



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

www.balmerlawrie.com

(Regd. Office:21, N.S.Road, Kolkata-700001)
SBU – Leather Chemicals

NOTICE INVITING TENDER

Tender No. BL/LC/MAN/INSU/LT/201718/0335 dated 19.03.18

Due date of Tender: 14hrs of 24th March, 2018
Opening of Technical Bid: 15hrs of 24th March, 2018

Online e-Tender is invited for **Domestic Credit Risks Insurance** 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

Balmer Lawrie & Co.Ltd. SBU-Leather Chemicals Sattangadu Village, Manali	Contact Person 1. Mrs. Vaishnavi Bubesh Contact No 044-25946518; 9500057298 Email bubesh.v@balmerlawrie.com 2. Mr. Tapan Choudhry Contact No 044-25946562; 9444848749 Email choudhury.t@balmerlawrie.com 3. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com 4. Mr. Tuhin Ghosh, Mob. 08981165071 Email – tuhin.ghosh@c1india.com 5. Mr. CH. Mani Sankar (Chennai), +91-8939284159 Email – chikkavarapu.manisankar@c1india.com 6. Mr. Partha Ghosh, Mob. 0 08811093299 Email – partha.ghosh@c1india.com
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Format of Tender Document

Tender Documents consist of:

- A. Instruction for bidders
- B. Special Terms & Conditions
- C. General Terms & Conditions
- D. Annexure I – Prequalification criteria.
- E. Annexure II – Price Bid.
- F. Annexure III - Conditions for Online Bid submission

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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.

A. Instruction for Bidders

• **Clarifications**

Clarifications that the Bidder needs to have on the tender specification can be sought from BL within one week from the date of issue of this enquiry.

All clarifications shall be by e-mail (*Only email queries shall be replied*)

• **Consideration of Price Bid**

The Price Bid of Bidders with valid offers and meeting the Pre-Qualification Criteria as set by BL shall only be considered.

• **Complete Scope of Work**

The complete scope of work has been defined in Annexure I of the tender document. Only those bidders who take responsibility and bid for the complete scope of work may be considered for further evaluation

• **Tender Documents and Deviations**

It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. **Deviation from technical specifications, as given in the Tender Document-Annexure – I and II, would invite immediate dis-qualification from further consideration of the bid.**

• **Preparation and submission of Tender Documents**

- The bidders are required to fill the tender document in a format as outlined below in the E.Proc platform:
- The Pre-qualification criteria (Annexure I) & Price Bid (Annexure II) should be submitted in the E Portal. However, bulky prequalification documents need not be scanned and submitted in e-portal. The same shall be submitted offline along with necessary documentary proofs (Excluding price bid)
- The Pre-qualification criteria (Annexure I) will include all the necessary documents, declarations as required and entire tender document print with sign and stamp on each and every page.
- **The Price Bid (Annexure II) should be submitted online only.** Submission of offline price bid will disqualify the bidders' participation in the tender.
- Price bid should be filled as per the format provided (Annexure II).

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- The sealed envelope containing offline tender documents containing pre-qualification documents shall be couriered to **The Purchase Department, Leather Chemicals, No.32, Sattangadu Village, Manali, Chennai-600068.** The envelope should be mentioned with **“Tender for providing Credit Shield Insurance Cover for whole turnover of Domestic sales on clean credit offered to customers of Balmer Lawrie & co. Ltd.”**
- L1 will be decided based on Total Premium Payable and Charges towards assessment of buyers i.e. corporate and non-corporate.

1. Introduction

- We, Balmer Lawrie & Co. Ltd. Is a diversified Company with business interests in Industrial Packaging, Greases & Lubricants, Leather and Chemicals, Container Freight Station, Speciality Containers, Travel & Tours, tea Exports & Trading and logistics Management Service.
- We are pleased to inform you that we are looking for Credit Insurance for our SBU-Leather Chemicals covering East, West, South and Northern Regions for Domestic Credit Risks Insurance.
- We have appointed M/s. Global Insurance Brokers Private Limited as our exclusive Insurance Brokers. They shall be contacted for all clarification and details regarding the tender documents. You may Contact:

Mr. Mr. Gautam Murkunde
Vice President
Global Insurance Brokers Private Limited
One Forbes, 5th Floor, Dr. VB Gandhi Marg,
Fort, Mumbai – 400001
Mob : +91 9920551134

Ms. Shruti Bakshi
Manager
Global Insurance Brokers Private Limited
One Forbes, 5th Floor, Dr. VB Gandhi Marg,
Fort, Mumbai - 400001
Mob : +91 9619399484

2.0 Scope of cover:

a.The coverage envisaged by us should take care the following –

- i) Domestic Credit risk against Default and Insolvency. The estimated annual turnover for FY 18-19 would be INR 41 crore.
- ii) Contract repudiation exclusion waive off.
- iii) No Discretionary limit is opted. In case the tenderer offers a limit, then it will be in full understanding that, the company's credit checks may not be in accordance to the set process prescribed by the Insurer.
- iv) Terms of the payments to be 90/120 days (as per contract credit terms) with Maximum extension period of 120 days.
- v) Claim waiting period will be 6 months from due date of oldest invoice.
- vi) Non Qualifying Loss (NQL) of INR 150,000.
- vii) Deductible: NIL
- viii) Insured percentage / Indemnity of settling the loss to be 85%.
- ix) Claim condition to incorporate the following point: - that it is not mandatory for the client to pursue legal action for proceeding on the claim with the insurance Company.

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- x) The Insurer will not demand the company to set any process that is not specifically stated in the offer. In the absence of any cleared stated claim process, the insurer should agree that the company would decide and set the claim process.
- xi) Maximum aggregate Limit of Liability per policy period= Rs. 5 Crs.
- xii) No Claim Bonus= 10% of Total Premium post adjustment considering actual turn over at the end of the policy period and continuation of policy next year with same insurer without any break-in in the policy period.
- xiii) The Credit insurance policy of Balmer Lawrie will be as per the following:-----
- b. The participating insurer will also certify that he has the read the terms and conditions pre agreed TAT and there will be no divergence as per the submitted, and finalise the quote.
- c. The insurer are expected to state the additional benefits/ betterment over and above the offered.
- d. The Insurer shall have to refund without any deduction surcharge of the premium if there is change in terms condition or any other dispute.

3. Insurable Turn Over Details

Financial Year	Total Sales (Lacs)
2014 – 2015	3325.46
2015 – 2016	3364.46
2016 – 2017	3725.46
2017 – 2018 (appox)	3600.00
Forecast 2018 – 2019 (Approx.)	4100.00

4. Maximum balances outstanding as on 31st December 2017:

Debtor profile			Amount owed (Rs.)	% of total
20,000,000	-	50,000,000	21,592,180	15%
10,000,000	-	20,000,000	30,378,299	21%
5,000,000	-	10,000,000	71,109,279	49%
2,500,000	-	5,000,000	18,767,660	13%
1,000,000	-	2,500,000	2,373,861	1%
500,000	-	1,000,000	2,496,938	2%
250,000	-	500,000	0	0%
Under	-	250,000	-2,020,309	-1%
Total			144,697,908	100%

5. Ageing Analysis as on 31st December 2017:

Aged debt analysis at:	31.12-2017	Amount owed (Rs.)	% of total
Current - not yet due for payment		122,587,361	84.72%
1 to 30 days overdue		13,709,465	9.47%
31 to 60 days overdue		1,969,595	1.36%
61 to 90 days overdue		20,284	0.01%
>90 days overdue		6,411,202	4.43%
Total		144,697,907	100.00%

6. Credit customer list as on the date of award of contract based on L1 status will be shared for credit risk assessment.

7. TERMS OF PAYMENT (State terms of payment of invoices submitted to buyers as percentage of turnover)	
No. of days presently from	Minimum – 90 days & Maximum – 120 days

8. Nature of Business Activity- Manufacturer and supplier of Leather Chemicals.

9. CREDIT MANAGEMENT DETAILS:

Name and position of the responsible person for company`s credit management:

As per Approved Credit Policy

Basis of establishment of a specific credit limit:

1. Audit/ Management accounts
2. Regular personal visit made to the customer
3. Personal Interaction by the company`s team
4. Other sources

How often is a Credit limit reviewed : Quarterly basis.

Information used in reviewing the credit limit : As per Approved Credit Policy

How many days after due date normally

- take Collection action : Immediate after due date
- Stop further Supplies : 60 days from due date
- Take Legal action : When the customer terminates the relationship or winding up of business or non-receipt of any payment after 180 days

Who has the authority to take action : 1.Sales Personnel, 2.AVP(Marketing)

Protracted Delay: Director/ COO (LC).

10.0 PERIOD OF COVERAGE

The coverage will be for a period Apr-18 till 31st March 19. The rate quote should be valid for one year, however premium will be paid in the ratio of 50:25:25.

The contract may be extendable for 2nd and 3rd year subject to satisfactory performance and mutual consent between BL and the insurance company.

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Discount and values table to be provided along with the submission of the proposal. Preferably extra weightages to the Insurance Company who have online data access facilities under which Balmer lawrie can review their credit limits and apply online to the Insurer credit portal.

11.0 OFFER

- 11.1 The term "Company/BLCL/Balmer Lawrie "wherever mentioned in the tender document refers to "Balmer lawrie & co. Ltd."
- 11.2 The term bidder /Insurer means the firm or a company with whom the order is placed and shall be deemed to include the bidder, successors representative heirs executers and administrators duly approved by the company.
- 11.3 On the basis of above information you are requested to submit your quote, Submission of hard copy of the quote sheet duly signed and sealed is mandatory for validation of the quote.
- 11.4 Incomplete offers are liable to be rejected.
- 11.5 Clarification, if any, shall be sought not later than 3 days before the last date of submission of offer.
- 11.6 If required the past performance may be evaluation criteria for final assessments.
- 11.7 The rate quoted shall be firm and final, held valid for the period of one year. No provisional rate of premium shall be offered. Once quote submitted shall not be withdrawn.
- 11.8 The sum Insured value given are only provisional and Balmer Lawrie reserves its right to increase or decrease depending upon requirement during the award of insurance business and during the period of Insurance.
- 11.9 In Line with the circular Ref.001/NL/GENERAL/APR06 dated 19/04/06 from IRDA or any other amendments to all insurance companies, request you to understand the clients requirement properly and accordingly offer your rate for any further information or clarification, feel free to contact our Insurance Broker or directly.
- 11.10 Notwithstanding anything stated above, Balmer Lawrie reserve the right to assess the insurer's capacity and capability to perform the specified Insurance Business.
- 11.11 Purchase preferences to central Public sector under takings as per the guidelines issued by Department of public enterprise / Govt. Of India, in this regards will be applicable.
- 11.12 Submitting the offer does not guarantee Balmer Lawrie & Co. Ltd. Accepting the offer. Balmer Lawrie reserves the right to accept or reject any offer, offers, or part thereof as its sole discretion, without assigning with any reason thereof.
- 11.13 Balmer Lawrie takes no responsibility for delays, loss or non-receipt of the offers sent by the insurer.
- 11.14 The submission of offer shall have no cause of action or claim against Balmer Lawrie and co. For rejection of offer. The Insurer whose offer is not accepted shall not be

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entitled to claim any costs, expenses incurred by them in connection with the submission of their offer.

- 11.15 Balmer Lawrie reserves the right to award and distribute business to one or more insurers.

The company would not carry out any negotiations except with such bidders who is/are the lowest quoted bidders originally. As such it would be in the interest of the bidders to quote the lowest possible price.

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

It shall be understood that every endeavour has been made to avoid error which may materially affect the basis of tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

The bidders are required to read all the above terms and condition and sign the pages as acceptance of the same while quoting the price.

For all clarification and details regarding the tender document the bidder shall contact –

Ms. Shruti Bakshi
Manager
M/s. Global Insurance Broker Pvt. Ltd.
One Forbes, 5th Floor, Dr. VB Marg,
Fort, Mumbai
Mob. - +91 9619399484

MS.Vaishnavi Bubesh
Senior Manager (Accounts)
M/s Balmer Lawrie & Co. Ltd.
Sattangadu Village,
Manali, Chennai - 600058
Mob. - +91 9500057298

B. SPECIAL TERMS & CONDITIONS.

1. Payment Terms:

Our payment terms are as follows:

1. Charges towards assessment will be paid in full on completion and submission of details to the company.
2. 50% of the premium for the 1st year will be made after completion of credit risk assessment of all the shared customers and at inception of the policy. Balance premium will be paid in 2 equal instalment at the end of every 5 months from the inception of the policy.

Award of Contract

- a) **BL shall place the Service order on the Lowest Quoted Bidder and as such it would be in the interest of the bidders to quote their most competitive price.**

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

C. GENERAL TERMS AND 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 Confirmation of Order

The successful bidder shall acknowledge the receipt of purchase order within 5 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

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3 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.

4 Rejection of Bids

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any state. BL reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reason. The decision of BL in this connection will be final.

5 Arbitration

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavour to settle such dispute amicably. If the dispute is not amicably resolved within a period of 30 (thirty) days from the date of receipt of such notice by a Party, the dispute shall be settled by reference to the following for resolving disputes:

Dispute or difference shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by C&MD, Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Chennai, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement. In case of an Indian Company the Arbitration shall be held by the relevant machinery of arbitration appointed by Government of India (Permanent Machinery of Arbitrator-PMA) in the Department of Public Enterprises. Sole Arbitrator shall be appointed by BL.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

D. PRE-QUALIFICATION CRITERIA.

Sl.No.	Pre Qualification Clause	Pre-Qualification Requirement	Supporting
1.	The insurance company should be approved by the Govt. of India and registered under IRDA.	Certificate to be Attached	IRDA Certificate to be attached
2.	Minimum Criteria (Domestic Credit Insurance) for financial year 2016-2017	Book size Minimum 15 crore Premium	CA certificate to be attached
3.	Turn Over for Credit (Export & Domestic) and political Risk for combined past 3 financial years i.e. FY 2014-15, 2015-16 & 2016-2017	Minimum INR 50 Crore Premium	CA certificate to be attached
4.	PAN No.	Copy required	Copy of PAN to be attached
5.	GST registration no.	Copy required	Copy of Certificate to be attached
6.	Executive summary about the insurance company/Joint Venture.	Attach documentary evidence	If any
7.	Online facilities	Monitoring / Limit Application /submission of claim etc. can be done by Online	To be abled.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

E. Financial Bid

Subject: Tender for Domestic Credit Insurance

Having examined the tender documents vide aforesaid letter and having understood the terms of the said tender documents and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. to Credit Insurance, we give below our quote for insurance for the period of one year:

<u>Particulars</u>	<u>Rate</u>	<u>Amount (Rs.)</u>
i) Annual Premium Rate in terms of percentage of estimated turnover i.e. Rs.41 Crore	% of 41 Crore	RATE TO BE QUOTED ONLINE ONLY.
ii) Charges towards assessment of Non-Corporate or Corporate Buyers (Rate in terms of per Buyer Assessment Fee to be entered) Total Count= 50 nos (approx.)	Rate per buyer x Total count	
GST as applicable	%	
Total Payable		

TOTAL Premium Payable in words: -

1. L1 will be decided based on Total Premium Payable and Charges towards assessment of buyers i.e. corporate and non-corporate.

Note :

- 1.Premium will be payable based on the Final Estimated Turnover that will be informed, once the credit risk assessment of all the shared customers are completed and submitted to the company.
- 2.Premium will be payable on the final estimated turnover and proportionate to the coverage period.

Insurance Co. details:

Name-

Designation-

Address-

Tel:

Email ID:

Re- Insurance Co. details:

Name-

Designation-

Address-

Tel:

Email ID:

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Special Terms and Conditions and General Terms & Conditions** as laid down in the Tender Documents.

Insurance Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE-III

CONDITIONS FOR ONLINE BID SUBMISSION

1. 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

<p>Contact Person</p> <p>1. Mr. Ujwala Shimpi, Land No 022 66865608 Email – ujwala.shimpi@c1india.com</p> <p>2. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com</p> <p>3. Mr. Tuhin Ghosh, Mob. 08981165071 Email – tuhin.ghosh@c1india.com</p> <p>4. Mr. CH. Mani Sankar (Chennai), +91-8939284159 Email – chikkavarapu.manisankar@c1india.com</p> <p>5. Mr. Partha Ghosh, Mob. 0 08811093299 Email – partha.ghosh@c1india.com</p>

Or

Balmer Lawrie's officials.

Contact nos. and e.mail ID's

1. Mr A.Arun Landline-04425946542-Mob.-7010622154

Email: a.arun@balmerlawrie.com

2. Pre-Requisites before Login to System (Software requirements.)

Minimum System Requirements:

- P 4 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 7,8,10

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.

3. 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.

Digital Certificate authentication:

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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.

4. Submission of Hard copies:

The bidder shall furnish the offline sealed documents containing the prequalification criteria with necessary documentary proofs and the tender document sealed and signed in all pages (excluding price bid) 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.

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.