

Balmer Lawrie & Co. Ltd.
5. J.N. Heredia Marg, Ballard Estate
Mumbai – 400 001.

Tender No. : BL/T&V/MUM/005/NOV-2018
Date : 5th November 2018

Sub: Appointment of Airport Representative.

Online Bids are invited from reputed, experienced, bona-fide and eligible bidders for appointment of Airport representative for SBU: T&V, Mumbai location through Balmer Lawrie eProcurement Portal <https://balmerlawrie.eproc.in> **OR**

Hard Copy tenders documents should be submitted in a single sealed envelope marked “**Airport Representative**” to office of **Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai - 400 001**”

M/s. Balmer Lawrie & Co. Ltd.
5, J.N Heredia Marg,
Ballard Estate, Mumbai – 400001

Earnest Money Deposit (EMD)

Bidders have to submit Earnest Money Deposit of **Rs.10,000** by Demand Draft/Pay order/ in favour of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India.** The Demand Draft/Pay order has to be made from a Scheduled Indian Bank.

- Cheque / Cash payment is **not acceptable towards EMD.**
- OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED.

- A. EMD will carry no interest
- B. EMD will be refunded only after execution/signing of the Sub-Lease agreement with the successful bidder

1.1. EMD is liable to forfeiture in the event of:

- A. Withdrawal of offers by the bidders during the validity period of the offer.
- B. Any unilateral revision made by the bidder during the validity period of the offer

1.2. Due Date for Submission of Bids

The Original Bid as per the tender requirements, must be sent either in person or through post/ courier addressed to VP-HR (WR), Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India on or before 16.00Hrs. On 8th November 2018. Offer received through fax/e-mail or in any other form of open offer shall not be accepted.

The Company shall not take any responsibility for any delay or non-receipt of any document. If any of the documents furnished by the bidder is found to be false/ fabricated, the bid is liable to be cancelled.

CONTACT DETAILS OF BALMER LAWRIE & CO LTD

Balmer Lawrie & Co. Ltd., 4 th Floor, Balmer Lawrie Building, 5, J.N. Heredia Marg, Ballard Estate, Mumbai – 400 001	C1 India Pvt.Ltd. 603,Coral Classic,20 th Road, Near Ambedkar Park, Chembur Mumbai-400 071
Contact Persons: Ms.Pradnya Naik naik.pd@balmerlawrie.com Mob.08796962800/ 022 61983388	Contact Person 1.Mr. Tirtha Das tirtha.das@c1india.com 2. Mr. Tuhin Ghosh tuhin.ghosh@c1india.com +91-8981165071 3. Mr. CH.Mani Sankar (Chennai) chikkavarapu.manisankar@c1india.com +91-8939284159 4. Mr. Ravi Gaiwal (Mumbai) ravi.gaiwal@c1india.com +91-022-66865633

We are an IATA approved travel agency. As a part of our business, we are required to procure Visas from different Consulates for our clients. We would like to appoint Airport Representative for providing services.

General Terms & Conditions are as per Annexure-I
Your offer should be strictly as per Annexure -II

Contract period will be two year w.e.f. November 2018 and further extension on mutual agreement.

Kindly submit your offer on your letter head in consideration with the General Terms and Conditions as per annexure-I in a sealed envelope super scribing "Airport Representative" to office of **Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai - 400 001** so as to reach us by 4.00pm on or before 8th November, 2018, Offers received after the due date and time will not be entertained.

Yours faithfully,
for **BALMER LAWRIE & CO. LTD.,**



Assistant Manager-HR

General Terms and Conditions

- 1] Interested parties are requested to submit their offer per assignment basis, not as per the number of heads.
- 2] Payment will be made on monthly basis within 10 days after submission of bills.
- 3] Company will provide an airport entry pass, that cannot be used for other company assignments apart from Balmer Lawrie & Co. Ltd., incase if we found the same the contract can be terminated.
- 4] No local conveyance or railway pass expenses are payable.
- 5] Company reserves the right to accept or reject any offer without assigning any reason whatsoever.
- 6] Please note that bids of any tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- 7] While offering, please be informed that, in the event of your non-compliance to any of the stipulations as specified herein above, company also reserves the right to take appropriate action including termination of contract.
- 8] GST as applicable
- 9] Protocol till aircraft to be provided as per client requirement, separate charge to be quoted.
- 10] Conformance with tender terms
Tenderer not conforming to the above mentioned requirements are liable to be rejected. Bids of any Tender may be rejected if conflict of interest between the Bidder and the Company is detected at any stage. Tender must put their seal & signature on all the pages of this tender in conformance with Tender Terms.

Rights of Acceptance /Rejection:

M/s. Balmer Lawrie & Co. Ltd., Reserves the rights to accept or reject any tender either in part or in full without assigning any reason whatsoever.

Arbitration:

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavor to settle such dispute amicably.

If not, such dispute or difference shall be referred for adjudication at Mumbai to a sole arbitrator to be appointed by Chairman & Managing Director, Balmer Lawrie & Co. Ltd

The place of Arbitration shall be Mumbai, 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 same can be ascertained from this Agreement.

We have studied the tender document carefully and have quoted our rates in accordance with the terms and conditions as laid down in the tender document. We also confirm to have accepted all terms and conditions mentioned herein.

Date:

Signature of tenderer:

Name:

Address:

Contact no:

Email id:

ANNEXURE – II

Sr.No.	Particulars	Amount
1.	Charges per assignment (Inclusive of applicable GST)	
2.	Charges for protocol service (Inclusive of applicable GST)	