



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707

Phone No 2724 0466 /2724 2988, Fax No. 2724 2943

E-mail: koli.ka @balmerlawrie.com

TENDER NO: BL/CFS-MUM/554 dt.18/07/2017

CIN - L15492WB1924GOI004835

TECHNICAL / COMMERCIAL BID

Tender Document for

[CONTRACT FOR SUPPLY OF COMPUTER STATIONERY & PHOTOCOPYING PAPER]

DUE DATE & TIME: 28/07/2017 [at 17.00 hrs]

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NOTICE INVITING TENDER

Bids are invited from registered Vendors, who fulfil the eligibility criteria indicated in General Terms & Conditions subsequently, for undertaking the subject contract for **[CONTRACT FOR SUPPLY OF COMPUTER STATIONERY & PHOTOCOPYING PAPER]**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the tendering portal www.balmerlawrie.com Interested parties have to pay an interest free EMD of Rs.**[3000/- (Rupees Three thousand only)]** by Demand Draft/Pay Order at our above address. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Schedule Bank, payable at **[Mumbai/Navi Mumbai]**. Valid MSMED/NSIC certificate holders are exempted from EMD. The tender has to be submitted along with the supporting documents in a sealed envelope superscribing **TENDER No. BL/CFS-MUM/554 Dated 18/07/2017 "OFFER FOR CONTRACT FOR SUPPLY OF COMPUTER STATIONERY & PHOTOCOPYING PAPER "** and shall be dropped in our tender box at the given address **within 28/07/2017 AT 17.00 hrs** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION
PLOT NO.1, SECTOR-7, DRONAGIRI NODE
NAVI MUMBAI – 400 707**

S. No	Description	Details
1	Name of Work	SUPPLY OF COMPUTER STATIONERY & PHOTOCOPYING PAPER
2	Tender No	BL/CFS-MUM/554
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion period	Within seven days from the date of issue of PO
5	Tender Fee	Not applicable
6	EMD	Rs.3000.00 (MSMED/NSIC parties are exempted)
7	Downloading / Submission of Tender :	
	a. Starts on	18/07/2017 at 3.30 PM
	b. Closes on	28/07/2017 at 17.00 hrs
	Opening of Tenders	28/07/2017 at 17.30 hrs

1. LIST OF DOCUMENTS TO BE SUBMITTED

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- Income Tax PAN number certificate copy

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents,
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.

1. Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in tendering system well before the closing date and time of bid.
- No Printed or posted Bids / offers shall be accepted.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the Balmer Lawrie website www.balmerlawrie.com. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

2. Filling of Tender Documents

- 2.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.

Balmer Lawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]

Tender No : _BL/CFS-MUM/554

- 2.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 2.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 2.4 The sole proprietor or authorised representative shall sign all documents that needs to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

SCOPE OF WORK

The successful tenderer shall have to undertake the following work:

1. Supply of 10x12x1 part: 70 gsm [with BL printed Logo] Computer stationeries-	10000 nos.
2. Supply of A 4 size Photocopying Paper : 75gsm(JK Red) -	700 Reams
3. Supply of 10x12x2 part: 70 gsm [with BL printed Logo] Computer stationeries	15000 nos.
4. Supply of 10x12x3 part: 70 gsm [with BL printed Logo] Computer stationeries	20000 nos.

Note :

- Quantity given above is only indicative and company does not give any guarantee for same.
- Specimen of the items can be had from our office during working hours.
- Specimen of quality of paper offered for each of the items noted above shall be enclosed with the offer by the tenderer mentioning the item on each of the specimen.
- The Stationeries and photocopy paper should be supplied at our CFS free of cost .

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- a) Payment of Interest Free EMD of Rs. [3 000/-]
- b) Bidder should be register vendor with Balmer Lawrie & Co Ltd Container Freight Station, Dronagiri, Navi Mumbai or any other unit of Balmer Lawrie & Co. Ltd.
- c) Bidder should have GST Registration number

2. Submission Of Bids

The bids should be submitted in single bid process

Technical / Commercial Bid [Unpriced] with Price bid

For Price Bid, only the rates are to be submitted as per given format.

2. Tender Opening

Unprice and price bid will be opened as per tender calender as it is a single bid.

4. Acceptance of offers

- 4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

4.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

4.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

5. Negotiations

5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.

5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

6. Price Variation

6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

6.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

7. Notification Of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

8. Completion Period

The Photocopying Paper(Reams) and computer stationeries shall be delivered at our address within seven days after the issuance of purchase order free of transportation/delivery charges

9. Security Deposit / EMD

The Earnest Money Deposit of the successful bidder would also be retained as Security Deposit till three months from the date of delivery. EMD of unsuccessful bidders will be returned after finalization of the contract.

10. Payment Terms

Payment will be released against certified bills within 7 (Seven) days from the date of receipt of material

11. Sub-letting of Work

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

12. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & 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.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender NoBL/CFS/MUM/554xx dt.18/07/2017and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

ANNEXURE – A

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return enclosed	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate enclosed	
13	GST Registration Number	
14	Whether copy of GST Registration certificate enclosed	
15	Name of the Banker	
16	Whether registration under MSMED Act	
17	In case registered under MSMED provide registration number	

	and copy of registration certificate.	
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PRICE BID

Sl. No.	Item Description	Indicative Quantity	Unit	Rate [inclusive of freight/delivery charges]	Amount
1.	Supply of 10x12x1 part: 70 gsm[with BL printed Logo] Computer stationeries	10000	Sheets		
2.	Supply of A 4 size Photocopying Paper : 75gsm(JK Red)	700	Reams		
3	Supply of 10x12x 2 part: 70 gsm[with BL printed Logo] Computer stationeries	15000	sheets		
4	Supply of 10x12x3 part: 70 gsm[with BL printed Logo] Computer stationeries	20000	sheets		
	Taxes and duties etc.				
	Total				

NB : The cost is inclusive of Delivery and Transportation charges

Total Amount in words.

Place-----Signature of Tenderer

Date-----Name & Address