



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU – Greases & Lubricants, P-43, Hide Road Extension, Kolkata – 700088

Phone: [033] 2450-0148: Fax: [033] 2439-2277

Email No.: panda.r@balmerlawrie.com

Tender No : GLK/TE19/076

Dated : 24/06/2019

Due date & time : 04/07/2019 15:00PM

Tender Document for

[TENDER ENQUIRY FOR ANNUAL MAINTENANCE & RATE CONTRACT
FOR SHARP PHOTOCOPIER MACHINES INSTALLED AT GREASES AND LUBRICANTS
DIVISION, KOLKATA & APPLICATIONS RESEARCH LABORATORY,
AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088]

NOTICE INVITING TENDER

TENDER REFERENCE NO: GLK/TE19/076

Dated: 24/06/2019

Sub:- ENQUIRY FOR PROVIDING ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER MACHINES IN SBU-GREASES AND LUBRICANTS DIVISION, KOLKATA, INCLUDING APPLICATIONS RESEARCH LABORATORY, AT P-43 HIDE ROAD EXTENSION, KOLKATA 700088

Hard bids are invited from registered vendors for providing annual maintenance & Rate Contract of photocopier machines in Greases and Lubricants Division, Kolkata & Applications Research Laboratory, at P-43 Hide Road Extension, Kolkata – 700088. The Tender Document along with terms and conditions are available at Human Resources Dept., P-43, Hide Road Extn., Kolkata – 700 088, can be collected from our above addressed office. The intending contractors should inspect the factory before participating in the tender. The tender is also hosted on company's website.

Interested parties are advised to quote their rates following compliance of all Terms & Conditions, specification as per Price Bid as stipulated in this NIT, vide Tender Form-II & Tender Form-III respectively)

A. Note: Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

B. BL reserves the right to cancel the tender / offers without assigning any reason whatsoever.

1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER:

The photocopies of following documents should be attached with the tender bid which may be verified with original:

- a. Income Tax PAN number
- b. GST Registration

2. PERIOD OF CONTRACT:

12 months from the date of Work Order/LOI. The contract may be extended for another one year at same rate, terms and conditions with mutual consent in writing.

3. TERMS AND CONDITIONS: -

- [1] The AMC will cover both preventive maintenance and break down including spares and consumables / monthly regular services of the Photocopier keeping the Photocopier Machines active and free from any defects / disturbance.
- [2] The Agency may inspect the system / machine on any working days [Monday to Saturday] from 10.00 a.m. to 4.00 p.m. before submitting the tender.
- [3] In case of successful bidder[s] found in breach of any condition[s] of the tender / agreement at any stage, legal action as per laws / rules shall be initiated against the agency and security money deposited shall be forfeited.

- [4] All the machine must be serviced onsite at our above premises. The agency will provide adequate standby machines / systems if the problem is not solved within 24 hours.
- [5] The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract. Any plea raised by successful bidder about his dissatisfaction with regards orderliness of the machines will not be entertained.
- [6] The payment will be made to the agency on monthly basis after satisfactory completion of service/and successful installation of spare parts as required.
- [7] The contract may be terminated by either party by giving at least two months notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.
- [8] Competent Authority of Balmer Lawrie & Co. Ltd. Reserves all right to reject or accept any or all quotations without assigning any reason.
- [9] Agency cannot deny to provide any spares citing misuse/ mishandling by users.

4. **PAYMENT:** Payment will be made within 30 (thirty) days from the date of submission of monthly bills after conducting the required services for preceding month.

5. **VALIDITY OF OFFER:** Offer should be valid for 45 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

6. **ACCEPTANCE OF OFFERS:**

- a. 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.
- b. Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- c. Balmer Lawrie is not bound to accept the lowest rate for any tender.

7. **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 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 No. GLK/TE19/076, dated 24.06.2019 and hereby confirms our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

Telephone Nos. Office: Fax Nos. :

Annexure-I

BALMER LAWRIE & CO.LTD.

(A Govt. of India Enterprise)

P-43, Hide Road Extension

Kolkata- 700 088

TENDER FORM– I

PARTICULARS OF THE TENDERER’S ORGANISATION

| | | | | |
|----|-------------------------------------------------|---------|-------------|------------|
| 01 | NAME OF THE TENDERER | | | |
| 02 | ADDRESS | | | |
| | Telephone No: | Fax No: | Mobile No. | E-mail ID: |
| | | | | |
| 03 | Name of Key person of your organization: | | | |
| | Name with Designation & Mobile No. | | | |
| 04 | PAN No. | | | |
| 05 | GST No. | | | |
| 06 | Bank Details : Name of Bank - | | | |
| | Branch | - | IFSC Code : | |
| | A/c No. | - | | |

Place:

Signature:

Date:

Name:

Seal:

Designation:

Annexure-II



BALMER LAWRIE & CO. LTD.

P-43, Hide Road Extension

Kolkata – 700 088

TENDER FORM – II**SCHEDULE OF RATES (SERVICE PART)**

Note: Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period.

| Sl.No. | Name of the User Dept. | Photo-copier Maker | Model No. | Machine No. | Rate per Photocopy machine/per month (excluding papers & other parts mentioned in the Annexure-III) |
|--------|------------------------------------|--------------------|-----------|-------------|-----------------------------------------------------------------------------------------------------|
| 1 | Ground Floor-Lab | Sharp | MX-M202D | 43019912 | |
| 2 | 1 st Floor (COO Office) | Sharp | Mx-M354U | 35024506 | |
| 3 | 2 nd Floor – Accounts | Sharp | AR-5620N | 2302801Y | |
| 4 | ARL | Sharp | AR-M207 | 8308322Y | |
| 5 | HR | Sharp | MX-M282N | 2501310300 | |
| | | | | Quoted Rate | |
| | | | | GST | |
| | | | | Total | |

Note : Apart from spare part mentioned in Annexure-III, entire spare part required for the above photocopier covered under the scope of AMC.

BALMER LAWRIE & CO. LTD.
P-43, Hide Road Extension, Kolkata – 700 088
TENDER FORM – III (SUPPLY ITEMS)

SCHEDULE OF RATES (RATE CONTRACT)

| SN | Description of machines | Tonner Rate/per pc. | Drum Rate/per pc. | Developer Rate/Per pc. |
|----|-------------------------|------------------------|----------------------|---------------------------|
| 1 | Sharp MX-M202D | | | |
| 2 | Sharp MX-M354U | | | |
| 3 | Sharp AR-5620N | | | |
| 4 | Sharp AR-M207 | | | |
| 5 | Sharp MX-M282N | | | |
| | Basic Rate | | | |
| | GST % | | | |
| | Total | | | |

| | |
|-----------------------------------------|--|
| Grand Total (Form II + Form III) | |
|-----------------------------------------|--|

Purchase/work order will be placed on a single **qualified vendor (Tender Form-II + Tender Form-III)**, whose total price of the above entire items **stands lowest**.

Place:
Date:
Designation:

Signature:
Name:
Seal:

Balmer Lawrie & Co. Ltd. reserves the right to accept / reject any / all quotations without assigning any reason thereof.

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

Ratikanta Panda
Deputy Manager (Human Resources)