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Mumbai – 400001, India
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NOTICE INVITING TENDER

Tender No. 0100LM0959 Dated 21-11-2017

Due date of Tender : 01-12-2017 at 14:30 hrs.
Opening of Price Bid : 01-12-2017 at 14:35 hrs.

Online single Bid e-Tender is invited from Approved Registered Domestic Suppliers for supply of “Cold Rolled (CR) Steel coil/sheets oiled for STEEL DRUM (BARREL)” through Balmer Lawrie e-procurement Portal <https://balmerlawrie.eproc.in>

The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e-bidding.

Contact details

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Contact Persons: 1. Amlan Gupta, Mob 09987499905 Land Line No. 022 66258188 e.mail: gupta.amlan@balmerlawrie.com 2. Mr. Sanket Thakur, Mob 09967524819 Land Line No. 022 66258209 e.mail: thakur.ss@balmerlawrie.com	Contact Person 1.Mr. Sachin Toraskar, Land No 022 66865610 Email - sachin.toraskar@c1india.com 2. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com 3. Mr. Tuhin Ghosh, Mob.08981165071 Email – tuhin.ghosh@c1india.com 4. Mr. CH.Mani Sankar (Chennai), +91-8939284159 Email – chikkavarapu.manisankar@c1india.com 5. Mr.Partha Ghosh, Mob.0 08811093299 Email – partha.ghosh@c1india.com

1. Introduction

Balmer Lawrie & Co. Ltd. is a leading manufacturer of steel barrels in India. The company buys about 1,00,000 MT of CR Steel Coils/Sheets annually for barrel manufacturing. We have a requirement of **14,260 MT (+/- 20%)** CR Steel Coil/Sheets for Barrel Manufacturing for our various plants located at IP Silvassa, IP Taloja (Navi Mumbai), IP Asaoti, IP Chennai, IP Chittoor & IP Kolkata for delivery to our various plant during the month of Jan'18 –Feb'18 as per requirement.

A. Instructions for bidders

1. **Please Refer to Annexure – II for Technical Specifications.**
2. The tender is invited **in Single-Bid System** through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc.in>. The tender document consists of **Price Bid.**
3. All documents required in the tender can be submitted online.
4. Important points to be noted

4.1 Due date for submission of bids	: 01-12-2017 at 14:30 hrs.
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4.2 Price Bid opening	: 01-12-2017 at 14:35 hrs.
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“Kindly refer Annexure-VI for ‘Conditions for Online Bid Submission’

All Bids are to be completed and submitted online in accordance with tender requirements within the duration as mentioned.

The term **“BL”** wherever mentioned in the tender document refers to **“Balmer Lawrie & Co. Ltd.”**

BL would be the Purchaser/Owner for the tendered item.

The successful bidder will be the Supplier.

The delivery will be to our plants in Navi Mumbai (Taloja), Silvassa, Asaoti, Chennai, Chittoor and Kolkata.

This document is the Tender.

The Acceptance of the Order by the successful bidder will form the contract.

Bidders to note the Bid Rejection Criteria as detailed in Clause no. 8

This is a Limited Tender and response from approved registered Domestic Suppliers alone will be accepted, and that other interested Suppliers may seek to register with the company and subject to fulfillment of the registration process, registration shall be confirmed, and would be considered for participating in the subsequent Tenders. Price bid of such vendors will not be considered for commercial evaluation and determination of L1 rates.

For supply of ECL Steel coated with DOS-A oil to IP – Navi Mumbai, bids will be considered only from those suppliers whose material has been approved by IP – Navi Mumbai. Other bidders will be considered for trials at BL's discretion. For bidders who has been awarded trial order in the past, and the final trial results are pending, bids submitted by those bidders will not be considered for commercial evaluation and determination of L1 rates.

Format of Tender

Tender documents consists of:

Sr. No.	Contents	Annexure
1	General Information	I
2	Scope of Supply	II
3	Special Terms and Conditions	III
4	General Terms and Conditions	IV
5	Price Bid	V
6	GST Compliance	VI
7	Format for GST Details	VII
8	Conditions for online bid submission	VIII
9	Supplier Code of Conduct	IX

5. The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

6. Late Bids

Any bid received after the submission deadline will be declared 'Late' and rejected and will remain unopened

7. Bid Validity

The offer shall remain valid for acceptance for a period of 30 working days from the date of opening of the Price Bid.

8. Bid Rejection Criteria

A bid may be rejected if

- i. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance of the work.
- ii. **Bidder fails to quote for the full quantity specified for each Grade / Location / Plant.**
- iii. Conflict of interest between the bidder and the Company is detected at any stage.

GENERAL INFORMATION

This tender document is prepared to define the scope of activities/supplies. All pages of this document issued at the time of execution, shall form the integral part of the contract.

TENDERER SHALL SUBMIT FOLLOWING INFORMATION:

- Confirmation on the scope as detailed out in this tender.

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 BL's website as well as in E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

ANNEXURE – II(A)

SCOPE OF SUPPLY [SPECIFICATION] for NEC (REGULAR OIL)

“Cold Rolled (CR) Steel”

Specification of Cold Rolled (CR) Steel coil / sheets Normal Oiled for STEEL DRUM (BARREL)	
For KOLKATA PLANT	
Size & Thickness	BODY COIL 0.50MM X 876MM; BODY COIL 0.60MM X 876MM; END SHEET 0.60MM X 1120MM X 560MM
Specification	Cold Rolled Steel in accordance with IS-513 : 2008 'D' Grade quality, mild steel, Oiled, suitable for drum manufacturing (body or ends, as specified) The steel should be coated with Regular oil.
Composition	Composition should be suitable for the manufacture and assembly of barrel components.
Hardness	For drum body coils (876mm/913mm/910mm width) HRB 56 (±5)
	For drum end coils (1120mm/1220mm/1315mm width) HRB 50 (±5)
Thickness Tolerance	As per previous supplies/agreed TDC
Electrical resistance	Suitable for resistance seam lap welding with an AC welding process
Surface Cleanliness	The steel must be free from pinholes & lamination and other surface defects such as scale, rust, water, sensitive residues, contaminants, black patches, blisters, pitting, porosity, cracked or torn edges, serrated edge that will impair the quality of steel drums. There should be no marking on any part of the steel surface.
Corrosion Resistance/Paint Adhesion	The surface quality of the steel must be such that it can achieve an excellent paint adhesion and the RA Value should be 0.8 to 1.6. The drum exterior is to be coated with stoving barrel enamel paint while interior of the drum may remain as it is or coated with lacquer internally or electro galvanizing as per our requirement. Thus steel surface must be suitable to fulfill all such requirements.
Oiling	The steel should be coated with Regular Oil at appropriate levels 500 – 800 mg/sq mtr. both side
Width Tolerance	-0MM/+1MM
Length Tolerance (for Cut Sheets of 560MM)	-0MM/+1MM
Diagonal Variation for Sheets	Should not be more than 1mm
Flatness	Flatness after decoiling to be better than 4mm over 1800mm length in length direction, no variation along width
Welding	Weld joints in the Coils are not acceptable.
Coil Weight	10 – 12 MT
Coil ID	Core: Horizontal, of Diameter 610 mm
Winding	With maximum deviation of 10mm in regularity of superimposed laps in coil
Packing	Standard land worthy, to prevent any penetration of moisture and formation of rust, to guarantee to be free from dust and rust contamination, edge damage

Markings	A) Ordered thickness B) Ordered width C) Gross Weight (kgs) D) Net weight (kgs) E) Coil identification number F) Coil winding Direction G) Location of Trailing edge
Inspection certificate/ Test report must mention the following	1. Coils identification number 2. Yield Stress MPa or (N/mm ²) 3. Tensile Strength MPa or (N/mm ²) 4. Elongation(%) 5. Hardness (HRB) 6. Chemical Composition 7. BIS Logo

NOTE: The above specs are indicative, however, the final Technical Delivery Condition (TDC) will be as per the previous approved specification / supplies or mutually signed TDC with successful bidder based on their plant capabilities & issued with Purchase Order.

Any deviations to the Tender Specifications need to be intimated to Balmer Lawrie by the Vendor and their bid shall be considered for commercial evaluation only after acceptance of deviations by Balmer Lawrie.

SCOPE OF SUPPLY [SPECIFICATION] for ECL (REGULAR OIL)

“Cold Rolled (CR) Steel”

Specification of Cold Rolled (CR) Steel coil /sheets (ECL Quality) Normal Oiled for STEEL DRUM (BARREL)	
For SILVASSA, ASAOTI, CHENNAI, CHITTOOR, KOLKATA PLANT	
Size & Thickness	BODY COIL 0.60MM X 876MM; BODY COIL 0.70MM X 920/933MM; BODY COIL 0.77MM X 920/933MM; BODY COIL 0.80MM X 920/933MM; BODY COIL 0.90MM X 913MM; BODY COIL 0.97MM X 913MM; BODY COIL 1.20MM X 910/914MM; END COIL 0.60MM X 1120MM; END COIL 0.90MM X 1220/1315MM; END COIL 0.97MM X 1220/1315MM; END COIL 1.20MM X 1220/1315MM; END COIL 1.50MM X 1220/1315MM; BODY SHEET 0.70MM X 920MM X 1800MM; BODY SHEET 0.77MM X 920MM X 1800MM; BODY SHEET 0.80MM X 920MM X 1800MM; BODY SHEET 0.97MM X 913/1005MM X 1800MM; BODY SHEET 1.20MM X 910MM X 1800MM; END SHEET 0.97MM X 1315MM X 658MM; END SHEET 1.20MM X 1315MM X 658MM;
Specification	Cold Rolled Steel in accordance with IS-513 : 2008 'D' Grade quality, mild steel, Oiled, suitable for drum manufacturing (body or ends, as specified) The steel should be coated with Regular oil.
Composition	Composition should be suitable for the manufacture and assembly of barrel components.
Hardness	For drum body coils (913mm - 933mm width) HRB 56 (±5)
	For drum end coils (1220mm - 1315mm width) HRB 50 (±5)
Thickness Tolerance	As per previous supplies/agreed TDC
Electrical resistance	Suitable for resistance seam lap welding with an AC welding process
Surface Cleanliness	The steel must be free from pinholes & lamination and other surface defects such as scale, rust, water, sensitive residues, contaminants, black patches, blisters, pitting, porosity, cracked or torn edges, serrated edge that will impair the quality of steel drums. There should be no marking on any part of the steel surface. Steel should be Electrolytically [ECL] clean steel.
Corrosion Resistance/Paint Adhesion	The surface quality of the steel must be such that it can achieve an excellent paint adhesion and the RA Value should be 0.8 to 1.6. The drum exterior is to be coated with stoving barrel enamel paint while interior of the drum may remain as it is or coated with lacquer internally or electro galvanizing as per our requirement. Thus steel surface must be suitable to fulfill all such requirements.
Oiling	The steel should be coated with Regular Oil at appropriate levels 500 – 800 mg/sq mtr. both side.
Width Tolerance	-0MM/+1MM
Length Tolerance (for Cut Sheets of 660MM & 1800MM)	-0MM/+1MM
Diagonal Variation for Sheets	Should not be more than 1mm
Flatness	Flatness after decoiling to be better than 4mm over 1800mm length in length direction, no variation along width
Welding	Weld joints in the Coils are not acceptable.
Coil Weight	12 – 14 MT (for Silvassa & Asaoti) 10 – 12 MT (for other plants)
Coil ID	Core: Horizontal, of Diameter 508 mm (for Silvassa) Core: Horizontal, of Diameter 610 mm (for other plants)
Winding	With maximum deviation of 10mm in regularity of superimposed laps in coil

Packing	Standard land worthy, to prevent any penetration of moisture and formation of rust, to guarantee to be free from dust and rust contamination, edge damage
Markings	A) Ordered thickness B) Ordered width C) Gross Weight (kgs) D) Net weight (kgs) E) Coil identification number F) Coil winding Direction G) Location of Trailing edge
Inspection certificate/ Test report must mention the following	1. Coils identification number 2. Yield Stress MPa or (N/mm ²) 3. Tensile Strength MPa or (N/mm ²) 4. Elongation(%) 5. Hardness (HRB) 6. Chemical Composition 7. BIS Logo

NOTE: The above specs are indicative, however, the final Technical Delivery Condition (TDC) will be as per the previous approved specification / supplies or mutually signed TDC with successful bidder based on their plant capabilities & issued with Purchase Order.

Any deviations to the Tender Specifications need to be intimated to Balmer Lawrie by the Vendor and their bid shall be considered for commercial evaluation only after acceptance of deviations by Balmer Lawrie.

The supplies to Silvassa plant should be made in 20 Ft trailers only.

ANNEXURE – II(C)

SCOPE OF SUPPLY [SPECIFICATION] for ECL (DOS-A OIL COATED)

“Cold Rolled (CR) Steel”

Specification of Cold Rolled (CR) Steel coil (ECL Quality) DOS-A Oiled for STEEL DRUM (BARREL)	
For NAVI MUMBAI [TALOJA] PLANT	
Size & Thickness	BODY COIL 0.70MM X 920/933MM; BODY COIL 0.90MM X 913MM; BODY COIL 0.97MM X 913/1050MM; BODY COIL 1.20MM X 910/1050MM; END COIL 0.90MM X 1220MM; END COIL 0.97MM X 1220MM; END COIL 1.20MM X 1220MM;
Specification	Cold Rolled Steel in accordance with IS-513 : 2008 'D' Grade quality, mild steel, Oiled, suitable for drum manufacturing (body or ends, as specified) The steel should be coated with DOS-A oil coating. The oil level should be controlled properly for lacquering/painting of MS Drums without any cleaning or pre-treatment for DOS-A oil coated steel.
Composition	Composition should be suitable for the manufacture and assembly of barrel components.
Hardness	For drum body coils (913mm/910mm/1050mm width) HRB 56 (±5)
	For drum end coils (1220mm width) HRB 50 (±5)
Thickness Tolerance	As per previous supplies/agreed TDC
Electrical resistance	Suitable for resistance seam lap welding with an AC welding process
Surface Cleanliness	The steel must be free from pinholes & lamination and other surface defects such as scale, rust, water, sensitive residues, contaminants, black patches, blisters, pitting, porosity, cracked or tom edges, serrated edge that will impair the quality of steel drums. There should be no marking on any part of the steel surface. Steel should be Electrolytically [ECL] clean steel.
Corrosion Resistance/Paint Adhesion	Suitable for spray painting or lacquering without pre-cleaning or any other pre-treatment / degreasing and surface treatment.
Oiling	40 – 80 mg/sqm/side
Width Tolerance	-0MM/+1MM
Diagonal Variation for Sheets	Should not be more than 1mm
Flatness	Flatness after decoiling to be better than 4mm over 1800mm length in length direction, no variation along width
Welding	Weld joints in the Coils are not acceptable.
Coil Weight	12 – 14 MT
Coil ID	Core: Horizontal, of Diameter 508 mm for IP Navi Mumbai.
Winding	With maximum deviation of 10mm in regularity of superimposed laps in coil
Packing	Standard land worthy, to prevent any penetration of moisture and formation of rust, to guarantee to be free from dust and rust contamination, edge damage
Markings	A) Ordered thickness B) Ordered width C) Gross Weight (kgs) D) Net weight (kgs) E) Coil identification number F) Coil winding Direction G) Location of Trailing edge

Inspection certificate/ Test report must mention the following	<ol style="list-style-type: none">1. Coils identification number2. Yield Stress MPa or (N/mm²)3. Tensile Strength MPa or (N/mm²)4. Elongation(%)5. Hardness (HRB)6. Chemical Composition7. BIS Logo
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NOTE: The above specs are indicative, however, the final Technical Delivery Condition (TDC) will be as per the previous approved specification / supplies or mutually signed TDC with successful bidder based on their plant capabilities & issued with Purchase Order.

Any deviations to the Tender Specifications need to be intimated to Balmer Lawrie by the Vendor and their bid shall be considered for commercial evaluation only after acceptance of deviations by Balmer Lawrie.

ANNEXURE – II(D)

BILL OF SIZES:

MATERIAL DESCRIPTION	PLANT	QUALITY	Jan'18	Feb'18	Total
BODY COIL 0.70MM X 920MM DOS-A	NAVI MUMBAI	ECL - DOS-A	0	0	0
BODY COIL 0.77MM X 920MM DOS-A	NAVI MUMBAI	ECL - DOS-A	30		30
BODY COIL 0.90MM X 913MM DOS-A	NAVI MUMBAI	ECL - DOS-A	400	380	780
END COIL 0.90MM X 1220MM DOS-A	NAVI MUMBAI	ECL - DOS-A	200	180	380
BODY COIL 0.97MM X 913MM DOS-A	NAVI MUMBAI	ECL - DOS-A	900	850	1750
END COIL 0.97MM X 1220MM DOS-A	NAVI MUMBAI	ECL - DOS-A	450	400	850
BODY COIL 1.20MM X 910MM DOS-A	NAVI MUMBAI	ECL - DOS-A	450	300	750
END COIL 1.20MM X 1220MM DOS-A	NAVI MUMBAI	ECL - DOS-A	300	220	520
NAVI MUMBAI TOTAL			2730	2330	5060
BODY COIL 0.90MM X 913MM ECL	SILVASSA	ECL - RPO		30	30
END COIL 0.90MM X 1220MM ECL	SILVASSA	ECL - RPO		30	30
BODY COIL 0.97MM X 913MM ECL	SILVASSA	ECL - RPO	800	800	1600
END COIL 0.97MM X 1220MM ECL	SILVASSA	ECL - RPO	400	400	800
BODY COIL 1.20MM X 910MM ECL	SILVASSA	ECL - RPO	610	530	1140
BODY COIL 1.20MM X 914MM ECL	SILVASSA	ECL - RPO	80	60	140
END COIL 1.20MM X 1220MM ECL	SILVASSA	ECL - RPO	350	320	670
END COIL 1.50MM X 1220MM ECL	SILVASSA	ECL - RPO			0
SILVASSA TOTAL			2240	2170	4410
BODY COIL 0.90MM X 913MM ECL	ASAOTI	ECL - RPO	275	250	525
BODY COIL 0.97MM X 913MM ECL	ASAOTI	ECL - RPO	500	400	900
END COIL 0.97MM X 1315MM ECL	ASAOTI	ECL - RPO	400	350	750
BODY COIL 1.20MM X 910MM ECL	ASAOTI	ECL - RPO			0
END COIL 1.20MM X 1315MM ECL	ASAOTI	ECL - RPO	30		30
BODY COIL 0.60MM X 876MM ECL	ASAOTI	ECL - RPO			0
END COIL 0.60MM X 1120MM ECL	ASAOTI	ECL - RPO			0
ASAOTI TOTAL			1205	1000	2205
BODY COIL 0.90MM X 913MM ECL	CHENNAI	ECL - RPO	30	30	60
BODY COIL 0.97MM X 913MM ECL	CHENNAI	ECL - RPO	300	250	550
END COIL 0.97MM X 1315MM ECL	CHENNAI	ECL - RPO	120	90	210
BODY COIL 1.20MM X 910MM ECL	CHENNAI	ECL - RPO	100	80	180
END COIL 1.20MM X 1315MM ECL	CHENNAI	ECL - RPO	80	75	155
END COIL 1.50MM X 1315MM ECL	CHENNAI	ECL - RPO			0
CHENNAI TOTAL			630	525	1155
BODY SHEET 0.70 X 1800 X 920MM ECL	CHITTOOR	ECL - RPO		30	30
BODY SHEET 0.77 X 1800 X 920MM ECL	CHITTOOR	ECL - RPO	30		30
BODY SHEET 0.80 X 1800 X 920MM ECL	CHITTOOR	ECL - RPO		30	30
BODY SHEET 0.97MM X 1005MM X 1800MM ECL	CHITTOOR	ECL - RPO	30	30	60
BODY SHEET 0.97MM X 913MM X 1800MM ECL	CHITTOOR	ECL - RPO	90	90	180
END SHEET 0.97MM X 1315MM X 660MM ECL	CHITTOOR	ECL - RPO	30	30	60
BODY SHEET 1.20MM X 910MM X 1800MM ECL	CHITTOOR	ECL - RPO	30	30	60
END SHEET 1.20MM X 1315MM X 660MM ECL	CHITTOOR	ECL - RPO	30	30	60
CHITTOOR TOTAL			240	270	510

Contd.....

MATERIAL DESCRIPTION	PLANT	QUALITY	Jan'18	Feb'18	Total
BODY COIL 0.90MM X 913MM ECL	KOLKATA	ECL - RPO	30	0	30
END COIL 0.90MM X 1220MM ECL	KOLKATA	ECL - RPO	0	0	0
BODY COIL 0.97MM X 913MM ECL	KOLKATA	ECL - RPO	200	200	400
END COIL 0.97MM X 1220MM ECL	KOLKATA	ECL - RPO	100	100	200
BODY COIL 1.20MM X 910MM ECL	KOLKATA	ECL - RPO	30	30	60
END COIL 1.20MM X 1220MM ECL	KOLKATA	ECL - RPO	0	0	0
BODY COIL 0.50MM X 876MM NEC	KOLKATA	NON-ECL / ECL - RPO	0	0	0
BODY COIL 0.60MM X 876MM NEC	KOLKATA	NON-ECL / ECL - RPO	100	100	200
END SHEET 0.60MM X 1120MM X 560MM NEC	KOLKATA	NON-ECL / ECL - RPO	0	30	30
KOLKATA TOTAL			460	460	920
GRAND TOTAL			7505	6755	14260

ANNEXURE – III

SPECIAL TERMS & CONDITIONS

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
2. **Purpose of Contract:**
This contract is for Supply of "CR Steel Coils/Sheets" as per Annexure – II. Any deviations to the Tender Specifications need to be intimated to Balmer Lawrie by the Vendor and their bid shall be considered for commercial evaluation only after acceptance of deviations by Balmer Lawrie.
3. Bidder should quote in the Price Bid format. Your quotation should contain all the elements such as Basic rate, Freight, SGST/UGST and CGST or IGST as applicable.
4. The tenderer is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the tenderer will not be acceptable.
5. **Delivery period** – The materials ordered to be delivered to BL plants strictly as per the delivery schedule specified in the Purchase Orders for the month of Jan'18 – Feb'18 as per Company's requirement. The schedule is given for the supply period based on projections and BL reserves the right to modify the schedules at time closer to the period based on the actual consumption and market conditions, which will be binding on the successful bidders.
6. **Test & Performance Certificates** – The suppliers shall furnish Material Test Certificates with IS:513_2008 BIS logo along with the challans and invoices
7. **Guarantee / Warranty** – Material supplied shall be guaranteed against manufacturing and or material defects for 60 days from the date of dispatch. Defects found, if any during the period, will be reported to, and the same should be addressed promptly and complaint settled by next 30 days.
8. **Tender Evaluation**

Please note that the evaluation and award for this would be finalized on the basis of Composite Lowest Net Delivered Value (NDP) separately for each location as per Annexure V. For suppliers who wish to offer ECL steel in lieu to Non-ECL steel, their offer will be considered against Non-ECL quality only for arriving at the NDP. However, suppliers who quote for Non-ECL steel in lieu of ECL steel, their offer will not be considered for arriving at the NDP or L1 bidder. BL reserves the right to vary the quantities / reallocate between sizes in the tender.
9. BL reserves the right to accept any tender in whole or in part and reject any or all tenders. BL is not bound to accept the lowest rate for any tender and reserves the right to accept one or more tenders in part. BL reserves the sole right to increase or decrease the overall tender quantity by 20% as may be required. BL reserves the right to increase or decrease the quantities of any sizes or include any new size within thickness of 0.50MM to 0.65MM and 0.70MM to 1.50MM and width 876MM to 1315MM at the same price as mentioned in the price bid, as may be required during the execution of the order.
10. **The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates. Lowest bidder will be decided on Composite Net Delivered Value Quality & Location wise as detailed in Clause No. 8 above.**

11. **Stock to be maintained by successful bidder**
Considering the tender quantity will be evenly supplied during the period, the successful tenderer shall maintain a minimum stock of 30 days at their stock point at any point of time at their own cost. BL's official may visit the facility to verify the same. Failure to maintain the minimum stocks may lead to termination of the contract
12. **Packing & Marking**
The item should be packed to protect from water ingress and should not be exposed to heat. It should be so packed to withstand the hazards normally encountered with the means of transport, including loading and unloading operation. The successful bidder shall be held liable for all damages to the item due to defective or insufficient packing. Each Coil must have water proof metal packing so as to withstand ingress of rainy water and to avoid any damage during Road / Rail transportation.
13. **Dispatch Instructions**
Unless otherwise specifically advised in writing, the goods shall not be dispatched without prior receipt of purchase order issued by BL. The supplies to Silvassa plant should be made in 20 Ft trailers only unless otherwise advised.
14. **Transit Insurance**
Insurance will be arranged by the supplier
15. **Rejection**
If, as a result of inspection, examination or testing, M/s. Balmer Lawrie's Representative decides that any material is defective or otherwise not in accordance with the contract, M/s. Balmer Lawrie's representative may reject such material and shall notify the Vendor within 60 days of receipt of material at site. The Vendor shall then investigate the material within 15 days from the date of complaint. If rejections are found to be genuine, the Vendor shall lift and replace with fresh material at the original supplied rate **within next 15 days**, else, BL reserves the right to go ahead with risk purchase from other supplier and recover the differential cost.

The payment of the rejected steel would be adjusted from the due payments if the complaint is not settled by the vendor within 30 days from the date of lodging the complaint wherever the rejection are found to be genuine and mutually accepted.

BL may at it's discretion send samples of steel supplied, to a third party laboratory for testing of the properties including oil levelling to ascertain confirmation to the agreed specification.
16. **Delivery Compliance**
The bidders should endeavor delivery of 100% of the ordered quantity. However in the event of total supplies effected falls short of 85% of the ordered quantity, within the contract period, BL reserves the right to prevent the bidder from participating in any or specified number of future BL Tenders.
17. Unloading and stacking of material at BL Plant site will be arranged by Balmer Lawrie & Co. Ltd.
18. In case of unsatisfactory performance of the successful bidder(s) either in relation to quality of material or adherence of specified delivery schedule, Company reserves its right to cancel part or whole of the order and prevent the bidder from participating in any or specified number of future BL Tenders.

GENERAL TERMS & CONDITIONS

1. Introduction

The bidder means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

2. Scope of Supply

Scope of Supply for the tender shall be as mentioned in Annexure II. Suppliers who intend to quote for ECL quality steel in lieu of Non-ECL quality steel as per Annexure II, will have the option to do so.

3. Reference for Documentation

Purchase Order Number must appear on all correspondence, invoices, packing and on any documents or papers connected with the order.

4. Confirmation of Order:

The successful bidder shall acknowledge the receipt of purchase order within 2/3 days following the mailing of this order in writing or through email and shall thereby confirm his acceptance of purchase order in entirety without exceptions.

5. Submission of tender will mean that the bidder have fully understood and accepted the terms and conditions of tender. Any subsequent revision on the same will not be considered and may lead to rejection of tender.

6. Validity of Quotation: The quotation should be valid for the Company's acceptance for a **period of 30 days (excluding the due date) from the date of opening of the tender.**

7. Sub-Contracting: The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior written consent.

8. PAYMENT TERMS

Our payment terms are as follows:

Payment for the accepted material will be made on the 37th day from the date of invoice. Payments shall be made from the location of delivery.

Relaxation in payment terms, if any, will be discounted @ 11% p.a. for calculating NDP. In the event of LC (Letter of Credit) mode, Bank charges of Rs. 200.00 per MT will be adjusted from the rates offered.

Consignment should be accompanied by valid documents such as Invoice as per GST tax structure, Lorry Receipt/GR, and Inspection Release Note (if any) along with Test Certificates, Guarantee Certificate and other relevant documents. Bills will not be accepted by us for payment without the consignee's acknowledgment in the delivery challans.

9. QUANTITY ALLOCATION

The location wise order will be split in between the L1 & L2 parties in the ratio of 70:30, provided the L2 party matches the rates with L1 rates. In case L2 tenderer does not agree to match the rates with L1 rates, then L3 tenderer and so on would be approached to match the L1 rates. In case L2, L3 and balance tenderers do not agree to match L1, then 100% order will be placed on L1 party. In the event where there is more than one L1 bidder, then the quantity will be distributed equally between the L1 bidders.

Negotiations, if held will be only with the lowest bidder.

Where ever the Tender quantity for a particular thickness / size is less than 50MT, the full tendered quantity will be awarded to L1 bidder, and proportionate quantity adjusted from other sizes of the L2 bidder in order to maintain the 70:30 ratio.

10. The spill over quantity, if any, may be carried forward beyond the contractual period only at BL's discretion.

11. ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of 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. The award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

11.1 Dispute between Public Sector Organizations:

Any dispute or difference between the parties hereto arising out of any notified claim of the Contractor in terms of hereof and/or arising out of any amount claimed by the Owner (whether or not the amount claimed by the Owner or any part thereof shall have been deducted from the Final Bill of the Contractor or any amount paid by the Owner to the Contractor in respect of the work) which cannot be resolved amicably by mutual consultation or through the good offices of empowered agencies of the Government, shall be referred to arbitration of one of the arbitrators to be nominated by Secretary to the Government of India in charge of the Bureau of Public Enterprises. The Arbitration Act, 1996 (26 of 1996) shall not be applicable to the arbitration under this clause. The award of the Arbitrator shall be binding upon parties to the dispute, provided, however, that any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary, as the case may be, whose decision on the appeal shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

11.2 Dispute with foreign parties:

- 11.2.1 Any dispute, controversy or claim arising out of or relating to this Agreement or the breach thereof, either directly or indirectly, which cannot be settled by the Parties hereto, shall be finally decided by arbitration in accordance with the UNCITRAL rules of arbitration existing at the date thereof, except that in case of any conflict between the provisions of such rules and the provisions of this Agreement, the latter shall govern.
- 11.2.2 There shall be three arbitrators; one of the arbitrators will be nominated by each of the Parties and the third (who shall act as Chairman) shall be appointed by agreement between the Parties and failing such agreement shall be appointed by agreement between the nominated arbitrators and failing such agreement shall be appointed in accordance with the UNCITRAL rules or if rules do not provide for an appointing authority, then the appointing authority shall be as provided in accordance with the appointing procedures of the International Chamber of Commerce, Paris, France; otherwise, the arbitration shall be instituted in accordance with the UNCITRAL rules.
- 11.2.3 The arbitration, including the rendering of the award, shall take place in New Delhi. The language to be used in the arbitration shall be English.
- 11.2.4 Any decision or award of the arbitrators shall be based solely on the provisions of this Agreement, provided, however, that to the extent that the subject matter for the decision or award is not provided for in such provisions, it shall be based on the substantive and procedural law of India, excluding its conflicts of law provisions. The arbitrators shall not be requested nor shall they have the power to render any decision or award except as provided in the preceding sentence. Cost of arbitration shall be shared equally by the Parties.
- 11.2.5 Judgement upon the award rendered shall be enforceable in any court having competent jurisdiction thereof, or application may be made to such court for a judicial acceptance of the award and an order of enforcement, as the case may be.
- 11.2.6 This agreement shall be governed by the laws of India.

11.3 Notwithstanding the existence of any dispute or arbitration in terms hereof or otherwise, the Contractor shall continue and to be bound to continue and perform the works to completion in all respects

according to the Contract (unless the Contract or works be determined by the Owner) and the Contractor shall remain liable and bound in all respects under the Contract

12. FORCE MAJEURE CLAUSE

Only the following shall be considered as "Force Majeure" if they intervene before the contractual delivery date and impede performance: Acts of God, Wars, Revolutions and Official Strikes.

13. Control Regulations

Successful bidder warrants that all goods/materials covered by this order have been produced, sold, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods covered in the order. The bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

14. Testing and Inspection

Sampling, testing and acceptance of the material supplied shall be carried out in accordance with the procedure prescribed by the company.

It must be noted that it is incumbent upon the company to check and test each and every unit of the material. The Company shall make only random checks in accordance with the inspection procedure. The tenderer should therefore take note of all requirements before submission of tender. The final acceptance/rejection of materials will be decided at the time of actual usage in the respective plant and it will be binding on the part of the bidder to replace the rejected quantity including the quantity used till the time of identification of quality problem.

15. Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

16. Delivery

The bidder shall try to complete the delivery as mentioned in the scope of work/call-up's/purchase order/weekly schedule as may be provided time to time within the stipulated time period. The tenderer will note the destination of the material as indicated in individual call up's/orders/weekly schedules.

Any spill over quantities / undelivered quantities can be uplifted beyond the contract period, at the same rates and terms and conditions, with mutual agreement between the buyer and seller.

17. Risk Purchase

In the event of delay in delivery/ short supply as against the work/call-up's/purchase order/weekly schedule, BL reserves the right to source the equivalent quantity from any of the other bidders, at a mutually agreed price/ market price, and reducing the equivalent quantity from the defaulting L1 or L2 bidder's. The differential price between the L1 price/ordered price and at the price at which BL would source the short supplied/delayed quantities from other suppliers will be recovered from the payables due to defaulting L1 or L2 supplier.

18. Price Basis

Rates to be quoted on "Delivered at Plant basis" as per price bid format for Domestic Suppliers, separately indicating Basic Price in Rs. per unit, Freight, GST % (SGST/UGST and CGST or IGST as applicable) etc. during Priced bid submission stage. Transit Insurance to be included in the base price.

Unless otherwise agreed to in terms of the purchase order, the price shall be:

Firm and not subject to escalation for any reason whatsoever till execution of entire order. However, all other statutory levies introduced by the statutory authorities during the contract period shall be payable extra by BL. Any increase/decrease in statutory levies on the date of delivery during the scheduled delivery period on finished materials will be on BL account. If the material is not supplied within the delivery period, then any increase in the statutory levies shall be to Vendor Account.

19. Termination

Without prejudice to BL's right to price adjustment by way of discount or any other right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if :

- The bidder fails to comply with any material term of the Contract.
- The bidder informs BL of its inability to deliver the item within the stipulated Delivery Period or such inability otherwise becomes apparent.
- The bidder fails to deliver the item within the stipulated Delivery Period and / or to replace / rectify any rejected or defective material promptly.
- The bidder becomes bankrupt or goes into liquidation.
- The bidder makes a general assignment for the benefit of creditors.
- A receiver is appointed for any substantial property owned by the bidder.
- The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately discontinue the supply as per the purchase order.

On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL 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. BL reserves the right to recover such loss from any outstanding payment to the bidder towards previous supplies.

I/We accept all your terms and conditions as stated above.

By accepting the clause "Vendor Undertaking" in the tender base information of the online bid submission, it is understood that:

- a) Bidder has read and understood the tender document and agrees to fully abide by the terms & conditions mentioned herein.
- b) Bidder is fully aware of the technical specifications and agrees to supply as per the specifications without any deviations thereto.

ANNEXURE – V(A)

PRICE BID FORMAT – to be filled by BIDDER ON LINE

Sl. No.	Description		NAVI MUMBAI	NAVI MUMBAI
	Material Description	Steel Coils	0.70MM to 1.25MM X 910MM to 1050MM	0.70MM to 1.50MM X 1220MM to 1315MM
A.	Quantity		3310	1750
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

ANNEXURE – V(B)

PRICE BID FORMAT – to be filled by BIDDER ON LINE

Sl. No.	Description		SILVASSA	SILVASSA
	Material Description	Steel Coils	0.70MM to 1.25MM X 910MM to 1050MM	0.70MM to 1.50MM X 1220MM to 1315MM
A.	Quantity		2910	1500
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

Sl. No.	Description		ASAOTI	ASAOTI
	Material Description	Steel Coils	0.70MM to 1.25MM X 910MM to 1050MM	0.70MM to 1.50MM X 1220MM to 1315MM
A.	Quantity		1425	780
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

Sl. No.	Description		CHENNAI	CHENNAI
	Material Description	Steel Coils	0.60MM to 1.25MM X 910MM to 1050MM	0.70MM to 1.50MM X 1220MM to 1315MM
A.	Quantity		790	365
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

Sl. No.	Description		CHITTOOR	CHITTOOR
	Material Description	Steel Sheets	0.70MM to 1.25MM X 910MM to 1050MM X 1800MM	0.70MM to 1.50MM X 1315MM X 658MM
A.	Quantity		390	120
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

Sl. No.	Description		KOLKATA	KOLKATA
	Material Description	Steel Coils	0.70MM to 1.25MM X 910MM to 1050MM	0.70MM to 1.50MM X 1220MM to 1315MM
A.	Quantity		490	200
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

ANNEXURE – V(C)

PRICE BID FORMAT – to be filled by BIDDER ON LINE

Sl. No.	Description		KOLKATA	KOLKATA
	Material Description	Steel Coils / Sheets	0.50MM to 0.65MM X 876MM	0.50MM to 0.65MM X 1120MM X 560MM
A.	Quantity		200	30
B.	UOM		MT	MT
C.	Basic	Input by Seller		
D.	Freight	Input by Seller		
E.	SGST / UGST %	% of (C+D)		
F.	CGST %	% of (C+D)		
G.	IGST %	% of (C+D)		
H.	Total landed price	(C+D+E+F) or (C+D+G)		
I.	Less GST	(E+F) or G		
J.	Net Landed Price	(H-I)		
K.	Net Landed Value	(A X J)		

Annexure – VI

GST Compliances

1. Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure – VII attached if not provided already.
2. Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor
3. Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
4. Vendors are required to raise invoice as per the GST tax structure.
5. Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.
6. In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.
7. Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

Annexure - VII

Format for GST Details

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	Minority Indicator	
19	GSTIN Registration Number	
20	HSN/SA Code for Supply/Service	
21	GST rates (in %) applicable for Supply/Service to be provided.	
22	Composition Scheme Applicable	Yes / No
23	Proof of GSTIN Registration No. per state [From GSTN website]	
24	Vendor's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From	
29	Exempt To	

CONDITIONS FOR ONLINE BID SUBMISSION

Pre-Requisites Before Login to System (Software requirements.)

Minimum System Requirements:

- Pentium IV or Later Processor
- Minimum of 1 GB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

Operating System:

- Windows 7, Windows 8, Windows 10

Browser Version:

- Internet Explorer Versions 11

Java Component:

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) is installed on your machine or not.

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 in the Catalogue.

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd.
Contact Nos. and email IDs for C1 India helpdesk officers

Contact Person

1. Mr. Sachin Toraskar, Land No 022 66865610

Email - sachin.toraskar@c1india.com

2. Mr. Tirtha Das, Mob 09163254290

Email - tirtha.das@c1india.com

3. Mr. Tuhin Ghosh, Mob. 08981165071

Email – tuhin.ghosh@c1india.com

4. Mr. CH. Mani Sankar (Chennai), +91-8939284159

Email – chikkavarapu.manisankar@c1india.com

5. Mr. Partha Ghosh, Mob. 0 08811093299

Email – partha.ghosh@c1india.com Or

Balmer Lawrie's officials.

Contact nos. and e.mail ID's

Mr. Amlan Gupta-Landline-02266258188, Mob.9987499905, gupta.amlan@balmerlawrie.com

Mr. Sanket Thakur, Mob 09967524819, Land Line No. 022 66258209, e.mail: thakur.ss@balmerlawrie.com

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate (Class II) 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.

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.

Disclaimer Clause:

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.

ANNEXURE IX

SUPPLIER CODE OF CONDUCT

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co. Ltd.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. Ltd. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Ltd. Compliance Program. In such event Balmer Lawrie & Co. Ltd. expects the supplier to accept such reasonable changes

The supplier declares herewith:

Legal Compliance

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

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.

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.

Prohibition of child labor

- To employ no workers under the age of 18;

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;

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;

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.

ADDRESSES OF VARIOUS BALMER LAWRIE PLANTS AND TAX DETAILS

Address	Tax Information
Balmer Lawrie & Co Ltd (1030) SBU – Industrial Packaging Survey no. 23/1/1, Khadoli Silvassa (UT of Dadra Nagar & Haveli) – 396230 Ph - 0260-2649044, Fax – 0260-2699045	Provisional ID Number: 26AABCB0984E1ZX
Balmer Lawrie & Co Ltd (1050) SBU – Industrial Packaging Vill: Piyala, PO Asaoti Faridabad (Haryana) – 121102 Ph - 0129-2205073, Fax – 0129-2215090	Provisional ID Number: 06AABCB0984E1ZZ
Balmer Lawrie & Co Ltd (1070) SBU – Industrial Packaging 32, Sattangadu Village, Manali Chennai (Tamil Nadu) – 600068 Ph - 044-25941438, Fax - 044-25941156	Provisional ID Number: 33AABCB0984E1Z2
Balmer Lawrie & Co Ltd (1090) SBU – Industrial Packaging 62, Patnam Village, Araconda Road Chittoor (Andhra Pradesh) – 517131 Ph - 08573-281077, Fax No. – 08573-281088	Provisional ID Number: 37AABCB0984E1ZU
Balmer Lawrie & Co Ltd (1110) SBU – Industrial Packaging P-4/1, Oil Installation Road, Paharpur Kolkata (West Bengal) – 700088 Ph - 033-24393808, Fax No. – 033- 24393793	Provisional ID Number: 19AABCB0984E1ZS
Balmer Lawrie & Co Ltd (1150) SBU – Industrial Packaging G 15,16,17, MIDC, Taloja, District – Raigad (Maharashtra) – 410208 Ph – 022-27412660	Provisional ID Number: 27AABCB0984E1ZV