty card inside each box from the original manufacturer.
- 4) The company reserves the right to alter the number of sales promotion items to be procured based on cost considerations and delivery time period.
- 5) Exact Packing instructions and delivery address will be shared post finalization of order.
- 6) Vendor can bid for all the items or any item of their choice
- 7) Artwork in PDF or AI file will be provided by BL over mail /CD
- 8) Vendor needs to take approval on the dummy sample (physical or rendered image) before executing the full production.

## **Annexure A-2**

### **General Terms & Conditions**

- 1) Before filling up, the complete Tender Specification should be read properly. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning, specification and interpretations, such matter shall be brought to the attention of the company (Balmer Lawrie & Co. Ltd.), at least four days in advance, prior to the date of filling/submission of the Tender. For clarification required, if any, please contact

Shri. Abhishek Tiwari,  
Balmer Lawrie & Co. Ltd.  
P-43 Hide Road Extension, Kolkata-700088  
Tel. No. 033 2450 0158  
Fax No. 033 2439 2277  
E-Mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)

#### **2) Bid Qualifying Criteria:**

- a) Bidder should be a Registered Vendor with BL.
- b) Submit a copy of currently valid certificate of authorised distributorship from the principal manufacturer for sale of said items (Sheaffer & Pennline) in India.
- c) Submit order copy of two (02) PO executed in last 2 years (as on 05.10.2017 and back 2 years) of similar type of Job work with BL or any other company of value not less than Rs. 5 Lacs.
- d) The bidder has to be a Goods and Services Tax Network registered service provider. Submit copy of valid GST registration certificate and indicate GSTN Number.

#### **3) Financial Evaluation Process :**

- a) Purchase order will be based on L1 rate as per the specifications.
- b) L1 Bidder would be determined separately for each item considering total net outflow to the company.
- c) If two or more L1 rates are quoted than the only L1 bidders will be asked to resubmit their bids in sealed envelope and hard copy within 48 hours.

- 4) **EMD/SD:** --EMD of **Rs. 5,000.00** (Rupees. Five Thousand only) is required to be submitted along with the tender by a single a/c payee pay order / demand draft on a schedule bank in favor of **Balmer Lawrie & Co.**



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**Ltd.**, payable at **Kolkata**. The interest free EMD of unsuccessful bidders shall be returned back after finalization of the tender. For the successful bidder, the EMD will be converted into interest free Security Deposit and released on satisfactory completion of project.

- 5) Tenderer (s) registered as MSME/SSI/NSIC are exempted from EMD but are required to provide valid proof (duly certified hard copy of details / information declared) of their status.
- 6) **Submission of Tender/Bid:** Bidders are requested to kindly visit our e-procurement website: <https://balmerlawrie.eproc.in> for the same. Bid shall also be uploaded in pdf format after filling in the appropriate data in hard copy duly signed & scanned.

**Only EMD is to be submitted in hard copy along with PO copy in a sealed envelope along with signed and seal tender enquiry hard copy as a acceptance of T&C** on or before the due date superscripting the envelope with tender no. date & due date should reach at our works at Balmer Lawrie & Co. Ltd., P-43, Hide Road Extension, Kolkata-700088 within the due date and time to the attention of Shri Abhishek Tiwari.

- 7) **Payment terms:** BL does not pay any Advance Payment. 100% payment within 30 days of successful completion of supply and submission of invoice with required documentary evidence as per tender terms.
- 8) Submission of tender will be the conclusive evidence as to the fact that the tenderer has fully satisfied themselves as to the technical specification, General terms & conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 9) Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- 10) **Right of acceptance / Rejection:** BL reserves the right to accept/reject any or all offers without assigning any reasons, whatsoever. Telex/Telegraphic/Fax offers shall not be accepted. The company will not accept any responsibility for any delay in uploading of bids in e-procurement website.
- 11) **Delivery Time Schedule:** -The delivery should be made within **10 days** from the date of issue of Purchase Order (PO) or LOI whichever is earlier at site execution and ensure the supply need to begin on parallel and simultaneously for the entire four regions. It is the duty of the short listed agency to provide efficient and time bound delivery in the all the locations for the smooth execution without any delay.
- 12) **Quality & Quantity of the material:** Quality of the material supplied should be as per standard given in Annexure A. The items should be free of material defect and should be in good condition during delivery. BL will not accept any poor quality or non adherence to specifications during delivery. Warranty Card from original manufacturer should be supplied in the every individual gift box.
- 13) **Jurisdiction:** - All disputes are subject to Kolkata jurisdiction.

- 14) **Liquidated damages:** Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser beyond the agreed schedule, the Vendor / Contractor shall be liable to pay



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liquidated damages, a sum representing 0.5% (Half per cent) per week or part thereof of the order value, subject to maximum of 5% of the order value for the undelivered portion.

**15) Delivery Location, working days & hours:** - The delivery is FOR as per the locations mentioned above.

**16) Factory Rules:** - Supplier personnel have to abide by the Balmer Lawrie & Company, Greases and Lubricants, Kolkata factory rules and regulations.

**17) Offers & Enclosures:** The offers submitted by the all the Tenderers will be non-returnable and shall be the property of BL even in the case of unsuccessful bidders. However BL shall maintain the confidentiality for the submitted documents. In case of bulky documents, which cannot be accommodated in the tender box, the undersigned may be contacted. The bids may also be sent by Speed Post / Courier Service well in advance so as should reach the undersigned at least one day before the tender closing date. Timely submission of the Bids is responsibility of the bidders and no reasons / excuses in this regard will be entertained by BL.

**18) Taxes & Duties:**

- Bidders must indicate the nature of taxes & duties applicable for the supply and quote the amounts of Taxes and Duties as applicable separately.
- Wherever all inclusive prices are quoted by the bidders without bifurcation of tax elements, the bid will get rejected.
- Successful bidders / Suppliers will not be entitled to any increase in rate of taxes occurring during the period of extended delivery completion schedule if there is delay in supplies / completion attributed to him. However if there is a decrease in taxes, the same must be passed on to BL.

**19) GST Compliance:**

In accordance to Government of India (GOI) guidelines towards implementation of GST w.e.f 01.07.2017, bidders are informed that all deliveries post 30.06.2017 shall strictly comply to the provisions /requirement /timelines promulgated by the GOI towards GST Act. The provisional GST numbers issued by GOI is mandatorily required for all the participating bidders and same be indicated in their respective offer. Bidders also shall mention the Harmonized System of Nomenclature (HSN) / Services Accounting Code (SAC) numbers for the quoted items/services in their techno-commercial offer, invoice & tax documents. BL provisional GST ID is

SRL NO	STATE	DEPOT	ARN	PROVISIONAL ID
1	WEST BENGAL	KOLKATA	AA1901170019178	19AABCBO984E1Z5

and bidders shall mention the same while invoicing and avoid any data entry errors on GST portal. Bidders shall be responsible for the financial and non-financial consequences in case of non-compliance of GST provisions / requirements / timelines on their part. BL shall pay the applicable GST taxes to the successful bidders at actual & suppliers shall pass on the reduction in prices to BL on account of change in the tax structure.

**20) Validity period of the offer:** The period of validity of the quotations should not be less than 60 days from the due date of the tender.



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21) **LIMITATION OF LIABILITY:** Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order Price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production.

22) **Force Majeure:** Shall mean and be limited to the following –

War / Hostilities (b)Riot or Civil Commotion (c) Earthquake, flood, tempest, lightning or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller . The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions, In the event of delay lasting over one month, if arising out of causes of Force Majeure, Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 28 above shall apply .For delays arising out of Force Majeure, the Seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Purchaser nor Seller shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. Seller shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any Force Majeure conditions, the Seller or the Purchaser shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the Seller without being subject to price reduction for delayed deliveries, as stated elsewhere.

23) **RESOLUTION OF DISPUTES / ARBITRATION:** All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the Chairman and Managing Director of BL, Kolkata whose award shall be final & binding on both the parties. The contract shall deem to have been entered at BL, and all suits in respect of this contract shall be under the jurisdiction of the court in Kolkata.

24) **Tender for registered approved vendors only:** The Responses/offer from registered/approved vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Kolkata) and subject to such registration being confirmed, they would be considered for the subsequent Tenders.

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**Annexure- A-4**

**Price Bid**

Sl No.	Item Description	Sheaffer Ball Pen + Credit Card Holder	Pennline Business Card Holder (Dual Sided)	Remarks
1	Quantity (Nos)	750	500	Please see the region wise distribution
2	Unit Rate (₹) /per Piece			
3	GST Rate in %age			Write %
4	GST Amount (₹)			
4	HSN Code/SAC Code			Write Code
5	Total Price (₹)			FOR rate as per the destination mentioned

**(Please do not mention price on this page while submitting hard copy. Price bid to be uploaded on e-proc platform only)**

I / we have understood all the terms & conditions and have made myself / our self fully acquainted with the locations / sites of the branches & supply conditions. The said terms & Conditions are acceptable to us.

Date

Name of Signatory

Place

Seal



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## **Annexure: A-5**

### **Conditions for Online Bid Submission**

#### **1. 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. 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. 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-201301

For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):

Contact persons:

**Tuhin Ghosh (Kolkata), +91 8981165071**  
**Email : [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)**





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**Mr. Tirtha Das, +919163254290**

**Email-id : [tirtha.das@c1india.com](mailto:tirtha.das@c1india.com)**

**4. 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 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. 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. 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.

**7. Disclaimer Clause:**

Neither 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.

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