



**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
REGIONAL HUMAN RESOURCE DEPARTMENT  
21 Netaji Subhas Road, Kolkata 700 001

TENDER REFERENCE NO : RHRD/HO/LSA/Silver Coin/NIT- 83/2018-19  
DATE : 12<sup>th</sup> December, 2018

**NOTICE INVITING TENDER NO. 83/2018-19**

**Sub : Tender for supply of Silver Coin – 75 gms, 100 gms and 150 gms  
With Monogram/Engraving/Embossing/Polishing/Box**

BALMER LAWRIE & CO. LTD. [A Government of India Enterprise] wishes to procure Silver Coin as per following specifications :-

92.5% Purity Silver Coin 1		92.5% Purity Silver Coin 2		92.5% Purity Silver Coin 3	
Weight	Quantity	Weight	Quantity	Weight	Quantity
75 gms	29*	100 gms	7*	150 gms	19*
Front side of the Coins (Round Shape) are to be engraved / embossing				Logo of the Company to be engraved on the "Centre Position" of the Coin and name of the recipient #	
Back side of the Coins (Round Shape) are to be engraved / embossing				Balmer Lawrie 10/15/20 YEARS LONG SERVICE AWARD (as the case may be )	
Tolerance weight		No negative tolerance in respect of weight & purity			
Packing		Velvet Box			

# will be provided by the Company to the successful bidder.

**Tentative Quantity Break-up**

75 gms Silver Coin with 92.5% purity 1				100 gms Silver Coin with 92.5% purity 2				150 gms Silver Coin with 92.5% purity 3			
Kolkata	Delhi	Mumbai	Chennai	Kolkata	Delhi	Mumbai	Chennai	Kolkata	Delhi	Mumbai	Chennai
7	7	8	7	2	2	3	0	7	3	6	3
TOTAL - 29*				TOTAL - 7*				TOTAL - 19*			

\* The quantities may vary. However, the exact numbers would be specified at the time of placement of order.

In view of the above, the Company invites **Sealed tender** from the **Authorized Jewelers** dealing in silver works.

Contd.../2

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**1.0 Pre-qualification criteria**

- 1.1 The bidders specifying the following qualification norms shall only be considered. Only authorized jewelers engaged in silver works for at least 3 years in similar line of business shall only be considered. **Copy of proof should be enclosed with Techno Commercial Bid [Part-A].**
- 1.2 Bidders not meeting the above requirements shall be rejected. Pre-qualification of the bidders shall not imply final acceptance of the tender. The bids may be rejected at any point during techno-commercial evaluation or during price evaluation. The decision in regards to acceptance and/or rejection or offers any/all offers in part/full shall be at the sole discretion of Balmer Lawrie & Co. Ltd. and decision in this regard shall be binding on the bidder.

**2.0 Delivery**

- 2.1 **The jeweler would be required to deliver the Silver Coins at Kolkata, Delhi, Mumbai and Chennai Offices of the Company.**
- 2.2 The delivery shall be within fifteen days from the date of placement of order.

**3.0 Price rejection for delayed delivery**

In case of failure to deliver the Silver Coins within the scheduled delivery time, price shall stand reduced @1% of the value per week or part thereof subject to maximum of 5% of the value.

**4.0 Payment Terms**

**No advance will be paid at the time of placing order.** The bill shall be raised within a week from the date of delivery and the same shall be paid within 15 days from the date of receipt of the bill.

**5.0 Quality Assurance**

The supplier shall be responsible for meeting 92.5% purity quality assurance for the Silver Coins. Any defective piece shall be replaced by the supplier.

**The supplier should provide individual Silver Purity Certificates at the time of delivery of coins.**

**6.0 Query :**

- 6.1 For any query, the bidders may contact Mr Sukanta Sinha, Officer [HR], 21, Nataji Subhas Road, Kolkata – 700 001 at phone no. (033) 2222 5421 or email [sinha.s@balmerlawrie.com](mailto:sinha.s@balmerlawrie.com) on any working day from Monday to Friday between 10 AM to 6 PM.
- 6.2 No claim, of any nature on any ground of inadequate information or knowledge or misunderstanding or otherwise in any respect shall be admissible.

Contd.../3

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**7.0 Validity**

The supplier should clearly mentioned the validity period of silver rate and other charges from the date of closing of the tender.

**8.0 Miscellaneous**

- 8.1 Balmer Lawrie & Co. Ltd further reserves the right to accept or reject any/all bids without assigning any reasons thereof.
- 8.2 Balmer Lawrie & Co. Ltd as its sole discretion unilaterally may change the quantities as indicated in tender enquiry. The successful bidder shall be bound to supply these quantities on the same rate and terms and conditions.

**9.0 Submission of Offer**

- 9.1 Please note that the Offer shall be submitted in two parts comprising of "Techno Commercial bid" [Part – A] and "Price Bid" [Part – B] . The two bid shall be given in the prescribed formats enclosed.
- 9.2 Each part shall be separately sealed in a separate envelope and superscribed as "Techno Commercial bid" [Part – A] and "Price Bid" [Part – B] as applicable. Both the envelopes shall be sent to the Company AT THE FOLLOWING ADDRESS in common envelope sealed and superscribed as "Notice Inviting Tender No. 83/2018-19 due on 03.01.2019.

**Associate Vice President [HR] – CHRD & ER  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road, Kolkata 700 001**

- 9.3 The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.
- 9.4 The last date of submission of offer is **15.00 hours IST on 03.01.2019.**

For **BALMER LAWRIE & CO. LTD.**



**[S. DAS BARMAN]  
ASSOCIATE VICE PRESIDENT [HR] – CHRD & ER**

Encl as above

**"Tender Enquiry No. 83/2018-19 due on 03.01.2019.**

**TECHNO COMMERCIAL BID [Part – A]**

**Shri S. Das Barman  
Associate Vice President [HR] – CHRD & ER  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road,  
Kolkata 700 001**

We are glad to submit our Techno Commercial Offer for **"Silver Coins"** against your Tender Enquiry No. 83/2018-19 dated 12.12.2018.

**1. Particulars of Company**

a] Name of the firm :

b] Type of the firm :  
(Whether proprietary/partnership)

c] Year of incorporation :

d[i] Address [Office] :

Postal Code :

State :

d[ii] Address [Office] :

Postal Code :

State :

e[i] Telephone :

e[ii] Mobile :

e[iii] Email :

e[iv] Website :

Contd.../2



e[v] GST No :

e[vi] PAN No :

e[vii] Bank Name :

e[viii] Bank Address :

e[ix] Branch :

e[x] A/c No :

e[xi] IFSC Code :

e[xii] MICR Code :

fa[i] Contact person Name :

fa[ii] Mobile No :

Email :

fb[i] Contact person Name :

fb[ii] Mobile No :

Email :

2. **Product specification offered**

92.5% Purity Silver Coin		92.5% Purity Silver Coin		92.5% Purity Silver Coin	
1		2		3	
Weight	Quantity	Weight	Quantity	Weight	Quantity
75 gms	29 *	100 gms	7 *	150 gms	19 *
Tolerance weight		No negative tolerance in respect of weight & purity			
Packing		Velvet Box			

- **The quantities may vary. However, the exact numbers would be specified at the time of placement of order.**

3 **Details of Turnover / Sales**

**2015-16**

In the last preceding three years – **2016-17**

**2017-18**

4. **Sales Tax/Income Tax Return Certificate**

We are agreeable to all the "Terms & Conditions" set in the Tender and submit herewith signed and sealed copy of the "**Notice Inviting Tender No 83/2018-19 dated 12.12.2018**" as our token of acceptance of all terms and conditions of the Tender.

**(Authorised Signatory)**

**Seal**

Date :

Place :

**Encl. : Copy of Notice Inviting Tender No 83/2018-19 dated 12.12.2018 duly signed and sealed.**

**"Tender Enquiry No. 83/2018-19 due on 03.01.2019.**

**PRICE BID [Part – B]**

**Shri S. Das Barman**  
Associate Vice President [HR] – CHRD & ER  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road,  
Kolkata 700 001

We are glad to offer our best price as given below for "Silver Coins" on outright purchase basis as per your specifications :

75 gms [ 92.5% Purity Silver Coin ]		100 gms [ 92.5% Purity Silver Coin ]		150 gms [ 92.5% Purity Silver Coin ]	
[in Rupees ₹]		[in Rupees ₹]		[in Rupees ₹]	
Basic Price		Basic Price		Basic Price	
Making Charges		Making Charges		Making Charges	
Packing Charges		Packing Charges		Packing Charges	
Any other Charges (please specify)		Any other Charges (please specify)		Any other Charges (please specify)	
GST		GST		GST	
Total Cost [₹]		Total Cost [₹]		Total Cost [₹]	

**Period of validity of silver price and others rates :**

**(Authorised Signatory)**

Seal

Date :

Place :