



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[No.32, Sattangadu Village, Manali, Chennai-600068

Phone No 25941813 /25942557, Fax No. 25941863

E-mail: dutta.g@balmerlawrie.com]

TENDER NO: BLC/CFS/Hand Pallets/33

Dt. 30.11.18

Tender Document for

Supply of Hand pallets

DUE DATE & TIME: [12/12/2018 at 16:00 Hrs]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting Tender	3
3	Special Instructions for Participation in tender	4
4	Scope of Work	4-5
5	General Terms and conditions	5-7
6	Declaration accepting terms & conditions by bidder	7
7	Particulars of the organization	8
8	Price Bid	9

NOTICE INVITING TENDER

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced vendors for Supply of Hand pallets for our Container Freight Station, Manali, Chennai 68.

The Single bid tender document may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above during the normal office hours.

Tender in a sealed envelope super scribing TENDER NO. BLC/CFS/Hand pallets/33 Dt. 30.11.2018 "Tender for Supply of Hand pallets" shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 16.00 hrs of 12.12.18 with covering envelope addressed to:

THE CHIEF MANAGER
BALMER LAWRIE & CO.LTD
CONTAINER FREIGHT STATION
MANALI, CHENNAI 600 068

S.No	Description	Details
		Supply of Hand pallets
1	Name of Work	
2	Tender No	BLC/CFS/ Hand pallets/33
3	Validity Of Offer	30 days from the date of opening the tender
4	EMD	Rs.3,000/-
4	Completion Period	4 weeks from the date of placement of order
5	Submission of Tender :	
	a. Starts on	30.11.2018
	b. Closes on	12.12.2018 at 16.00 Hrs
6	Opening of Tenders	12.11.2018

1. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for proper 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 Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from Balmer Lawrie website www.balmerlawrie.com or the same can be obtained from our office at the address given above during the normal office hours. Interested parties have to submit an interest free EMD of Rs.**[3000/- (Rupees Three thousand only)]** by Demand Draft/Pay Order at our above address. The DD/PO for Tender Fee and EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Chennai]**. Offer submitted without EMD will be rejected. However, submission of EMD would be exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro, Small and Medium

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]
Tender No: BLC/CFS/Hand Pallets/33

Enterprises (MSME) on submission, of valid copy of registration certificate. It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012. The physical original instruments/drafts should reach our above address prior to due date and time. The physical original instruments/drafts should reach our above address prior to due date and time.

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 document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit 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 BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

1. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. 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 on for verification by Balmer Lawrie.

SCOPE OF WORK

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from vendor's scope.

The successful tenderer shall have to undertake the following work:

Detailed Scope of work:

Supply of Hand pallets at Container Freight Station Manali Chennai 68 as per technical specifications given below:

Quantity: 5 Nos.

Specifications

Carrying capacity : 2500 kgs
Lift height – 200mm
Lowered fork height – 85mm
Fork length – 1150mm
Fork width – 160mm
Width over the fork – 550mm
Steering wheel – 200mm
Fork wheel – 80mm

GENERAL TERMS AND CONDITIONS

1. Experience criteria

- a) Payment of EMD of Rs.3,000/-
- b) The bidder should have supplied hand pallets or trolleys during last one year ending 31st March 2018 (Please attach proof of purchase orders)
- c) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

2. Submission Of Bids

The Single Bid tender documents may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above During the normal office hours. The rates are to be filled only as per given format.

3. Tender Opening

Bid will be opened as per due date mentioned in the Tender.

3. Acceptance of offers

- 3.1 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.
- 3.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 3.3 Balmer Lawrie would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 3.4 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.

4. Negotiations

- 4.1 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.

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]
Tender No: BLC/CFS/Hand Pallets/33

4.2 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 whichever is earlier. 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.

5. 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 30 days from the date of opening the price Bid.

6. Notification of Award

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

7. Delivery Period

The material shall be supplied at our site within 4 weeks from the date of placement of order.

8. Payment Terms

100% Payment would be made after receipt of materials in good condition at our site and within 10 days of submission of bills.

9. Contact Person

For any clarification / Queries you may please contact Mr. Gaurab Dutta, Asst Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone 044-25940643.

10. Arbitration

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under the provisions of Arbitration and Conciliation 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 and 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

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No :BLC/CFS/Hand pallets/xx and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

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. /LPP	
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 / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MSMED Act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED vendor must state whether they belong to SC/ST Category	

Price Bid

Sub: Tender for Supply of Hand pallets

Sl No	Description of work	Qty	Unit rate	Total Amount
1	Supply of hand pallets with a dimensions of 1150mm L x 550mm W x 85mm H as per the specifications given in scope of work in Page No.5 of tender document	5 Nos.		
	Net Amount			
	CGST @			
	SGST @			
	Total Amount			

Note : The quoted rate should be inclusive of delivery charges

Date:

Signature of Tenderer with Seal

Place:

Name & Address

Telephone No