



Balmer Lawrie & Co. Ltd.
(A Govt. of India Enterprise)

Logistics Service
#342 Konena Agrahara, Old Airport Exit Road,
Bangalore-560 017
Phone: 080 25227221
Website: www.balmerlawrie.com

**SUPPLYING OF MERCHANDISE PRODUCTS LIKE T-SHIRT, PENS
AND BACKPACK**

**TENDER NO. BL/LOGS/BAN/MERCHA/LT/201819/0002
DATED: 04.01.2019**

**DUE DATE FOR SUBMISSION
10.01.2019 - BY 5.00 PM**

Balmer Lawrie & Co. Ltd.

(A Govt. of India Enterprise)

SBU: Logistics Services,
Bangalore - 560 017.

NOTICE INVITING TENDER

TENDER NOTICE NO: BL/LOGS/BAN/MERCHA/LT/201819/0002, DATED: 04.01.2019

Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. BL invites sealed tenders from only Authorized Stockist/ Dealers for supply of merchandise products like T-shirt, personalised pens and backpack at Logistics office at Bangalore. The Tender document along with its accompanying terms and conditions can be downloaded from the website of the Company www.balmerlawrie.com. Any amendment/corrigendum would be hosted on web site www.balmerlawrie.com only. Interest bidder may continuously refer to the Company website to check issuance of further notification if any.

Rate should be quoted for **all items exclusive of all taxes and duties**. The lowest bid will be ascertained taking into consideration the basic rates of individual items. Company reserves the right to decide regarding item-wise or lot-wise procurement partly or fully and also the right of refusal to procure in part or full without assigning any reason.

Balmer Lawrie & Co Ltd., shall have the right to cancel the job or reduce/ increase quantity/size and colour of supply of the material. If any shall be communicated at the time of issuance of LOI/WO.

The Bidders while submitting their bids will have to deposit an **Earnest money deposit (EMD)** of **Rs. 3,000/- (Rupees Three Thousand only)** in the form of Demand Draft(DD) drawn on any Scheduled Bank in favour of 'Balmer Lawrie & Co. Ltd.' and payable at Bangalore. EMD is exempted for vendors registered under NSIC or coming under the definition of Micro and Small Industries and holding valid registration certificates covering the tendered items/services. However, attested/Notarized copy of valid NSIC certificate or "Micro and Small" industry certificate must be submitted along with their bids in support to their Claim.

In case Company decides not to proceed with the procurement of services for the time being, the EMD will be refunded. EMD will be returned to the unsuccessful bidders within 30 days after award of the Work Order to successful bidders. For the successful bidder, the EMD will be refunded after supply of the entire ordered items strictly as per the specification

1. EMD is liable to forfeiture in the event of:
 - a. Withdrawal of offers during validity period of the offer
 - b. Non acceptance of orders by the bidder within the stipulated time after placement of order.
 - c. Any unilateral revision made by the bidder during the validity period of the offer.
 - d. Bidders submitting false/fabricated/bogus documents in support of their credentials

Company reserve the rights to execute the job mentioned in price bid under Serial No-1, Serial No-2 & Serial No-3 together or may be in part.

SCOPE OF WORK

Supply of merchandise products like T-shirt, personalised pens and Backpack at Balmer Lawrie & Co. Ltd., Logistics Service #342 Konena Agrahara, Old Airport Exit Road, Bangalore-560 017

REGISTRATION CERTIFICATE, PAN CARD & GST etc.

Tenderers are requested to submit valid copies of Registration certificate, PAN card, GST registration certificate along with their offer, failing which their offer may be liable to be rejected.

VALIDITY OF OFFER

Tenders shall keep their offer valid for a period of **30 Days** from the date of opening of bid.

RIGHT OF ACCEPTANCE / REJECTION

Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.

For further clarification on tender document, please contact **Deputy Manager (HR), Balmer Lawrie & Co. Ltd., Logistics Service ,#342 Konena Agrahara, Old Airport Exit Road,Bangalore-560 017**

TENDER DOCUMENTS & SUBMISSION

Tender to be submitted in sealed covers; super scribing **“Supplying of merchandise products like T-shirt, pens and backpack at Logistics office Bangalore”**. Detailed offer complete in all respects as stipulated in the General Conditions of contract should reach the Administration Department,

**Balmer Lawrie & Co. Ltd., Logistics Service
#342 Konena Agrahara, Old Airport Exit Road,
Bangalore-560 017. On before 3rd January, 2018.**

Telex/Telegraphic/Fax offers shall not be accepted. The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.

NON CONFORMANCE

Tenders not conforming to the above mentioned requirement is liable to be rejected.

Please acknowledge receipt and confirm your participation in this tender.

Thanking you,

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

R. M. Kanagavadivel
Senior Branch Manager

Annexure - I

Supply period

The time schedule for supply of the material within 10 [ten] working days from the letter of intent or placement of WORK ORDER [whichever is earlier.]

Delayed Delivery

Delivery is the essence of purchase order. In case of delay in execution of the order beyond contractual delivery date as stipulated in the order by BL at its option can cancel the order in part or full and purchase such cancelled quantities from elsewhere on account at the risk of the seller without prejudice to its right under (i) above in respect of goods delivered. All costs and expenses incurred by BL, if any, resulting from cancellation of order shall be recovered from the seller.

Terms of payment

100% payment will be made within 10 days of submission of the Invoice along with acknowledged copy of delivery challan witnessing delivery of the entire material as per LOI/WO.

Guarantee/ Warranty

Supplier shall provide full guarantee/ warranty against any manufacturing defects / poor workmanship / inferior quality etc. for a period of 3 month from the date of supply. For the Backpack the warranty should be provided for a period of 1 year. During this period, Supplier will arrange to replace any defective part/ piece free of cost or replace complete item if required. Supplier shall guarantee that all the materials shall be supplied in brand new condition.

Annexure - II

SPECIFICATIONS

MINIMUM DESIRED SPECIFICATION FOR MERCHANDISE PRODUCT S LIKE T-SHIRT, PENS AND BACKPACK

Sl. No.	Features	Details
1	T Shirt	<p>Company name and logo as per the design provided to the selected bidder needs to be printed/embroidered on left side of the chest on the T shirt.</p> <p>PRODUCT DETAILS : Branded Multi Colour solid T-shirt, has a polo collar, short sleeves Material & Care: Cotton, Machine-wash</p> <p>Specifications:</p> <ul style="list-style-type: none">• Sleeve Styling : Regular Sleeves• Occasion: Casual• Main Trend: New Basics• Print or Pattern Type: Solid• Neck :Polo Collar• Pattern :Solid• Sleeve Length: Short Sleeves• Wash Care: Machine Wash• Fit :Regular Fit• Surface Styling: Embroidered• Length: Regular• Fabric: Cotton
2	Back pack	<p>Company name and logo as per the design provided to the selected bidder needs to be printed/embroidered on the bag.</p> <p>Specifications:</p> <ul style="list-style-type: none">• Outer Material: Polyester, Color: Various• Capacity: 23-32 liters; Weight: 300-750 grams; Dimensions: 35-42 cms x 15-25 cms x 42-17 cms (LxWxH)• Number of compartments: 3/4• Warranty type: Manufacturer; 1 year International warranty from the original date of purchase• New double-dot doobby fabric• 3 full compartments, 1 front pocket• Gender: Unisex• Padded shoulder straps• Voluminous construction, mesh back padding for comfort, 1-2 bottle holders, cushioned top handle for easy carrying, fully lined interiors, new gunmetal finish pullers, durable high density rubber prints on the bag
3	Pen	<p>The pen need to be personalised with individual name of the person engraved and printed on the body of the pen as well as on the box.</p> <p>Specifications:</p> <ul style="list-style-type: none">• Ink Color: Blue• Mode: Ball pen• Material: Stainless steel/metal/ brass• Refillable

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1. Name of the Agency/ Contractor :
2. Status (whether Govt./PSU/Partnership
Public Ltd/Private, SSI unit) etc :
3. Address of Agency/Contractor

4. Bank Account Details :

5. Telephone No :
6. Fax no :
7. E Mail Address :
8. Mobile No of the Contact person :
9. Details of EMD : DD No _____ dated _____ for Rs _____

Signature of the Authorised Signatory with seal:

Annexure - III

PRICE SCHEDULE

PRICE SCHEDULE FOR MERCHANDISE PRODUCTS LIKE T-SHIRT, PEN AND BACKPACK						
SL NO.	DESCRIPTION	INDICATIVE QTY. (AROUND)	[A] Unit Rate (Rs.)	GST %	[B] GST RATE (Rs.)	[A+B] Total price (Rs.)
1	T-shirt	60				
2	Back pack	150				
3	Pen	200				

Signature of the Authorised Signatory with official seal

Note:

- 1- The Agency should Seal & Sign on all pages of the tender document.