

# Balmer Lawrie & Co. Ltd.

32, Sattangadu Village, Manali.  
Greases & Lubricants Division,  
Chennai – 600 068

## E- TENDER

### **Tender No. GLC/TE19/016 DATE: 12.10.2019 DUE ON: 30.10.2019**

Subject: Transportation of finished goods/misc. items for delivery to/from various customers (including Oil Companies in and around Chennai), Railway Depots as well as to/from transporter's godown in and around Chennai.

#### **1.0 INTRODUCTION**

1.1 Balmer Lawrie & Co. Ltd. (BL), Grease & Lubricants Division at Manali, Chennai – 600 068 invite bids for transportation of finished goods / misc. items etc. packed in barrels, buckets, cartons or in any other standard packaging from / to our factory at 32, Sattangadu Village, Manali, Chennai-600 068 (hereafter referred as "the factory") as in ANNEXURE - I enclosed. The annual loads mentioned are best estimates and are not binding.

#### **2.0 CONTRACT PERIOD**

2.1 **From 01<sup>st</sup> December 2019 to 30<sup>th</sup> Nov 2020. [12 Months]**

2.2 The contract may be extended on mutual agreement for additional period of Six months if agreed upon by contractual transporters.

#### **3.0 PRE-QUALIFICATION ELIGIBILITY CRITERIA (Annexure A to be filled and submitted)**

3.1 Bidder shall fulfil the following eligibility criteria:

A. The bidder shall have ownership of minimum: -

- 1 (One) nos trucks of 1.5 MT capacity or above capacity for participating in market 2, 3, 5 & 6
- 2 (Two) nos truck of 3.5 MT capacity or above capacity for participating all / any markets as mentioned in the tender.
- (Copies of registration certificates to be attached & Valid Fitness certificate to be attached).

B. The bidder shall have minimum 2 years' experience in transportation of goods, preferably petroleum products / lubricants & greases with Govt. departments / PSUs / reputed companies (copy of certificates in support of experience to be submitted).

C. Minimum turnover of Rs. 5 lakhs in any one of the last three financial years. Documentary evidence such as balance sheets / PLA etc., is required to be furnished.

- D. Bidders shall have executed at least one single order value of minimum of Rs. 1 Lakhs in any one of the last three financial years. [Copies to be furnished].
- E. Fitness Certificate of the Vehicles: All the vehicles provided by transporter, whether owned / hired, shall meet all the parameters prescribed by the Transport Authority in respect of safety and fitness. All the facilities shall be working properly like brakes, headlights, backlights and hand brake etc. including a valid Pollution Certificate, Valid registration and insurance. Any loss/delay suffered by BL on this account due to failure on the part of transporter shall be recovered in full from the transporter's bill. Undertaking in Company's letter head to be provided.

#### **4.0 EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT (SD)**

- 4.1 The bidder shall submit interest free EMD of Rs. 10,000 (TEN Thousand only). The EMD amount shall be paid by Pay Order / Demand Draft drawn in favour of "Balmer Lawrie & Company Limited" payable at Chennai and shall be submitted with the pre-qualification bid.
- 4.2 EMD payment by online bank transfer is acceptable and Our Bank details as under: -
- ✓ Name of the bank: HDFC
  - ✓ Name of the branch: Anna Salai
  - ✓ Address: 759, ITC Centre, Anna Salai, Chennai
  - ✓ Account no: 00040310007394
  - ✓ NEFT IFSC code: HDFC0000004
  - ✓ MICR code: 600240002
- 4.3 The EMD shall be refunded to the unsuccessful bidders. The EMD of successful bidder(s) shall be retained and converted as a part of SD till the submission of SD as per clause no. 5.1
- 4.4 Bidder who has free EMD / SD lying with Balmer Lawrie & Co Ltd may request in writing to consider the same as EMD against the subject to verification by Balmer Lawrie & Co Ltd., the amount lying should be sufficient in terms of EMD amount required for this tender.

#### **5.0 SECURITY DEPOSIT**

- 5.1 The successful Transporter (s) shall submit interest free SD of 2.5 % of the order value rounded off to the nearest thousand subjects to a minimum of Rs.10,000, and Maximum of Rs.50,000/- by means of a demand draft or in lieu of that a Bank Guarantee from a Scheduled "A" Bank, of equivalent amount as per format of BL, towards the satisfactory execution of the order.

The SD shall be furnished within 15 days from the date of order. In case of failure to furnish SD within the stipulated time Balmer Lawrie & Co. Ltd. shall be entitled to terminate the order and forfeit the EMD held as a part of SD without further reference to the bidder.

## **6.0 Provisions for Micro and Small Enterprises (MSE.):**

- (a) Qualification Criterion: MSE vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSE vendor under this tender.
- (b) Micro & small-scale units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.
- (c) Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply up to maximum 25 per cent of total tendered quantity for the grade subject to assessment of operational feasibility by tendering authority.

## **7.0 PARTICIPATION IN TENDER**

- Vendors to submit bid in two bid system – 1<sup>st</sup> Technical (qualification) and 2<sup>nd</sup> Price bid.
- In E-Bid format Bidders need to quote total Yearly Basic Value of all the market, as mentioned in Annexure I.
- Bidder also need to submit/upload detail rates/ values as per Annexure I at the time of bidding/ before tender due date.
- The E-Bid value should be identical with Annexure I total Basic Value.
- The rates once finalized shall remain firm till the execution of order and no escalation in price will be considered for any reason whatsoever.

## **8.0 Conditions for online bid submission**

### **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 below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

**Note: Bidder need to quote item wise basic value for all items of work in online bid**

**\*\*\* Price bid to be submitted online in BL e-proc platform only. No hardcopy of price bid to be submitted**

**Registration with e-Procurement platform :**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

**Digital Certificate authentication :**

The bidder shall authenticate the bid with his Digital Certificate 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.

M/s C1 India Pvt Ltd.  
C104, Sector 2 Noida-201301

Contact person :

Tuhin Ghosh (Kolkata), +91 8981165071  
Email: [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)

**Mani Sankar (Chennai), +91 8939284159**  
**[chikkavarapu.manisankar@c1india.co](mailto:chikkavarapu.manisankar@c1india.co)**

**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 opening of Techno-commercial bid. The bidder shall furnish the original DD / Bank Guarantee 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.

## 9.0 General Conditions.

### 9.1 The Rate basis shall be as under:

- a. All taxes, duties and statutory levies / charges shall be included in quoted prices except GST when will be paid extra at actual against submission of relevant documents.
- b. The Vendor should compulsorily follow all the provisions of GST law and in the event of any default of complying with any of the provisions of GST law, Balmer Lawrie would exercise the right for non – payment / withholding payment / block listing the vendor.
- c. Rates quoted shall be inclusive of labour charges for loading goods, unloading the same at the destinations and all other incidental charges, if any applicable.
- d. Service required for the Markets shall be as follows:  
Transporter will pick-up the material from BL's factory to customers or transporter godown. These materials shall be delivered to the designated transporters for onward transportation to the Consignee. Transporter will have to book the consignment on "Freight to Pay" basis with the designated transporter.
- e. The rate quoted shall be in due consideration of the fact that all loading / unloading shall be carried out at the stipulated "Free time" allowed and any demurrage charged on the Company shall be recovered in full from the transporter.
- f. The rate quoted shall remain firm during the contract period, except for escalation clause as defined later.
- g. The rates quoted shall apply for delivery at consignee factory / godown and also at customers premises situated within the Municipal limits of the town /city where factory / godown is located.
- h. Rates quoted shall be strictly as per Price Schedule [Annexure-I].
- i. The freight charges for base load over and above the base load as indicated in the Price Schedule [Annexure-I] shall be paid extra on pro-rata basis.
- j. All receipts / dispatches shall be by weighment done at the factory and the same shall be final and binding. Value of the material short received at factory / at consignee's destination between invoice weight and actual weight less by value of twice the quantity of the least count of factory Weigh Bridge shall be recovered in full from the transporter.
- k. Transshipment is strictly prohibited, unless permitted by BL in writing.
- l. Transit Insurance will be covered by BL as per clause 10.0.
- m. BL shall be paying detention charges of Rs 500 (for 1.5 MT & 3.5 MT) and Rs 750 (for 6MT & 9MT) per vehicle per night, if the vehicle is held up without loading/unloading for more than 24 hours at BL's premises. The transporter shall place the trucks at BL's premises between 9.00 a.m. to 12.00 noon on working days and on holidays, if required. If the vehicles report after 12.00 noon, BL may, at their sole discretion, load the materials or return the truck without liability for detention charges.

- n. If any transporter fails to place trucks twice in a month for any particular market based on call up given, BL may, at its sole discretion, to transfer order for balance qty of the market to alternate matching contractual bidder if any found thereon, without any further intimation to that particular transporter.
- o. Loading of materials to any / all trucks of L1 bidder / L1 matched bidder will be fully at the discretion of BL and in no case the bidder can claim any additional load even if he / she is original L1.
- p. In case the trucks are not placed as per BL's call up for two occasions in a week and / or five occasions in a month, BL, may at its discretion, may not give any load for one month continuously and BL's decision in this regard will be full and final.
- q. Rates quoted shall be valid for acceptance upto 120 days from the date of the on-line bidding.
- r. BL shall not be responsible for the turnaround of trucks at the off-loading destinations for any reason whatsoever.

## 10.0 BASIS OF SELECTION

The basis of selection of transporters and splitting the order for each market shall be as under :

- a. The closed bids shall be used for grading the qualifying bidders. The bidder shall be classified as "Provisional" L1, L2 etc.
- b. Reverse Auction shall be started with start bid prices as communicated.
- c. The party emerging as lowest bidder in reverse auction shall be designated as final L1.
- d. The final grading shall be done as follows :
  - If no bid is received in reverse auction, the provisional classification shall be confirmed as final.
  - If "Final L1" in reverse auction is a different party from "Provisional L1", then the classification emerged after Reverse Auction shall be treated as Final & grading of L1, L2 shall be revised based on outcome of Online Reverse Auction.
- e. Orders will be split in ratio of 60:40 between L 1 bidder and L1 matched other bidder from list of bidders participating in reverse auction. The option to match L1 will be offered first to L2 bidder in reverse auction & successively to L3, L4 bidders etc. (till L1 matched bidder is identified). If no bidders matches L1 rate, the L1 bidder would be eligible for securing full quantity of order. However, orders on MSME will be netted off from the tender quantity for arriving at order quantity which is to be split in afore detail 60:40 ratio.

10.2 Evaluation of bid and placement of order shall be done independently for each market.

10.3 Split Order / Part Order / Order in full in each market will be decided by BL and all bidders are bound to accept any / all decisions taken by BL in this regard. No request / appeals are to be entertained / accepted.

## 11.0 ESCALATION / DE-ESCALATION OF RATE

11.1 The escalation/de-escalation will be payable when diesel price differential exceeds Rupee 2.00/Ltr from the reference diesel rate.

11.2 The Diesel rate of 1<sup>st</sup> date in each month is applicable for consideration of Escalation / De-escalation and the rates are fixed for the month.

11.3 The reference Diesel rate shall be the ruling retail price of diesel charged by IOCL in Chennai on the date of online bidding. The escalation / de-escalation shall be worked out rounded off to the nearest rupee as per the following formula:

$$\text{Differential allowed in} = \frac{0.35 \times \text{Original Contract rate} \times \text{Incre/Decre in Diesel rate}}{\text{contract rate} \quad \text{Reference Diesel Rate}}$$

## 12.0 TRANSIT INSURANCE

Transit Insurance will be covered by BL. However, the transporter has to make necessary arrangement for conducting survey, lodge FIR for enroute claims, issue short/damage certificate towards any short delivery / damage during transit or at Customer's end, within 30 days of occurrence of such incident. The transporter's relevant bill for such cases will be settled only after the required documents are received. The transporter will have to comply with the insurance formalities to enable the BL to lodge the claims with the insurance company to make good any damage or loss of products or loss due to leakage /pilferage in transit. In case the transporter fails to provide such documentation as required by the insurance company, then BL shall recover from the transporter the equivalent value towards the loss. Any damage / pilferage caused by the transporter's truck / workman within BL's premises and /or at customer's end will also have to be compensated by the transporter.

## 13.0 DELIVERY CHALLAN(S)

The transporter shall be responsible for obtaining from BL the Duplicate for Transporter [DFT] copy, copy of Invoice, road permit or other relevant documents as required by the authorities for verification / clearance at the check post and handover to the consignee. Any financial loss suffered by BL due to loss/damage of the DFT copy while in the transporter's custody, shall be recovered from the transporter.

Failure to furnish the acknowledged / receipted delivery challan & bill within 15 days of delivery of material shall be treated as contravention of responsibility of the transporter and compensation @ 0.5% per week or part thereof delay subject to a maximum 5% of the transportation charges shall be recovered from the dues of the transporter.

The transporter shall be responsible for collection of signed challan and such other relevant documents for goods transported from consignees like Railways / Defence / Steel Plants etc.



## **14.0 PAYMENT TERMS**

30 days from the date of submission of bills along with supporting documents which includes LR copy duly acknowledged / received by the customer without any negative remarks and duly stamped.

Payment shall be made on nett weight basis as per weighment made in the factory during loading / unloading as applicable.

## **15.0 AMENDMENT / RE-ALLOCATION OF THE NUMBER OF TRIPS.**

The estimated loads mentioned against each segment is only indicative/estimated. The loads may be amended /re-allocated during operation. The transporter / contractor shall be bound to accept the amended / re-allocated numbers of trips (increase or decrease) as per the requirement of the company within +/- 20% of the order value.

## **16.0 NON-PLACEMENT OF VEHICLE AND RISK PURCHASE.**

16.1 Transporter shall be required to place trucks promptly (preferably within 12 hrs from the call up) in clear dry condition. The transporter shall place the trucks at BL's premises between 9.00 a.m. to 12.00 noon on working days and on holidays if required. If the vehicles report after 12.00 noon, BL may, at their sole discretion, load the materials or return the trucks without liability for detention charges. Transporter will have to provide the trucks as per daily call up for loading the quantity of material scheduled for despatch. In case Transporter fails to place trucks as per BL's call up even after 2 days from the call up date, BL shall be at liberty in transporting the goods by engaging any other transporter at the risk and cost of the contractor without further reference to the transporter.

## **17.0 TERMINATION OF CONTRACT**

17.1 In the event of unsatisfactory performance, BL reserves the right to terminate the contract without any notice. In this eventuality the Security Deposit shall be forfeited

## **18.0 FORCE MAJEURE**

18.1 Neither the Company nor the transporter shall, in any way, be held liable for non-performance either in whole or in part of this agreement or for any delay in the performance thereof in consequence of the following:

- Declared Strike / Bandhs
- Lockout
- Natural Calamities
- Decrees of any Government or Governmental Authority.
- Revolution
- Wars
- Acts of enemies of the state & Riots

18.2 Any reason other than the above will not be considered as force majeure condition.



18.3 As soon as the cause of Force Majeure has been removed, the party whose liability to perform its obligation has been affected shall notify the other of such cessation and inform the other party through such notice the actual delay incurred in such affected activities. Any such event which is Force Majeure, wherever it occurs, provided that it prevents, affects or delays the parties in performing contractual obligation shall justify the affected parties claim of Force Majeure.

**19.0 OTHER CONDITIONS**

Workmen engaged by the transporter shall abide by factory / security regulations and entry inside the factory would be only against authorized gate pass. In every respect the transporter is responsible for the good behavior and conduct etc. of his employees, contractor or assigns. Any penalty or levies being imposed on client for this account for any reasons whatsoever will be recovered from the transporter.

Sub-contracting contract shall not be allowed unless specially asked for and approved by BL.

Transporter should have own office at Chennai and an authorised person with mobile number for interaction on operational matters. Transporters will have to contact the local representative of the client in certain destinations / location as informed by the BL before delivering the material.

Tracking facility for enroute status / position of the truck for delivery should preferably be provided for all locations.

The transportation contract is by trucks only.

The bid of any tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

<p><b><u>19.1 Safety clause</u></b></p>	<p>The tenderer has to strictly adhere to the safety requirement (Safety Shoes) as per the Safety clause. Penalty of <b>Rs. 500/- per day</b> will be imposed if the contractor or his workers are found to be working without safety equipment in the specified areas under the safety purview as required for the above job. The contractor should give a written explanation if any of his worker is found to be working without PPE in the safety surveillance areas in the plant. Repetitive violation of safety requirements and regulations by the contractor or his worker will lead to termination of the contract awarded to the contractor.</p>
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**20.0 ARBITRATION & JURISDICTION**

In case there arises any dispute or difference of opinion with regard to the order, after the finalization of the tender and during the period of contract, endeavor shall be made to resolve through mutual discussion and conciliation within 30 (thirty) days of reference of such dispute by the disputing party. On failure to resolve the dispute to mutual acceptance, the matter will be referred to the Chairman and Managing Director (C&MD) of BL who may appoint a sole arbitrator to resolve the issue. The decision of the sole Arbitrator shall be binding by both the parties.

## **21.0 TENDER CANCELLATION CLAUSE**

Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.

Yours faithfully,  
For **Balmer Lawrie & Co. Ltd**

**Arumoy Khan**  
**Sr. Manager (SCM)**  
Phone : 9748761663 / 044- 25946621  
E-mail: [khan.a@balmerlawrie.com](mailto:khan.a@balmerlawrie.com)

## ANNEXURE – II

### **GENERAL TERMS & CONDITIONS OF ON LINE BIDDING**

#### **1.0 CONDITIONS**

- 1.1 Bidders shall commit to supply the product/service (being bid for) at the price entered by them in the online bid AND at the terms and conditions specified herein by the BL. All Prices entered shall be legally binding on the Bidders. Bidders are strongly advised to exercise due diligence while placing bids. Failure to honour the bids placed during the online Bid shall render the bidders liable for any penal action as deemed fit by BL or its e-bidding agent.
- 1.2 In the event of winning an allotment in the bidding event, the bidder shall commit to fulfil outlined obligations under the contract.
- 1.3 The bidder shall bid on the terms specified by BL and place their bids in the online bid in the manner specified by our e-bidding agent. The Bidder shall not stipulate any conditions on his/her own unless the terms of the Client (in the BL's Terms and Conditions) expressly permit such conditions being stipulated by the Bidder. Bids entered with conditions attached shall be considered Conditional bids and e-bidding agent retains the right of rejecting these bids even without intimating the BL.
- 1.4 BL or its e-bidding agent shall not be responsible for any delays in initiating the online bidding event or postponement/cancellation of the online bid proceedings due to any problem with the hardware/ software/ infrastructural facilities or any other shortcomings.

#### **2.0 RIGHT OF BL**

BL reserves the right to partially or totally accept or reject any/all bids placed in the Online Bidding Event without assigning any reason whatsoever. BL also retains the right to allot the requirement to more than one bidder or consolidate the requirements among one or more bidders.

#### **3.0 DEFINITION OF KEY TERMS**

##### **3.1 On Line bidding Event**

Online Bidding/Negotiation Event (Reverse Auction/ Open Request for Quotation/ Sealed Bid) refers to those negotiations conducted through the Internet with the bidders (from one or more locations) simultaneously bidding, to be selected for providing the service/s in the online bid. In other words, the venue for the online bid is on an Internet website/ platform. Any other URL assigned by e-bidding agent would constitute venue for the purpose of the online bidding event.

##### **3.2 Timing of the on-line bid**

All the timings of the Online Bid shall be based on the time indicated by the Server hosting the Bid/Auction Engine. It shall be the endeavour of e-bidding agent to ensure that the Server Time reflects as closely as possible the Indian Standard Time (IST) i.e. GMT + 0530 hrs. However, in the event of any deviations between the Server Time and the Indian Standard Time, the functioning of the Bid/ Auction Engine (launch, operation, closure) would be guided by the Server Time. Bidders

are advised to refresh both the windows of the online bid to check the exact Server Time (displayed in both the windows).

### 3.3 Preview Time & Start Time

Preview Time refers to the period of time that is provided prior to the commencement of bidding. This is to facilitate approved participants to view the bidding details such as item specifications and bidding rules. The purpose is also to familiarise participants with the functionalities and screens of the online bidding mechanism. It is not mandatory for e-bidding agent to provide Preview Time.

Start time refers to the time of commencement of the conduct of the online bid. It signals the commencement of the Price Discovery process through competitive bidding.

### 3.4 Auto Extension of the on-line bid timing

In the event of bids in the last few minutes of the scheduled bid time, the Bid Timings are automatically extended for a specified period from each such bid. Such Auto Extension shall continue until no bids are placed for the specified period (Engine remains inactive for the specified period). The Inactivity Time for Auto Extension purpose is normally 7 minutes. The e-bidding agent however has the right to change the same. The Inactivity Time applicable for the particular Online Bid shall be visible to the bidders under the Bidding Rules module on the engine.

### 3.5 End of the on-line bidding event.

End of the Online Bidding Event refers to the termination of the online bid proceedings signalling an end to the price discovery process.

## Annexure-I

	PRICE BID					
MARKE T LOT NO	DESCRIPTION	TRUCK CAPCITY	UO M	Estimate d Qty per 12 months	Rate per trip	TOTAL
<b>1</b>	TRANSPORTATION OF FINISHED GOODS FROM MANALI					
	WORKS TO Distributors/Depots/godown/ BPCL/HPCL stock point					
	AND RETURN in case of rejection					
A	Various Destinations upto 130 KM	3.5MT	TRIP'	12		
B	Various Destinations upto 130 KM	6MT	TRIP'	12		
C	Various Destinations upto 130 KM	9MT	TRIP'	12		
	MARKET LOT 1 GRAND TOTAL					
<b>2</b>						
D	Various Destinations upto 75 KM	1.5MT	TRIP'	36		
E	Various Destinations upto 75 KM	3.5MT	TRIP'	24		
F	Various Destinations upto 75 KM	6MT	TRIP'	24		
G	Various Destinations upto 75 KM	9MT	TRIP'	24		
	MARKET LOT 2 GRAND TOTAL					
<b>3</b>						
H	Various Destinations within City Limits upto 40 KM	1.5MT	TRIP'	100		
I	Various Destinations within City Limits upto 40 KM	3.5MT	TRIP'	100		
J	Various Destinations within City Limits upto 40 KM	6MT	TRIP'	50		
K	Various Destinations within City Limits upto 40 KM	9MT	TRIP'	40		
	MARKET LOT 3 GRAND TOTAL					
	TRANSPORTATION OF FINISHED GOODS FROM MANALI					
	WORKS TO RAILWAY DEPOT/STORES / BOOKING OFFICE					
	AND RETURN in case of rejection					
<b>4</b>						
L	Various Desinations for Railway	3.5MT	TRIP'	8		

	Depot upto 100km					
M	Various Desinations for Railway Dept upto 100KM	6MT	TRIP'	8		
N	Various Desinations for Railway Dept upto 100KM	9MT	TRIP'	8		
	MARKET LOT 4 GRAND TOTAL					
<b>5</b>						
O	Various Desinations for Railway Depot upto 65KM	1.5MT	TRIP'	18		
P	Various Desinations for Railway Depot upto 65KM	3.5MT	TRIP'	18		
Q	Various Desinations for Railway Depot upto 65KM	6MT	TRIP'	12		
R	Various Desinations for Railway Depot upto 65KM	9MT	TRIP'	12		
	MARKET LOT 5 GRAND TOTAL					
<b>6</b>						
S	Various Desinations for Railway Depot upto 25KM	1.5MT	TRIP'	8		
T	Various Desinations for Railway Depot upto 25KM	3.5MT	TRIP'	18		
U	Various Desinations for Railway Depot upto 25KM	6MT	TRIP'	12		
V	Various Desinations for Railway Depot upto 25KM	9MT	TRIP'	12		
	MARKET LOT 6 GRAND TOTAL					

## ANNEXURE-A

### PRE-QUALIFICATION BID

#### 1.0 PARTICULARS OF COMPANY:

- 1.1 Type of company :  
(Partnership / Private Ltd. / Public Ltd. Please enclose certificate of Incorporation)
- 1.2 Year of Incorporation :
- 1.3 Full address :
- 1.4 Phone :
- 1.5 Fax :
- 1.6 e-mail :
- 1.7 Contact Person's  
1.7.1 Name :  
1.7.2 Mobile No. :

#### 2.0 TRANSPORT FACILITIES OFFERED:

##### 2.1 OWNED VEHICLES:

<b>Sl. No.</b>	<b>Regn. No.</b>	<b>Make</b>	<b>Capacity</b>	<b>Year of Manufacture</b>	<b>Remarks</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Note** : Please attach separate sheet, if necessary. (Attach copies of registration documents)

##### 2.2 VEHICLES WITH ASSOCIATE COMPANIES:

S.No	Name & Address off associate companies	<b>No. Of vehicles owned</b>				Nature of association
		<b>1.5 MT CAPACITY</b>	<b>3.5 MT CAPACITY</b>	<b>6 MT CAPACITY</b>	<b>9 MT CAPACITY</b>	

**Note** : Please attach proof of association – Letters from associate companies, and list of transport equipment owned by them in the format given in 2.1.

#### 2.0 DETAILS OF ORGANISATION:



3.0 LIST OF OFFICES / GODOWNS IN INDIA

<b>Sl. No.</b>	<b>Location</b>	<b>Full address (including phone / Fax / e-mail)</b>

**Note** : Please attach list in the above format.

4.0 DETAILS OF INCOME TAX & ST CLEARANCE:

<b>Sl. No.</b>	<b>Particulars</b>		<b>Remarks</b>
4.1	Permanent A/c No.	Registration No.	
4.2	GST Registration	Registration No.	
4.3	Trade Licence	Registration No.	
4.4	ESI Registration	Registration No.	
4.5	MSME	Registration No.	

**Note** : Please attach copy of certificates.

5.0 DETAILS OF TURNOVER / SALES:

<b>Particulars</b>	<b>(Rs / lakhs)</b>		
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Net worth (Share Capital & Reserves)			
Turnover/Sales			
PBT			
Tax Paid			
PAT			

**Note** : Please Enclose Balance Sheets for the above mentioned years.

6.0 DETAILS OF BANKER

- 6.1 Name of Banker :  
 6.2 Branch :  
 6.3 Account No. & Year of Opening :

•LIST OF IMPORTANT CLIENTS:

<b>Sl.No</b>	<b>Name of Client</b>	<b>Business Volume (Rs / lakhs)</b>		
		<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>

**Note** : Please attach work orders from 3 largest customers for 2015-18 along with certificates of performance.

7.0 OTHER INFORMATION:

7.1 Is the company a sick / potentially sick company? : Yes / No

7.2 Has the company been black listed by any Public Sector Enterprise? : Yes / No

7.3 Does the company have business with any other unit of Balmer Lawrie? : Yes / No

(If yes, attach details.)

7.4 Is the company Bank approved : Yes/No  
(If yes, attach details).

We certify the above information is true to the best of our knowledge.

(Authorised Signatory)

Date :

Place :

Enclosed : 1) Copies of all document as asked above.

2) EMD for Rs. /- vide Pay Order / DD no ..... dt .....  
on bank.....

f. One Copy of Tender Document along with all Annexures duly signed and sealed shall be  
submitted as token of acceptance of all terms & conditions of tender.

.  
Other Enclosures (Please list).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

---ooOoo---