



**SBU – Industrial Packaging,**  
5, J. N. Heredia Marg, Ballard Estate,  
Mumbai- 400001, India  
Tel. No. 091 - 022 – 66258209/66258190  
Fax No. 091 - 022– 66258200

## NOTICE INVITING TENDER

**Tender No. 0100LE1421 dated 11.07.2019**

**Due date of Tender: 22.07.2019 at 17:00 hrs.**

### INTRODUCTION

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases and Specialty Lubricants, Corporate Travel and Logistic Services. It also has significant presence in most other business. It operates, viz, Performance Chemical, Logistic Infrastructures etc. In Industrial Packaging, we are the leading manufacturer of MS Drums, holding the largest market share in India. The Company has a distributed manufacturing base with factories in Chennai, Chittoor, Silvassa, Asaoti, Kolkata, Taloja and Baroda. Our Plants are ISO Certified and conform to Safety, Health and environment norms.

Balmer Lawrie & Co. Ltd., Industrial Packaging invites Online **SINGLE BID e-Tender** from transporters for **Transportation of Empty MS Barrels** of 210Ltrs & 105 Ltrs. Capacity by road in **Containerised TRUCKS** (with minimum carrying capacity of 200 Barrel nos & 360 nos respectively) by road from Barrel Plant, Industrial Packaging, Village-Piyala, Post-Asaoti, Dist-Faridabad (HARYANA) to our customers at **Hissar destination** for the period **from July 2019 to March 2020** from the date of the date of intimation / placement of purchase order.

Conducted at Balmer Lawrie e-Procurement Portal <https://balmerlawrie.eproc.in> and the Tender Document can also be downloaded from [www.balmerlawrie.com](http://www.balmerlawrie.com).

### Contact details for any clarification over the tender.

<b>Balmer Lawrie &amp; Co. Ltd.</b> SBU-Industrial Packaging, 5, J.N. Heredia Marg, Ballard Estate Mumbai – 400 001.	<b>C1 India Pvt. Ltd.</b> 603,Coral Classic,20 <sup>th</sup> Road, Near Ambedkar Park,Chembur Mumbai-400 071
<b>Contact Persons</b> 1. Mr. N D Yadav, Mob. 8879294183 Land Line No.022 66258191 e.mail: <a href="mailto:yadav.nd@balmerlawrie.com">yadav.nd@balmerlawrie.com</a>	<b>Contact Person</b> 1. Mr.Titha Das. Mob.09163254290 e.mail- <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a> 2 .Mr.Tuhin Ghosh, Mob.08981165071 e.mail- <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a> 3. Mr.CH. Mani Sankar ,Mob.08939284159 e.mail- <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a> 4. Ms. Ujwala Shimpi, Land No 022 66865608 Email – <a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>

**FORMAT OF TENDER DOCUMENT CONSISTS OF:**

- A. Instruction for bidders
- B. Tender Base Information
- C. Commercial Terms & Condition ( Annexure – I)
- D. General Terms & Conditions ( Annexure – II)
- E. Scope Of Work / Schedule Of Requirement / Award Of Contract (Annexure-III)
- F. PRICE BID FORMAT (Annexure –IV)
- G. Code Of Conduct For Vendors (Annexure –V)
- H. Declaration by MSE bidder (Annexure – VI )
- I. GST Compliances ( Annexure-VII)
- J. Details Of Vendor (Annexure-VIII)
- K. PROFORMA for BG as SD (Annexure-IX)
- L. Conditions For Online Bid Submission (Annexure – X)

The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

**A. Instructions For Bidders:**

Balmer Lawrie & Co. Ltd., Industrial Packaging invites Online **SINGLE BID e-Tender** from transporters for **Transportation of Empty MS Barrels** of 210 Ltrs & 105 Ltrs. Capacity by road in **Containerised TRUCKS** (with minimum carrying capacity of **200 Barrel & 360 nos Barrel** ) by road from Barrel Plant, Industrial Packaging, Industrial Packaging, Village-Piyala, Post-Asaoti, Dist-Faridabad (HARYANA) to our customers at **Hissar destination** for the period from **July 2019 to March 2020** from the date of the date of intimation / placement of purchase order.

**SALIENT FEATURES OF THE TENDER:**

- i. The bidder should be registered in Balmer Lawrie Web Portal through M/s. C1 India Pvt. Ltd., for online e.bidding.
- ii. Tender Type – **LIMITED TENDER - Bidders** has to participate in this tender through BL e-procurement website: Portal <https://balmerlawrie.eproc.>
- iii. Tender Category – **LIMITED SINGLE BID e-TENDER** (The tender document consists of **Price Bid** )
- iv. Evaluation Type - **Item-wise: Prices are compared at individual item level.**
- v. Payment of **Earnest Money Deposit / Security Deposit**
- vi. **Please refer to detailed Scope of Work & Schedule of Requirement.**

**1. TENDER DETAILS:**

Tender Documents consists of **Priced Bid, Tender Details, and Terms & Conditions.**

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the Tender Inviting Authority.

The transporters have to register themselves with our service provider **M/s. C1 India Pvt. Ltd.**, prior to participate in the as per guidelines provided under “**Conditions for Online Bid Submission**” in the last pages.

The bidder has to keep track of any changes by viewing addendum / corrigendum issued by the tender inviting authority on time – to – time basis in the e-procurement platform. The Company calling for tenders shall not be responsible for any claims/ problems arising out of this.

**2. TENDER SUBMISSION:**

After submission of bid online, the bidders are requested to submit the originals of Demand Draft (DD) towards EMD to the tender inviting authority before opening of un-priced bid and other uploaded documents at the time of concluding agreement.

The bidder shall invariably furnish the original DD to the tender inviting authority before opening of bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The Company shall not take any responsibility for any delay or non-receipt.

The bidder should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. M/s. Balmer Lawrie & Co Ltd & M/s. C1 India Pvt. Ltd., are not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing.

All correspondence shall be addressed to the office of **AVP (SCM) M/s. Balmer Lawrie & Co Ltd., J N Heredia Marg, Ballard Estate, Mumbai 400 001 Land Line : 022066258190 / Fax no : 66258200.**

### 3. IMPORTANT POINTS TO BE NOTED:

- i. **Due date for bid submission** 22.07.2019 at 17:00 hrs.
- ii. All documents required in the tender can be deposited in the Tender Box at **our Ballard Estate Office, 5, J.N. Heredia Marg, Ballard Estate, Mumbai-400 001.**
- iii. The term "**BL**" wherever mentioned in the tender document refers to "**Balmer Lawrie & Co. Ltd.**"
- iv. **BL would be the Purchaser. The successful bidder will be the Service provider.**
- v. **This document is the Tender.**
- vi. **The Acceptance of the Order by the successful bidder will form the contract.**
- vii. **Bid Security / Earnest Money Deposit (EMD)**
- viii. MICRO / SMALL Enterprise WITH VALID UDYOG AADHAR MEMORANDUM ARE EXEMPTED FROM PAYMENT OF EARNEST MONEY DEPOSIT.

### 4. CORRIGENDUM TO TENDER:

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the BL's Website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

5. **BID VALIDITY:** The Price Bid submitted by bidder shall remain valid for a period of **THREE MONTHS** from the date of opening of the Price Bid.

### 6. BID REJECTION CRITERIA:

A bid may be rejected if

- a. **If the bidder fails to send the Earnest Money Deposit (EMD)/Bid Bond amount within the bid due date.**
- b. **The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.**
- c. **Conflict of interest between the bidder and the Company is detected at any stage.**

7. **CLARIFICATION:** Clarifications that the Bidder needs to have on the tender specification can be sought from BL in writing within one week from the date of issue of this enquiry. All clarifications shall be by e-mail (*Only email queries shall be replied*)

8. **COMPLETE SCOPE OF WORK:** The complete scope of work has been defined in Annexure- I of the tender document. Only those bidders who take responsibility and bid for the complete scope of work may be considered for further evaluation.

9. **TENDER DOCUMENTS AND DEVIATIONS:** It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. **Deviation from technical specifications, as given in the Tender Document would invite immediate dis-qualification from further consideration of the bid.**

**B. Tender Base Information**

1.	Tender No.	:	<b>0100LE1421 dt. 11.07.2019</b>
2.	Tender Title	:	Transportation of Empty MS Barrel by road in <b>Containerised TRUCKS</b> (with minimum <b>carrying capacity of 200 Barrel for 210Ltr capacity barrel &amp; 360 Barrel for 105 Ltr capacity barrel</b> ) by road from Barrel Plant, Industrial Packaging, Village-Piyala, Post-Asaoti, Dist-Faridabad (HARYANA) to our <b>customers</b> at <b>Hissar destination</b>
3.	Tender Description	:	Transportation of Empty MS Barrels of <b>210Ltrs. Capacity (with dimensions 600mm Ø x 900mm height and weighing approximately 15Kgs. to 24Kgs)</b> and MS Barrels of <b>105 Ltrs. Capacity (with dimensions 600mm Ø x 450mm height and weighing approximately 8 Kgs. to 12 Kgs)</b> . by road in <b>Containerised TRUCKS</b> (with minimum <b>carrying capacity of 200 Barrel &amp; 360 nos barrel respectively</b> ) by road from Barrel Plant, Industrial Packaging, Village-Piyala, Post-Asaoti, Dist-Faridabad (HARYANA) to our <b>customers</b> at <b>Hissar destination</b> for the period <u>from <b>July 2019</b> to <b>March 2020</b></u>
4.	Tender Type (NCB / ICN / Limited) (National Competitive Bidding–NCB, Inter-national Competitive Bidding–ICB)	:	<b>Limited</b>
5.	Factory / Division	:	<b>Industrial Packaging, Asaoti</b>
6.	Currency (India Rupees / U S Dollars )	:	<b>INDIAN RUPEES</b>
7.	Section / Sub-division	:	-
8.	Tender Category (Single Bid/ Two Bid / EOI )	:	<b>SINGLE BID TENDER</b>
9.	Evaluation Type: ( <b>Item-wise</b> : Rates are compared at individual item level , <b>Schedule-wise</b> : Rates are compared as groups of similar items)	:	<b>ITEM-WISE</b>
10.	Estimated Value ( min)	:	<b>N.A.</b>
11.	Estimated Value (max)	:	<b>N.A.</b>
12.	Payment Level (Tender Level / Item Level)	:	<b>TENDER LEVEL</b>
13.	Currency of payment	:	Indian Rupees ( INR)
14.	EMD Amount	:	<b>₹ 8,000/- (₹ Eight thousand only)</b> Annexure XI - Terms and Conditions for making Online-Payments towards Earnest Money Deposit (EMD)
15.	Payment Mode	:	<b>Online mode only.</b> Cheque / DD / NEFT / RTGS / Cash or any other forms of payment are not acceptable.

**C. Commercial Terms & Conditions ( Annexure – I)**

1.	<b>Period of Contract:</b> <u>from July 2019 to March 2020</u> .. The exact date of commencement of the contract shall be decided based on the finalization of the contract.										
2.	<b>The quantity mentioned under schedule of requirement is merely indicative</b> and the company cannot give any commitment. The company reserves the right at its discretion to enhance the ordered <b>quantity by 10%</b> .										
3.	The rate quoted shall be on “ <b>per Barrel Basis</b> ” only and the <b>Rate quoted would include the loading &amp; unloading charges, transit insurance and Toll charges. Rate quoted by truck basis [or] any other basis is not acceptable and will be rejected.</b>										
4.	<b>Inter change / transfer of ordered quantity among destinations</b> within the awarded estimated order value of the contract shall be made by the company.										
5.	In the event of failure of any one of the successful bidder to provide the required number of trucks as per company’s requirement, the company shall <b>inter change / transfer of ordered quantities among destinations</b> to the other successful bidder[s].										
6.	The offer submitted by bidder should be valid for the company’s acceptance for a period of <b>90 days</b> from <b>the due date of opening of price bid</b> .										
7.	Any change in statutory levies imposed by Union / State Govt. on the transport service shall be made applicable appropriately.										
8.	<p><b>PRICE ESCALATION / DE-ESCALATION:</b></p> <p>i. Escalation / De-Escalation of transport rates only on account of increase/decrease in the diesel price will be considered.</p> <p>ii. Escalation/De-escalation clause shall be applicable only, when the impact of series of diesel price increase/decrease results in accumulated net increase/ decrease of <b>Rs. 2.00/- per Litre (Rs. TWO only)</b>.</p> <p>iii. Such increase / decrease shall be applicable only for the prospective period from the date, on which the accumulated impact reaches <b>Rs. 2.00/-</b> and above.</p> <p>iv. The formula for escalation / de-escalation of transport charges is as follows:</p> <p>v. <b>Escalation / De-escalation of transport rate in Rupees Per barrel will be</b></p> <table><tr><td>* Fuel Factor</td><td>X</td><td>Base Rate for transportation as per contract.</td><td>X</td><td>Actual cumulative Increase / decrease in market diesel Price per litre in Faridabad District subject to a min of <b>Rs.2.00 / Litre</b>.</td></tr><tr><td></td><td></td><td></td><td></td><td>Prevailing market price of diesel per litre in Faridabad District prior to increase / decrease.</td></tr></table> <p>vi. <b>A Common Fuel Factor of 0.40 *</b>will be taken into consideration. Fuel factor is the value component of diesel in the rate quoted by the successful bidder expressed as a factor / proportion of the base rate of transportation. The fuel fact will be uniform for all successful bidders and destinations</p> <p>vii. <b>** Prevailing lowest diesel price among the oil companies shall be taken as basis for arriving at the price escalation / De-escalation as on the date of opening of Bids for the tender.</b></p> <p>viii. The current prevailing diesel price at Asaoti is <b>₹ 63.69 per Litre. (as on 20.06.2019)</b></p>	* Fuel Factor	X	Base Rate for transportation as per contract.	X	Actual cumulative Increase / decrease in market diesel Price per litre in Faridabad District subject to a min of <b>Rs.2.00 / Litre</b> .					Prevailing market price of diesel per litre in Faridabad District prior to increase / decrease.
* Fuel Factor	X	Base Rate for transportation as per contract.	X	Actual cumulative Increase / decrease in market diesel Price per litre in Faridabad District subject to a min of <b>Rs.2.00 / Litre</b> .							
				Prevailing market price of diesel per litre in Faridabad District prior to increase / decrease.							
9.	<p><b>EARNEST MONEY DEPOSIT (EMD)/BID BOND:</b></p> <p>Earnest Money Deposit {EMD} of Rs.8,000/- (<b>Rs. Eight Thousand</b> only) is to be paid online as per Annexure –IX in tender documents. Cheque and any other form of payment are not acceptable towards EMD. EMD will be refunded online to bidder’s account from which they paid the EMD, after finalization of tender. For accepted bidders, EMD of successful bidder can be adjusted towards Security Deposit against the Purchase order placed on them. EMD will carry no interest. Linking with earlier transactions/adjustments with pending bills or any other amount payable by the Company is not allowed</p> <p><b>EMD is exempted for those vendors registered under NSIC (National Small Industries Corporation) (or) coming under the definition of Micro and Small Industries and holding valid registration certificates covering the tendered items / services. However, Self-attested copy of Udyog Aadhar Memorandum</b></p>										

	<p><b>certificate must be submitted along with the duly filled, stamped and signed declaration attached at Annexure VI in this regard.</b></p> <p>a. For the successful bidder, the EMD will be refunded only after they submit the necessary Security Deposit against the work order placed on them. EMD will carry no interest.</p> <p>b. Linking of EMD amount with earlier transactions / adjustments with pending bills or any other amount payable by the company is not allowed.</p> <p><b>EMD is liable to forfeiture in the event of</b></p> <ol style="list-style-type: none"> <li>Withdrawal of offers during validity period of the order.</li> <li>Non acceptance of orders.</li> <li>Non Confirmation of acceptance of orders within the stipulated time after placement.</li> <li>Any unilateral revision made by the bidder during the validity period of the offer.</li> <li>Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.</li> <li>Non submission of Security Deposit within the stipulated time.</li> <li>For successful bidder, the EMD will be adjusted towards Security Deposit amount required to be paid by the successful bidder and excess amount shall be refunded in case of being higher than the required Security Deposit amount.</li> <li>EMD is exempted for those vendors registered under <b>NSIC</b> (National Small Industries Corporation) (or) coming under the definition of <b>Micro and Small Industries</b> and holding valid registration certificates covering the tendered items / services. However, <b>attested / notarized copy of valid NSIC certificate or "Micro and Small" industry certificate must be submitted in this regard.</b></li> </ol> <p><b>For successful bidder, the EMD will be adjusted towards Security Deposit amount required to be paid by the successful bidder and excess amount shall be refunded in case of being higher than the required Security Deposit amount.</b></p>
10.	<p><b>SECURITY DEPOSIT [SD]:</b></p> <p>The SD amount payable by the successful bidder would be <b>5% of the contract value</b> by Demand Draft payable from any Nationalized / Schedule Bank drawn in favor of Balmer Lawrie &amp; Co. Ltd. <b>payable at Mumbai.</b> The Security Deposit may be submitted within 15 days of receipt of the Purchase Order. <b>Security Deposit can also be made directly to our Standard Chartered Bank (Account No. 222-0-526803-6, NEFT Code - IFSC "SCBL0036046) through electronic transfer and proof of transfer of funds deposited with us.</b></p> <p>The Successful bidder is required pay <b>50% of the above SD upfront</b> within 15days from the date of receipt of order. And the <b>balance 50% shall be built up from their running bills @ 10% subsequently till the entire balance SD amount is built up.</b> [or]</p> <p>The entire SD amount can be submitted as Bank Guarantee [BG] valid for period of <b>18 MONTHS</b> for an equivalent amount issued by Nationalized / Scheduled Bank within 15days from the date of receipt of intimation from the company. In this regard the format <b>given by company will only be used for submitting the BG.</b></p> <p>The Security Deposit paid by Pay Order/Demand Draft/Bank Transfer shall bear no interest and shall be refunded through Bank transfer to successful bidder, only on successful delivery of the tendered service and</p> <p>All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.</p> <p>The Security Deposit amount can be adjusted to the extent of EMD amount for the successful bidder.</p> <p><b>Security deposit is liable to forfeiture in the event of:</b></p> <ol style="list-style-type: none"> <li>Non Supply after Acceptance of Purchase Order.</li> <li>Successful Bidder fails to deliver the service as per the terms &amp; condition of the Purchase Order.</li> <li>Successful Bidder violates the tender conditions.</li> <li>If the performance of the bidder is found to be unsatisfactory</li> <li>Any unilateral revision made by the successful bidder during the validity period of the contract.</li> </ol>
11.	<p><b>PAYMENT:</b></p> <ol style="list-style-type: none"> <li>The successful bidder shall submit the bills on <b>FORTNIGHT Basis</b> only, i.e. the first bill for the period 1<sup>st</sup> to 15<sup>th</sup> and the second bill for the period 16<sup>th</sup> to last working day of the month.</li> <li>Payment will be released after <b>15days</b> from the date of submission of bill as recorded by our sales administrative dept.</li> <li>Bills for transportation shall be accompanied by acknowledged delivery Challan, confirming the receipt of barrels by the consignees / customers in good condition, and without any loss / physical damage to the</li> </ol>



	<p>barrels. Bills will not be accepted by us for payment without the consignee's acknowledgment in the delivery Challan.</p> <p>d. During the contract period, transportations for any new destinations apart from the contract, equivalent distance rate will be applicable.</p>
12.	<p><b><u>DETENTION CHARGE:</u></b></p> <p>The company will pay detention charges @ Rs.1000/- per truck per day beyond 24 hours from the time /date of reporting at the point of delivery on case to case basis. However such detention will be authorized / certified by Marketing Dept on submission of proof* of reporting and release of time and date at destination.</p> <p>It is the responsibility of the transporter to communicate by mail to Sales &amp; Admin Dept of Asaoti if truck detained beyond 24 hours with details in next day and also to obtain acknowledgement of date &amp; time of reporting at customer's premises &amp; also the date &amp; time of leaving the customer's premises failing which no detention charges will be paid by Balmer Lawrie.</p> <p>*- Following supporting proof acceptable</p> <p>a. Acknowledgement of date &amp; time of reporting at customer's premises &amp; also the date &amp; time of leaving the customer's premises or</p> <p>b. GPS enabled vehicle tracking system record.</p>
13.	<p><b>Transit Insurance:</b> The successful bidder shall take transit insurance for the barrels taken from the company for delivery to our customers during transportation. In case of any transit loss / damage the company shall recover the cost of lost/damaged barrels from the successful bidder either by appropriate deductions from their bills or by adjustment from the security deposit amount. The cost per barrel will be calculated based on the invoice value for recovering the cost of short supply.</p> <p>It will be the responsibility of the successful bidder to lodge necessary claim with the insurance company and recover their loss from the insurance company. Hence insurance policy should be taken by the successful bidder for this purpose. In case of any transit loss / damage the company shall recover the cost of lost/damaged barrels from the successful bidder either by appropriate deductions from their bills or by adjustment from the security deposit amount.</p>
14.	<p><b>PENALTY &amp; RISK PURCHASE CLAUSE:</b></p> <p>(i) <b>NON-PLACEMENT OF TRUCKS &amp; DELIVERY:</b> - The successful bidder shall place the trucks as per our <b>requirement / daily call-ups</b> and lift the barrels <b>within 24 hours of telephonic intimation to them</b>. In the event of their failure to do so, the company shall be free to engage any other transporter from the open market at the then prevailing market rate at the risk of the successful bidder. The additional cost, if any, incurred by the company on this account will be recovered at actual from the successful bidder from their Security Deposit / Running Bills.</p> <p>(ii) In the event of unsatisfactory performance or developments leading to creation of lack of confidence in the successful bidder at any stage of operation of the contract, the company reserves the right to cancel the contract. In such case, the company also reserves its right to get the balance portion of the job executed through other means at the entire risk and cost of the successful bidder. <u>If such failures is of frequent in nature during the contract period, the company at its discretion may also cancel the contract placed on the successful bidder for the remaining period of the contract and also forfeit the Security Deposit of the successful bidder.</u> The company will be the sole judge in taking such a decision and will not be obliged to assign any reasons for its action. Such cancellation will be without prejudice and entirely at company's discretion.</p>
15.	<p><b>Exclusive Clause - The successful bidder should ensure to make available the trucks without diverting them to any other Barrel Manufacturer.</b></p>
16.	<p><b>Sub-Letting:</b> The successful bidder shall not be allowed to sub-let either wholly or any part of the order without the Company's prior written consent.</p>
17.	<p><b>The Company reserves the right at any time to appoint parallel transporters / contractors for the destinations tendered without giving any notice whatsoever to the existing contract.</b></p>
18.	<p>It will be the responsibility of the successful bidder to ensure that the documents like Invoice, Excise Duty Gate Pass, Delivery Challan, Test Certificate etc. are handed over to the customer and necessary acknowledgement is taken for</p>

	receipt of the same. In the event of loss or non-receipt of acknowledgement for the documents submitted, the Successful bidder shall take the responsibility and any financial losses involved in it would be to the successful bidder's account.
19.	<b>Secrecy of documents:</b> The successful bidder has to strictly maintain secrecy of all our documents carried by them, failure found, if any, at any point of time will straight away lead to cancellation of the contract and the losses pertaining to the event shall be recovered from the bills.
20.	The Successful bidder shall be entirely responsible for safe handling, security of goods while in transit and delivery in good condition. The cost of damages if any will be recovered from the successful bidder. In case of accident to third parties while handling the barrels (i.e. loading of barrels at our Works, in transit, unloading of barrels at our customer premises), it shall be the successful bidder's responsibility to initiate or defend legal actions arising out of the use of their trucks and payment of compensation, if any, to the third party and others who have a valid legal claim arising out of the accident.
21.	<p><b><u>AWARD OF CONTRACT:</u></b></p> <p>For each of the destination of this tender, where the <b>estimated transportation quantity is more than 10,000 barrels</b>, the company desires to retain two transporters for operational reasons. The company shall distribute the order in two lots (<b>Lot – A &amp; Lot – B</b>) in the ratio of <b>70:30</b> subject to the following.</p> <ol style="list-style-type: none"> <li>The <b>destination wise Lowest quoted rates would be considered</b> for arriving at the L1[Lowest quoted bidder] status             <ol style="list-style-type: none"> <li>The L1 (Lowest) bidder will be given <b>Lot-A</b> and L2 bidder will be given <b>Lot-B provided L2 bidder agrees to match L1 rate</b>.</li> <li>In the event of, L2 bidder not agreeable to match L1 rate, then L3, L4....etc. in that order shall be given the opportunity to match L1 rate for awarding the Lot-B quantity.</li> <li>In the event of L2, L3, L4.... not agreeing to match L1 rate, then the Lot-B shall also be placed on the L1 bidder.</li> <li>In the event of more than one L1 bidder for any destination, then the entire quantity for the particular destination would be equally distributed among the L1 bidders.</li> <li>For destination where the estimated transportation quantity is <b>less than 10,000 barrels the entire order quantity shall be placed on the L1 bidder</b></li> <li><b>The quantity mentioned is merely indicative</b> and the company cannot give any commitment</li> <li>The decision of the company is final in retaining more than one transporter.</li> </ol> </li> <li>The company with mutual agreement with the successful bidder             <ol style="list-style-type: none"> <li>Shall enhance the ordered quantity by <b>10%</b></li> <li>Shall extend the contract for further period of <b>NINE MONTH</b> at the same terms and conditions prior to expiry of the contract.</li> <li><b>Shall interchange of order quantities among the destinations for individual transporter within the order value.</b></li> </ol> </li> </ol> <p>In the event of failure of any one of the successful bidder to provide the required number of trucks as per company's requirement, the company <b>shall inter change / transfer of ordered quantities among destinations</b> to the other successful bidder[s] on <b>mutual agreement</b>.</p>



**D. General Terms & Condition (Annexure – II)**

1.	<b>Purpose of the contract:</b> This contract is for placement of trucks for transportation of Empty Barrels as set forth in the work order and as per the schedule to the work order.
2.	The quantity indicated is only an estimate, based on the present level of operations in our Plant and is subject to variation depending upon the actual needs of the Plant from time to time
3.	<b>The Company reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.</b>
4.	<b>Octroi:</b> If any will be reimbursed by the company at actual on the date of delivery against production of proof of payment. Reimbursement will be limited to the actual octroi charges and shall not include incidental expenses / charges incurred any.
5.	The successful bidder has to maintain all relevant statutory records and recover / pay contributions in respect of their employees under the <b>Factories Act, Central Labour Act, PF Act, FPF Scheme, ESI Scheme, Workmen's Compensation Act, and other labour laws</b> . In all respects, the successful bidder shall be responsible for employment, welfare, conduct etc. of their office employees and shall indemnify the company against any claim, demand or action at the instance of any office employees or by any authorities. The successful bidder shall also ensure to <b>pay his employees the Bonus they are entitled to as mentioned under the payment of Bonus Act, 1965</b> , and submit proof towards effecting payment of Bonus.
6.	The successful bidder shall hold the company harmless and indemnified from and against all claims, charges and costs for which the company may be held liable under the <b>Workmen's Compensation Act 1923</b> . Employees Liability Act 1930 and amendments thereof and expenses which the company may be made to bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions / omissions whether due to negligence or not of the successful bidder or his agents or his employees in carrying out the job of the successful bidder.
7.	The successful bidder shall ensure workmen employed in the execution of the contract are insured against accidents and injuries. The company shall not be held responsible for any liability what so ever legal or otherwise arising out of execution of the contract by the transporters employees casual or otherwise and third parties. The successful bidder shall be liable to bear damage under <b>Employers Liability Act 1938 and amendments 1970</b> thereof, the expenses which the company may be made to bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions / omissions whether due to negligence or not of the transporter or his agents or his employees in carrying out the job of the transporter.
8.	Once the barrels are loaded on the successful bidder's truck, the successful bidder is responsible for their safe keeping and delivery to the destination until our receiving a signed challan signifying acceptance of the consignment by our customer. <u>In the event of damage or loss of barrels whilst in the custody of the successful bidder, the successful bidder will be required to reimburse 'full value' of the barrels damaged or lost. 'Full Value' will be equivalent to the Invoice Value inclusive of taxes, duties etc and loss of goodwill if any.</u>
9.	All the trucks to be provided by the successful bidder should qualify as per the qualification norms of the State Government for plying within (Faridabad) Haryana jurisdiction.
10.	The successful bidder will have to provide agreed number of sturdy tucks in good working condition every morning to clear the entire quantity of barrels scheduled for dispatch. Schedule will be given one day in advance to your representative.
11.	The successful bidder will have to submit a list of his drivers, cleaners and other workmen and only on our approval and issue of passes they are permitted to enter our factory premises. Changes, if any, must receive our approval
12.	The successful bidder will be responsible for the welfare and discipline of his employees inside our factory. He must also undertake to comply with all statutory regulations for employment of his employees. Any expenses incurred by us under these regulations will have to be reimbursed by him. The successful bidder will be deemed to be the ultimate employer of his men.
13.	<b>PRESERVATION:</b> Fully covered tarpaulin shall necessarily be provided for each and every load. In addition, the platform of the truck should be flat & a leveled one. Cross angles and reapers to be provided with rubber pad to avoid any scratches over the barrels during transit. In the event of the successful bidder not providing the tarpaulin, the Company shall provide the same and the cost shall be recovered from them. The base of the surface / platform of the truck should be absolutely even.

14.	<b>The bid of any bidder may be rejected if a conflict of interest between the bidder and the company is detected at any stage.</b>
15.	Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions, without Earnest Money deposit or tie up with other transactions towards Earnest money Deposit will not be considered at all.
16.	The truck should possess FIRST AID KIT, R.C. BOOK, INSURANCE PREMIUM RECEIPT, etc. at any point of time during its service to our company Hence, it is essential for the successful bidder to meet these requirements without fail. The tyres including the stepney should not be bald and the brake lights should be in working condition. The load carrying capacity to be written in predominant place.
17.	<p><b>Health, Safety &amp; Environment Standard:</b> The bidder shall follow the Health, Safety and Environment Policy as defined by our respective customers while in their premises and as well as our Health, Safety &amp; Environment Standards. All the trucks to be provided by the successful bidder should qualify as per the HSE requirements of our customers. The list of the HSE qualification norms are listed below:</p> <ol style="list-style-type: none"> <li>Drivers should possess a valid original driving license and Registration Certificate of the Truck (original preferred)</li> <li>Each truck should have a helper/cleaner.</li> <li>Driver and cleaner should wear Shirt and Pant only.</li> <li>Driver, helper/cleaner and the unloading crew should wear Helmets and safety shoes.</li> <li>Truck platform and side walls to be free from rust, dents sharp areas and uneven surfaces.</li> <li>All the tyres should have proper treads.</li> <li>Head lights, indicators and reverse horn to be in working condition.</li> <li>All the trucks should have a valid pollution / emission control certificate (original preferred) apart from other statutory requirements.</li> <li>Any person accompanying the truck and barrels should not be drunken and if found the truck will be blacklisted.</li> <li>The Crew members should adhere to customer premises rules &amp; regulations and behave politely with the customers.</li> <li>Over all trucks should be in a well maintained condition.</li> </ol> <p>Copy of the HSHE Policy of some of our customers will be provided to successful bidders and this must be strictly adhered at our customer premises namely M/s. CASTROL, M/s.BASF, M/s.COVESTRO, M/s.FIRMENICH, &amp; Other Multinational Co's.</p> <p>Company will randomly inspect the truck of any successful bidder during the contractual period based on the criteria set above. Such inspection will be done jointly by authorized representatives of BL &amp; Transporter's. Report will be shared with the transporter after the inspection is over.</p> <p><b>Failure in compliance on HSE by any transporter will attract fine of Rs.5000.00 for each incidence for more than one incidence in a month. If such failure for any transporter is frequent (more than 5 times) within a times span of six months, the penalty would be Rs.10000.00 per failed truck.</b></p>
18.	Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to the Company will be considered applicable at the time of any dispute.
19.	It shall be understood that every endeavor has been made to avoid error which may materially affect the basis of the tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
20.	<p><b>Delay due to Force Majeure</b></p> <p>In the event of causes of force Majeure occurring within the agreed delivery terms, the delivery dates can be extended by the tenderer on receipt of application from the bidder within stipulated delivery period. Only those causes that depend on natural calamities, civil wars, national strikes and strikes /lockout at Bidder's works which have duration of</p>

	<p>more than seven consecutive calendar days are considered the causes of Force Majeure. The bidder must advise BL by a registered letter duly certified by local chamber of commerce or statutory authorities, the beginning and end of cause of delay immediately, but in no case later than 10 days from the beginning and end of such cause of Force majeure condition as defined above.</p> <p>BL reserves the right to ask Bidder to suspend service covered by this order for such period as they may think fit in the event of strikes, accidents or other causes beyond BL's control.</p>
21.	<p><b>Statutory Provisions</b></p> <p>The transporter shall hold the company harmless and indemnified from and against all claims, charges and costs for which the company may be held liable under the Workmen's compensation Act 1923.</p> <p>Employees Liability Act 1930 and amendments thereof and expenses which the company may be made to bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions/omissions whether due to negligence or not of the transporter or his agents or his employees in carrying out the job of the transporter. The Transporter will ensure compliance of all Statutory / Legal provisions including payment of retrenchment compensation of its employees employed within the Company's premises.</p> <p>The Contractor shall follow the provisions of Employees Provident Funds and Miscellaneous provisions Act, 1952 and employees State Insurance Act, 1948, by obtaining license under these acts. The contractor will be solely responsible for complying with all the provisions of the act will indemnify the company against any claim made under these acts either by the worker or by the Govt. Authority. No extra compensation / payment will be made to the contractor for these compliances.</p>
22.	<p><b>Termination</b></p> <p>Without prejudice to BL's right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if:</p> <ol style="list-style-type: none"> <li>1. The bidder fails to comply with any material term of the Contract.</li> <li>2. The bidder informs BL of its inability to deliver the item or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.</li> <li>3. The bidder fails to deliver the item within the stipulated Delivery Period</li> <li>4. The bidder becomes bankrupt or goes into liquidation.</li> <li>5. The bidder makes a general assignment for the benefit of creditors.</li> <li>6. A receiver is appointed for any substantial property owned by the bidder.</li> <li>7. The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.</li> </ol> <p>Upon receipt of said termination notice, the bidder shall immediately stop the service.</p> <p>On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. The EMD / Security Deposit will be forfeited</p>
23.	<p><b>ARBITRATION:</b> Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman &amp; Managing Director, Balmer Lawrie &amp; Co. Limited and 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.</p> <p><b>In event of any dispute or difference relating to the interpretation and application of the provision of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs &amp; Excise Departments), such disputes or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM no 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018</b></p>
24.	<p><b>UNDERTAKING FROM VENDOR</b></p> <p>a. We have quoted our rate after studying carefully all the Tender Details, Terms and Conditions and we confirm to have accepted the same.</p>

b.	We are aware of Price Escalation / De-Escalation clause of this tender with respect to increase / decrease in price of High Speed Diesel.		
c.	<p>We are aware that the rate quoted by us on “per Barrel Basis” only and the <b>Rate quoted would include loading &amp; unloading charge of barrel, transit insurance and Toll charges.</b></p> <p><b>Rate quoted by truck basis [or] any other basis is not acceptable and the bid will be rejected.</b></p> <p>Also we are aware that the loading and unloading of barrels wherever required has to be done by us and we shall cover the loading/unloading crew with all the necessary statutory coverage such as ESI, PF, Workmen compensation etc. as required.</p>		
d.	We would provide suitable <b>Containerized trucks</b> for transporting barrel with a <b>minimum carrying capacity of minimum 200 Barrels (for 210 Liters Barrels) and 360 Barrels (for 105 Liters Barrels) [Only vertical type of loading permitted ]</b>		
e.	We are aware that the contract shall be extended for a further period of <b>NINE MONTH</b> prior to expiry of the contract at <b>the same rate terms and conditions on mutual agreement.</b>		
f.	We are aware that the <b>estimated tender quantity shall be increased by another 10% on mutual agreement.</b>		
g.	We are aware that the company shall <b>inter change / transfer of ordered quantity among destinations within the awarded estimated order value of the contract.</b>		
h.	We are aware that in the event of failure of any one of the successful bidder to provide the required number of trucks as per company's requirement, the company shall <b>inter change / transfer of ordered quantities among destinations</b> to the other successful bidder[s] on <b>mutual agreement.</b>		
i.	We are aware of the <b>Penalty &amp; Risk Purchase Clause of this tender, in case of non-performance and failure to place trucks</b> against company's call ups.		
j.	The offer submitted by bidder should be <b>valid for the company's acceptance for a period of 90 days from the due date of opening of price bid.</b>		
k.	The contract if any awarded against this Tender will be valid for a period of <b>NINE MONTHS.</b> However, the exact date of commencement of the contract shall be decided based on the finalization of the contract.		
<b>Name</b>		<b>Signature with Seal</b>	
<b>Designation</b>		<b>Date</b>	

**E. Scope Of Work / Schedule Of Requirement ( ANNEXURE –III)**

<b>Specifications:</b> Empty MS Tight Head / Open Head Barrel of 210 Liter & 105 Liter Nominal capacity Empty Mild Steel Barrel with dimensions 600mm Ø x 900mm height and weighing approximately 15Kgs. to 24Kgs & 600mm Ø x 450mm height and weighing approximately 8 kgs to 12 Kgs respectively.					
<b>Nature of Work:</b> Transportation of Empty MS Barrels of <b>210Ltrs. &amp; 105 Ltr Capacity</b> by road in <b>CONTAINERISED TRUCKS</b> (with minimum <b>carrying capacity of 200 Barrels &amp; 360 Barrels respectively</b> ) by road from Barrel Plant, Industrial Packaging, Village-Piyala, Post-Asaoti, Dist-Faridabad (HARYANA) to our customers at <b>Hissar destination</b> for the period from <b>July 2019 to March 2020</b>					
<b>SCHEDULE OF REQUIREMENT</b>					
SNo	Destination	Loading Type	Truck Capacity	Estimated Qty.	Unit
1.	Hissar (for 210 Ltr Capacity barrel)	<b>VERTICAL</b>	<b>200</b>	5400	Number
2.	Hissar (for 105 Ltr Capacity barrel)	<b>VERTICAL</b>	<b>360</b>	18000	Number

**Stacking / Loading :** Stacking of Barrel in truck:**For 210 Ltr Barrel**

The barrels shall be stacked only in **VERTICAL** condition in **200 & above capacity** vehicle. The same capacity of truck can also be used for less than 200 of barrels with a minimum guaranteed load of 180.

**For 105 Ltr Barrel**

The barrels shall be stacked only in **VERTICAL** condition in **360 & above capacity** vehicle. The same capacity of truck can also be used for less than 360 of barrels with a minimum guaranteed load of **324**.

- (i) Loading & Unloading Charges (at Asaoti) : Under successful transporter's scope.
- (ii) Any locations where unloading charges are charged more than the amount specified above, the same will be reimbursed at actual on verification & certified jointly by our Marketing & Sales & Admin Department.
- (iii) Working Hours ( at Asaoti ) : 8.00am to 6.00pm (working in two shifts)
- (iv) Apart from working days, loading should also be done on weekly holidays/public holidays as per requirement arising out of customers demand at the same rate mentioned above.

**1. Protection of Barrels:**

- i. The truck shall be fully covered with water proof tarpaulin and shall necessarily be provided for each and every load. In addition, the platform of the truck should be flat & a leveled one. Cross angles and reapers to be provided with rubber pad to avoid any scratches over the barrels during transit In the event of the successful bidder not providing the tarpaulin, the Company shall provide the same and the cost shall be recovered from them. The base of the surface / platform of the truck should be absolutely even. Sufficient care to be taken to ensure that there are no projections/Nails in the Vehicle Body which may cause damage to the barrels in transit. Prevention of such damages shall be the responsibility of the successful bidder and cost of damages will be recovered from the successful bidder.

**ii. Lashing facility to be provided to secure the barrels in place inside the truck in order to avoid rattling of drums.**

2. The Successful bidder shall be entirely responsible for safe handling, security of goods while in transit and delivery in good condition. The cost of damages if any will be recovered from the successful bidder. In case of accident to third parties while handling the barrels (i.e. loading of barrels at our Works, in transit, unloading of barrels at our customer premises), it shall be the successful bidder's responsibility to initiate or defend legal actions arising out of

the use of their trucks and payment of compensation, if any, to the third party and others who have a valid legal claim arising out of the accident.

- 3.** The bidders are requested visit our plant, get acquainted with the type of job / work and understand the nature of job / work / responsibilities in totality before participating in this e-tender.





**PRICE BID FORMAT (ANNEXURE – IV)**

Transportation of Empty MS Barrels of **210Ltrs. & 105 Ltr Capacity** by road in **CONTAINERISED TRUCKS** (with minimum **carrying capacity of 200 Barrels & 360 Barrels respectively**) by road from Barrel Plant, Industrial Packaging, Village-Piyala, Post-Asaoti, Dist-Faridabad (HARYANA) to our customers at **Hissar destination** for the period from **July 2019 to March 2020**

SNo	Destination	Loading Type	Est. Qty.	Unit	RATE	VALUE
1.	Hissar (for 210 Ltr Capacity barrel)	VERTICAL	200	5400		
2.	Hissar (for 105 Ltr Capacity barrel)	VERTICAL	360	18000		
Goods & Service Tax if any applicable extra						



**F. Code Of Conduct For Vendors (ANNEXURE – V)**

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment.

Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

**The supplier declares herewith:**

- I. **Legal compliance** to comply with the laws of the applicable legal system(s).
- II. **Prohibition of corruption and bribery** - to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.
- III. **Respect for the basic human rights of employees**
  - a. to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
  - b. to respect the personal dignity, privacy and rights of each individual;
  - c. to refuse to employ or make anyone work against his will;
  - d. to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
  - e. to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
  - f. to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
  - g. to comply with the maximum number of working hours laid down in the applicable laws;
  - h. to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
- IV. **Prohibition of child labor** - to employ no workers under the age of 18;
- V. **Health and safety of employees**
  - a. to take responsibility for the health and safety of its employees;
  - b. to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
  - c. to provide training and ensure that employees are educated in health and safety issues;
  - d. to set up or use a reasonable occupational health & safety management system;
- VI. **Environmental protection**
  - a. to act in accordance with the applicable statutory and international standards regarding environmental protection;
  - b. to minimize environmental pollution and make continuous improvements in environmental protection;
  - c. to set up or use a reasonable environmental management system;
- VII. **Supply chain** - to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct; to comply with the principles of non-discrimination with regard to supplier selection and treatment.

**G. BIDDER TO SUBMIT ON THEIR LETTER PAD****( ANNEXURE – VI)**

(APPLICABLE TO ONLY MSE VENDORS FOR AVAILING BENEFITS AS PER PUBLIC PROCUREMENT POLICY FOR MSE's ORDER 2012.)

Dated .....

I/We, M/s .....,  
address....., hereby declare that  
I/We are registered as MSE supplier and have registered our Udyog Aadhar Memorandum  
(UAM) Number.....on Central Public Procurement Portal (CPPP).

Balmer Lawrie & Co. Ltd reserves the right to verify the authenticity of the above claim through CPPP.

I/We hereby also declare the following:-

- [1] I/We belong to SC/ST category – Yes / No [Kindly tick the appropriate category].
- [2] One of the partner / proprietor is a female – Yes / No [Kindly tick the appropriate category].

Company Authorized Signatory  
(Seal & Stamp)

**H. Goods and Service Tax (GST) Compliances ( ANNEXURE – VII)**

Vendor to comply with all requirements under GST & provide their GST Registration details.

Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor

Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].

Vendors are required to raise invoice as per the GST tax structure.

Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.

In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.

Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	



**I. DETAILS OF VENDOR (ANNEXURE – VIII)**

1.	Name of the Transporting Company	:	
2.	Address of the Company	:	
3.	Address of the Local Branch Office at Faridabad with telephone no. and Name of the contact person / Branch Manager (within South India) CONTACT PERSON / PHONE NO./E-MAIL ID	:	
4.	Registered / Head Office of the Company	:	
5.	Status of the Bidder [Individual / HUF/ Firm / Limited Company] Others –Please specify.	:	
6.	Date of Incorporation	:	
7.	Turnover of the company for the last Three years.	:	
8.	No. of trucks dedicated / owned by the Company with model & Capacity.	:	
9.	Size of the Truck Body (Inside measurement in feet) Length X Breadth X Height of Vehicle Nos.	:	
10.	No. of trucks that can be leased / hired per day.	:	
11.	List of Parties to whom you have done Transportation contract work - Attach Xerox copies	:	
12.	No of trucks having State Permit ( mention clearly the States)	:	
13.	Certificate from the Bankers as proof of address	:	
14.	Whether, you are doing / were doing transportation job in our Division or any other units of BL. If so, for how many years?	:	
15.	PAN NO.	:	
16.	Bank Name	:	
17.	Branch Name /Street / City	:	
18.	IFSC Code	:	
19.	MICR Code	:	
20.	Account Number	:	
21.	Minority Indicator	:	

22.	GSTIN Registration Number		
23.	HSN /SAC Code for Supply/Service		
24.	GST rate (in %) applicable for Supply/Service to be provided.		
25.	Composition Scheme Applicable	Yes / No	
26.	Proof of GSTIN Registration No. per state [From GSTN website]		
27.	Vendor's GSP name [GST Suvidha Provider's]		
28.	Exemption No.		
29.	Exemption Percentage		
30.	Exemption Reason		
31.	Exempt From /To		

**Note: The bidder is requested to enclose the documented evidences in proof of above against each clause.**





**J. PROFORMA for BG as SD. (ANNEXURE-IX)**

**(To be provided by successful bidder only)**  
**Proforma of the Bank Guarantee**  
**(Security Deposit – 5% of order value)**

**BALMER LAWRIE & CO. LTD.**  
**5, J N HEREDIA MARG, BALLARD ESTATE,**  
**MUMBAI – 400 001.**

Dear Sir,

That Messrs./Mr. \_\_\_\_\_ (set out full name and a Bidder and constitution of the Contractor) (hereinafter referred to as "the Contractor") filed their / his / its quotation against your Tender being Tender No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter referred to as "the said Tender") for Transport of Barrel and in pursuance thereto an Order being No. \_\_\_\_\_ dated (hereinafter referred to as "the Order") was issued by you to the Contractor.

The conditions of the said Tender, inter alia, require that the Contractor shall pay a sum of Rs. (Rupees only) as full security deposit (hereinafter referred to as "the security deposit") in the form therein mentioned. The form of payment of security deposit includes a guarantee to be executed by a Scheduled Indian Bank.

The said Messrs. / Mr. \_\_\_\_\_ (set out full name of the Contractor) have / has approached us and at their / his / its request and in consideration of the premises. We \_\_\_\_\_ (set out full name of the Bank) having our office, inter alia at \_\_\_\_\_ (state the address of the Bank) has agreed to give such guarantee in the manner following:

1. We, \_\_\_\_\_ ( set out full name of the Bank ), hereby undertake and agree with you if default is made by Messrs. / Mr. \_\_\_\_\_ (set out full name of the Contractor ), in performing any of the terms and conditions of the Tender and / or Order or in payment of the security deposit or any other or in payment of money payable to you, We, \_\_\_\_\_ (set out full name of the Bank ) shall merely on demand from you without demur or protest shall pay you the said amount Rs. 000.00 (only ) or such portion thereof not exceeding the said sum as you may demand from time to time.
2. We, \_\_\_\_\_ ( set out full name of the Bank ), further agree with you that you shall have the fullest liberty to without our consent and without affecting in any manner our obligations hereunder to adopt any mode for realization of your dues from the Contractor and/or to vary any of the Terms and Conditions of your Contract with the said Messrs. / Mr. \_\_\_\_\_ ( set out full name of the contractor ) or to extend time of performance by Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by you against Contractor and to forbear or enforce any of the terms and conditions relating to the Contract and We, \_\_\_\_\_ (set out full name of the Bank ) shall not be relieved from our liability by reason of any such variation, or any indulgence to be given by you to the Contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing us.
3. Your right to recover the said sum of Rs. 000.00 (Rupees only ) from us in the manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes is / are pending before any Officer, tribunal, court or any other authority or authorities.
4. The guarantee herein contained shall not be determined or affect by liquidation or winding up, dissolution or change of constitution or insolvency of the said Messrs. / Mr. \_\_\_\_\_ (set out the full name of the Contractors), but shall in all respect, and for all purposes be binding and operative until payment of all the money due to you in respect of such liabilities is paid.
5. Our liability under this guarantee is restricted to Rs. 00.00 (Rupees only )
6. Our guarantee shall remain in force and effect until \_\_\_\_\_ (set out the date of Expiry) and unless a claim or demand in writing is made against us under this guarantee before the expiry of six months from the aforesaid date i.e. \_\_\_\_\_ (set out last date of Claim period), the said Guarantee all your rights under this guarantee shall be forfeited and We, \_\_\_\_\_ (set out full name of the Bank) shall be relieved and discharged from all liabilities there by.
7. We, \_\_\_\_\_ (set out full name of the Bank) undertake not to revoke this Guarantee during its currency except with your previous consent in writing.
8. We, \_\_\_\_\_ (set out full name of the Bank) have power to issue this Guarantee in your favor under our Memorandum and Articles of Association and the undersigned has full power to execute / sign this Guarantee under the Power of the Attorney dated the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_ granted by the Bank.

Yours faithfully,

Dated:

**K. CONDITIONS FOR ONLINE BID SUBMISSION (ANNEXURE – X)****1. Registration with e.Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd.

- |                                            |                                                                                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1. Mr.Tittha Das. Mob.09163254290          | e.mail- <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>                           |
| 2. Mr.Tuhin Ghosh, Mob.08981165071         | e.mail- <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>                         |
| 3. Mr.CH. Mani Sankar ,Mob.08939284159     | e.mail- <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a> |
| 4. Ms. Ujwala Shimpi, Land No 022 66865608 | Email – <a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>                     |

*Or*

**Balmer Lawrie's officials.**

1. Mr. N D Yadav, Mob. 8879294183 Land Line No.022 66258191,e.mail: [yadav.nd@balmerlawrie.com](mailto:yadav.nd@balmerlawrie.com)

**Pre-Requisites Before Login to System (Software requirements.)**

- a. Minimum System Requirements:
    - Pentium III or Later Processor
    - Minimum of 128 MB of RAM
    - Minimum 1 USB port (If Certificate is in USB Token)
    - DSC Dongle driver should be installed before logging in
    - Reliable Internet Connectivity
    - Certificate with full chain
    - Certificate should not be expired it should be valid certificate
  - b. **Operating System:**
    - Windows 2000 Professional
    - Windows XP
  - c. **Browser Version:**
    - Internet Explorer Versions 6.0 SP2 and above
  - d. **Java Component:**
    - Go to Control panel>Add/Remove Programs>
    - Check whether Java Runtime Environment is installed on your machine or not.
- 2. Procedure for Bid Submission:** The bidder shall submit his response through bid submission to the tender on e. Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue.
- 3. Digital Certificate authentication:** The bidder shall authenticate the bid with his Digital Certificate (Class II) for submitting the bid electronically on e .Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e.Procurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt. Ltd.
- 4. Bid Submission Acknowledgement:** The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.
- 5. Submission of Hard copies:** After submission of bid online, the bidders are requested to submit the demand drafts / Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before the due date at our Ballard Estate Office. The bidder shall furnish the Demand Draft and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

**Disclaimer Clause:** The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

**Terms and Conditions for making Online-Payments towards Earnest Money Deposit (EMD)**

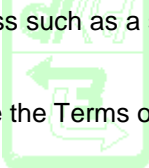
The Terms and Conditions contained herein shall apply to any person (“User”) using the services of **Balmer Lawrie & Co. Ltd**, hereinafter referred to as “**Merchant**”, for making Tender fee and Earnest Money Deposit (EMD) payments through an online Payment Gateway Service (“**Service**”) offered by ICICI Bank Ltd. in association with E Tendering Service provider and Payment Gateway Service provider through Balmer Lawrie e-procurement website i.e. <https://eproc.balmerlawrie.in> (“Website”). Each User is therefore deemed to have read and accepted these Terms and Conditions.

**A. Privacy Policy**

The Merchant respects and protects the privacy of the individuals that access the information and use the services provided through them. Individually identifiable information about the User is not willfully disclosed to any third party without first receiving the User's permission, as covered in this Privacy Policy.

This Privacy Policy describes Merchant's treatment of personally identifiable information that Merchant collects when the User is on the Merchant's website. The Merchant does not collect any unique information about the User (such as User's name, email address, age, gender etc.) except when you specifically and knowingly provide such information on the Website. Like any business interested in offering the highest quality of service to clients, Merchant may, from time to time, send email to the User and other communication to tell the User about the various services, features, functionality and content offered by Merchant's website or seek voluntary information from The User.

Please be aware, however, that Merchant will release specific personal information about the User if required to do so in the following circumstances:

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- a) in order to comply with any valid legal process such as a search warrant, statute, or court order, or available at time of opening the tender
  - b) if any of User's actions on our website violate the Terms of Service or any of our guidelines for specific services, or
  - c) to protect or defend Merchant's legal rights or property, the Merchant's site, or the Users of the site or;
  - d) to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the security, integrity of Merchant's website/offering.

**B. General Terms and Conditions For E-Payment**

1. Once a User has accepted these Terms and Conditions, he/ she may register on Merchant's website and avail the Services.
2. Merchant's rights, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India, and nothing contained in these Terms and Conditions shall be in derogation of Merchant's right to comply with any law enforcement agencies request or requirements relating to any User's use of the website or information provided to or gathered by Merchant with respect to such use. Each User accepts and agrees that the provision of details of his/ her use of the Website to regulators or police or to any other third party in order to resolve disputes or complaints which relate to the Website shall be at the absolute discretion of Merchant.
3. If any part of these Terms and Conditions are determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth herein, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of these Terms and Conditions shall continue in effect.

4. These Terms and Conditions constitute the entire agreement between the User and Merchant. These Terms and Conditions supersede all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between the User and Merchant. A printed version of these Terms and Conditions and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms and Conditions to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.
5. The entries in the books of Merchant and/or the Payment Gateway Service Providers kept in the ordinary course of business of Merchant and/or the Payment Gateway Service Providers with regard to transactions covered under these Terms and Conditions and matters therein appearing shall be binding on the User and shall be conclusive proof of the genuineness and accuracy of the transaction.
6. **Refund For Charge Back Transaction:** In the event there is any claim for/ of charge back by the User for any reason whatsoever, such User shall immediately approach Merchant with his/ her claim details and claim refund from Merchant alone. Such refund (if any) shall be effected only by Merchant via payment gateway or by means of a demand draft or such other means as Merchant deems appropriate. No claims for refund/ charge back shall be made by any User to the Payment Gateway Service Provider(s) and in the event such claim is made it shall not be entertained.
7. In these Terms and Conditions, the term "**Charge Back**" shall mean, approved and settled credit card or net banking purchase transaction(s) which are at any time refused, debited or charged back to merchant account (and shall also include similar debits to Payment Gateway Service Provider's accounts, if any) by the acquiring bank or credit card company for any reason whatsoever, together with the bank fees, penalties and other charges incidental thereto.
8. Refund for fraudulent/duplicate transaction(s): The User shall directly contact Merchant for any fraudulent transaction(s) on account of misuse of Card/ Bank details by a fraudulent individual/party and such issues shall be suitably addressed by Merchant alone in line with their policies and rules.
9. Server Slow Down/Session Timeout: In case the Website or Payment Gateway Service Provider's webpage, that is linked to the Website, is experiencing any server related issues like 'slow down' or 'failure' or 'session timeout', the User shall, before initiating the second payment, check whether his/her Bank Account has been debited or not and accordingly resort to one of the following options:
  - i. In case the Bank Account appears to be debited, ensure that he/ she does not make the payment twice and immediately thereafter contact Merchant via e-mail or any other mode of contact as provided by Merchant to confirm payment.
  - ii. In case the Bank Account is not debited, the User may initiate a fresh transaction to make payment.

However, the User agrees that under no circumstances the Payment Gateway Service Provider shall be held responsible for such fraudulent/duplicate transactions and hence no claims should be raised to Payment Gateway Service Provider. No communication received by the Payment Gateway Service Provider(s) in this regard shall be entertained by the Payment Gateway Service Provider.

### C. Limitation of Liability

1. Merchant has made this Service available to the User as a matter of convenience. Merchant expressly disclaims any claim or liability arising out of the provision of this Service. The User agrees and acknowledges that he/ she shall be solely responsible for his/ her conduct and that Merchant reserves the right to terminate the rights to use of the Service immediately without giving any prior notice thereof.
2. Merchant and/or the Payment Gateway Service Providers shall not be liable for any inaccuracy, error or delay in, or omission of (a) any data, information or message, or (b) the transmission or delivery of any such data, information or message; or (c) any loss or damage arising from or occasioned by any such inaccuracy, error, delay or omission, non-performance or interruption in any such data, information or message. Under no circumstances shall the Merchant and/or the Payment Gateway Service Providers, its employees, directors, and its third party agents involved in processing, delivering or managing the Services, be liable for any direct, indirect, incidental, special or consequential damages, or any damages whatsoever, including punitive or

exemplary arising out of or in any way connected with the provision of or any inadequacy or deficiency in the provision of the Services or resulting from unauthorized access or alteration of transmissions of data or arising from suspension or termination of the Services.

3. The Merchant and the Payment Gateway Service Provider(s) assume no liability whatsoever for any monetary or other damage suffered by the User on account of:
  - (I) the delay, failure, interruption, or corruption of any data or other information transmitted in connection with use of the Payment Gateway or Services in connection thereto; and/ or
  - (ii) any interruption or errors in the operation of the Payment Gateway.
4. The User shall indemnify and hold harmless the Payment Gateway Service Provider(s) and Merchant and their respective officers, directors, agents, and employees, from any claim or demand, or actions arising out of or in connection with the utilization of the Services.

The User agrees that Merchant or any of its employees will not be held liable by the User for any loss or damages arising from your use of, or reliance upon the information contained on the Website, or any failure to comply with these Terms and Conditions where such failure is due to circumstance beyond Merchant's reasonable control.

#### **D. Miscellaneous Conditions:**

1. Any waiver of any rights available to Merchant under these Terms and Conditions shall not mean that those rights are automatically waived.
2. The User agrees, understands and confirms that his/ her personal data including without limitation details relating to debit card/ credit card transmitted over the Internet may be susceptible to misuse, hacking, theft and/ or fraud and that Merchant or the Payment Gateway Service Provider(s) have no control over such matters.
3. Although all reasonable care has been taken towards guarding against unauthorized use of any information transmitted by the User, Merchant does not represent or guarantee that the use of the Services provided by/ through it will not result in theft and/or unauthorized use of data over the Internet.
4. The Merchant, the Payment Gateway Service Provider(s) and its affiliates and associates shall not be liable, at any time, for any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communications line failure, theft or destruction or unauthorized access to, alteration of, or use of information contained on the Website.
5. The User may be required to create his/ her own User ID and Password in order to register and/ or use the Services provided by Merchant on the Website. By accepting these Terms and Conditions the User agrees that his/ her User ID and Password are very important pieces of information and it shall be the User's own responsibility to keep them secure and confidential. In furtherance hereof, the User agrees to;
  - i. Choose a new password, whenever required for security reasons.
  - ii. Keep his/ her User ID & Password strictly confidential.
  - iii. Be responsible for any transactions made by User under such User ID and Password.

The User is hereby informed that Merchant will never ask the User for the User's password in an unsolicited phone call or in an unsolicited email. The User is hereby required to sign out of his/ her Merchant account on the Website and close the web browser window when the transaction(s) have been completed. This is to ensure that others cannot access the User's personal information and correspondence when the User happens to share a computer with someone else or is using a computer in a public place like a library or Internet café.

#### **E. Debit/Credit Card, Bank Account Details**

1. The User agrees that the debit/credit card details provided by him/ her for use of the aforesaid Service(s) must be correct and accurate and that the User shall not use a debit/ credit card, that is not lawfully owned by him/ her or the use of which is not authorized by the lawful owner thereof. The User further agrees and undertakes to provide correct and valid debit/credit card details.

2. The User may make his/ her payment(Tender Fee/Earnest Money deposit) to Merchant by using a debit/credit card or through online banking account. The User warrants, agrees and confirms that when he/ she initiates a payment transaction and/or issues an online payment instruction and provides his/ her card / bank details:
  - i. The User is fully and lawfully entitled to use such credit / debit card, bank account for such transactions;
  - ii. The User is responsible to ensure that the card/ bank account details provided by him/ her are accurate;
  - iii. The User is authorizing debit of the nominated card/ bank account for the payment of Tender Fee and Earnest Money Deposit
  - iv. The User is responsible to ensure sufficient credit is available on the nominated card/ bank account at the time of making the payment to permit the payment of the dues payable or the bill(s) selected by the User inclusive of the applicable Fee.

#### **F. Personal Information**

1. The User agrees that, to the extent required or permitted by law, Merchant and/ or the Payment Gateway Service Provider(s) may also collect, use and disclose personal information in connection with security related or law enforcement investigations or in the course of cooperating with authorities or complying with legal requirements.
2. The User agrees that any communication sent by the User vide e-mail, shall imply release of information therein/ therewith to Merchant. The User agrees to be contacted via e-mail on such mails initiated by him/ her.
3. In addition to the information already in the possession of Merchant and/ or the Payment Gateway Service Provider(s), Merchant may have collected similar information from the User in the past. By entering the Website the User consents to the terms of Merchant's information privacy policy and to our continued use of previously collected information. By submitting the User's personal information to us, the User will be treated as having given his/her permission for the processing of the User's personal data as set out herein.
4. The User acknowledges and agrees that his/ her information will be managed in accordance with the laws for the time in force.

#### **Helpdesk**

For any payment related clarification/ assistance users may contact our helpdesk executives (Email- [sona.banerjee@ext.icicibank.com](mailto:sona.banerjee@ext.icicibank.com), Telephone- 033-40267513

#### **G. Payment Gateway Disclaimer**

The Service is provided in order to facilitate payment of Tender Fees/Earnest Money Deposit online. The Merchant or the Payment Gateway Service Provider(s) do not make any representation of any kind, express or implied, as to the operation of the Payment Gateway other than what is specified in the Website for this purpose. By accepting/ agreeing to these Terms and Conditions, the User expressly agrees that his/ her use of the aforesaid online payment service is entirely at own risk and responsibility of the User.

#### **H. General Terms and Conditions -**

1. It is advised that all bidders make payment via RTGS/NEFT/Debit Card /Credit Card at least one day in advance to the last day. In the event of bidder making payment on the last day and same is not available for bidder for validation on account of any reason whatsoever, Balmer Lawrie & Co. Ltd., its banker or e-Procurement service provider or payment gateway service provider would not be held responsible in any manner. In such cases bidder may not be able to submit the tender.



2. It is the bidder's responsibility to ensure that RTGS/NEFT RTGS/NEFT/Debit Card /Credit Card payments are made to the exact details as mentioned in the challan. In the event of any discrepancy, payment would not be considered and would not be available for validation of EMD payment.
3. Bidder is required to generate challan for every tender since details in the challan are unique to the tender and bidder combination. Bidder is not supposed to use challan generated in one tender for payment against another tender.
4. Under no circumstance, including whether the bidder has made duplicate/incorrect payments or correct payments not validated by the bidder for which tender validity has expired, Balmer Lawrie & Co. Ltd. or its Banker or its service providers are under no obligation to disclose the details of payment made by any bidder.
5. If you attempt to add beneficiary through internet banking then add the beneficiary account number printed in challan only. Please note that every challan have different beneficiary account number and hence do not attempt to use the same beneficiary account number for multiple cases.
6. No part payment should be made using account of same bank or other bank. Kindly ensure that full amount should be paid in one transaction. If multiple payments are made from one bank or multiple banks, then case will be disapproved and amount will be auto refunded.

