

TENDER

FOR

PRINTING & SUPPLY OF WALL CALENDAR AND TABLE CALENDAR WITH ENVELOPE – 2020

OF

BALMER LAWRIE & CO. LTD.

CORPORATE HEAD OFFICE

21 NS ROAD, KOLKATA-700001

TENDER REF. NO. – ADMIN/CALENDAR – 2020

TENDER NO. – **BL/HR/ADM/CLNDR/LT/201920/0023**

TENDER DATE – 15-11-2019

DUE ON 26.11.2019 BY 6:00 PM

UN-PRICED BID (PART - I)

Balmer Lawrie & Co. Ltd.

C O N T E N T S

<u>PART</u>	<u>SUBJECT</u>
PART - I (Un-priced)	NOTICE INVITING TENDER
	GENERAL CONDITIONS OF CONTRACT
	SPECIAL CONDITIONS OF CONTRACT
	FORM OF TENDER (UN PRICED)
PART - II (Priced)	PRICE SCHEDULE

NOTICE INVITING TENDER
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BALMER LAWRIE & CO. LTD. (BL) invites sealed tenders from competent and experienced printers (registered only) with sound technical and financial capabilities for printing and supply of Balmer Lawrie Corporate Wall Calendar and Balmer Lawrie Corporate Table Calendar – 2020.

SCOPE OF WORK

- i. The Scope of work of this tender consists of printing and supply of Balmer Lawrie Corporate Wall Calendar and Balmer Lawrie Corporate Table Calendar – 2020.
- ii. While printer has to arrange for delivery of Calendars to our Corporate Head office and other units based in Kolkata the Courier Company will collect calendars for outstation delivery. Actual quantity will be intimated in due course.
- iii. Delivery of Calendars for outstation locations will be sent through Courier. In that case Courier service provider will be engaged by the Company separately. The materials should be packed in such a manner so that there is no damage of the consignment.
- iv. The printer should have the responsibility to get the challan signed by the BL Official / Courier Company to enable us to make payment.

COMPLETION PERIOD

The first proof will have to be handed over within three working days from the date of the work order and receipt of artwork. The total quantity of calendars (both wall & table) will have to be dispatched to Balmer Lawrie units in Kolkata / handed over to courier company within 15 (fifteen) days from the date of approval of the first proof.

TENDER DOCUMENTS

Tender Documents comprise of two parts viz. Part-I (Un-priced) and Part-II (Price). The Un-priced Part consists of Notice Inviting Tender, General Conditions of Contract, Special Conditions of Contract and Form of Tender (Un-priced). The Priced Part consists of Price Schedule and Form of Tender (Priced).

PRE-QUALIFICATION CRITERIA

- Average annual Turnover of the tenderers for the last 3 (three) financial years (2015-16, 2016-17 & 2017-18) shall not be less than Rs.3 Crore.

The tenderer should have successfully executed similar work of value as below during last 3 (Three) years.

- 1 works costing not less than Rs.10 Lakh OR
- 2 works costing not less than Rs.20 Lakh OR
- 3 works costing not less than Rs.30 Lakh

Completion Certificates / copy of Order issued by Tenderer's Clients should be enclosed as supportive document.

- Bidder should have valid own printing & designing workshop. Proof for the same to be submitted along with their bid.
- Original Power of Attorney or other proof of authority of the person who has signed the Tender or Copy of Power of Attorney or other authority duly attested by a Gazetted Officer in proof of authority of the person who has signed the tender.

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TENDER SUBMISSION

Price Bid to be submitted by online mode through <https://balmerlawrie.eproc.in> Tenderer are requested to register on that site through their digital certificate (sign in & encryption both required). After submission of bid online, the bidders are requested to submit the originals of DD/BG towards EMD, Tender Fee 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/BG to the tender inviting authority before opening of un-priced 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. If any of the documents furnished by the bidder is found to be false/ fabricated/ bogus, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get confirmed acknowledgement from the tender inviting authority as a proof of hardcopies submission to avoid any discrepancy. The bidder has to attach the required documents after downloading the same as required by the tender inviting authority in its tender conditions.

Bidders found defaulting in submission of hardcopies of original DD/BG for EMD and Tender Fee to the tender inviting authority on or before the tender stipulated time for un-priced bid opening and other uploaded documents before concluding the agreement will be suspended/ disqualified from the participating in tenders on e-procurement platform, for a period of 12 months from the date of bid submission.

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. Balmer Lawrie & Co Ltd and C1 India (service provider) 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.

Contact Person	Email	Contact Number	Days
Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290	Monday - Saturday
CH.Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	Monday - Saturday
Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-022-66865608	Monday - Saturday
Escalation – 1 Tuhin Ghosh (Kolkata)	tuhin.ghosh@c1india.com	+91-8981165071	Monday - Saturday

The hardcopies as explained above should reach the office of **Head (Administration & CSR), Balmer Lawrie & Co. Ltd, 21, Netaji Subhas Road, Kolkata-700 001**, on or before the due date of submission of tender.

EARNEST MONEY DEPOSIT

A sum of Rs.10000.00 (INR Ten thousand only) should be accompanied with Part - I (Un-priced Bid) in the form of Pay Order / Bank Draft in favour of BALMER LAWRIE & CO. LTD. payable at KOLKATA. Bids / Offer not accompanied with the requisite EMD or bid accompanied with inadequate value, shall not be entertained. In case of award of work, the EMD shall be converted into Security Deposit and shall be released within three months of successful completion of contractual job. EMD of unsuccessful applicants will be returned after finalization of the contract.

VALIDITY OF OFFER

Tenderers shall keep their offer valid for a period of 90 Days from the date of opening of Technical bid.

NON-CONFORMANCE

Tenders not conforming to the above-mentioned requirements are liable to be rejected.

RIGHT OF ACCEPTANCE / REJECTION

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

Note :-

[1] Bids of any tender may be rejected if a conflict of interest between the bidder and the company is detected at any stage.

[2] BL reserves the right to cancel the tender / offers without assigning any reason whatsoever.

[3] Company reserves the right to increase the requirement of calendar or number may be reduced during the period of the contract.

For Balmer Lawrie & Co. Ltd.

(Dilip Kumar Das)
Head (Administration & CSR)

Balmer Lawrie & Co. Ltd.

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GENERAL CONDITIONS OF CONTRACT FOR PRINTING & SUPPLY OF
WALL CALENDAR AND TABLE CALENDAR – 2020

1.0 This is only a Price Enquiry and not an order.

2.0 Two Bid System

Bidders are required to submit offer in two parts namely 'Un-priced' & 'Priced'. Each part shall be submitted in **online mode** as applicable. For unpriced part, if anything can't be uploaded in online then the same to be submitted along with EMD within due date to afore mentioned address. Price Bid only to be filled in online mode only. No other mode of submission will be entertained.

4.0 Testing / Inspection:

Items will be subject to inspection by BL / authorized representatives as mutually agreed between the Purchaser and the Supplier.

Balmer Lawrie & Co. Ltd.

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Other Conditions

5.1 BL reserves the right to reject offers not meeting its Technical requirements and commercial Conditions.

5.2 BL shall not be bound to accept the issued tender and reserves right to reject any tender in part or in full without assigning any reason. Decision of BL in this connection shall be final.

6.0 TERMS & CONDITIONS

6.1 Firm Prices. On placement of order, prices will remain firm till complete execution.

6.2 Delayed Delivery: Delivery is the essence of Work order. In case of delay in execution of the order beyond contractual delivery date as stipulated in the order by BL at its opinion can
Either

i) Accept the delayed delivery on price reduced by sum equivalent to One percent (1 %) of the total contract value per week.

Or

ii) Cancel the order in part or full and get the job done for such cancelled quantities from elsewhere on account at the risk of the printer without prejudice to its right under (i) above in respect of goods delivered. All costs and expenses incurred by BL, if any, resulting from cancellation of order shall be recovered from the printer.

6.3 Terms of payment

Payment shall be made after 30 days on receipt of material in good condition against submission of following documents along with Bill / Invoice:

i) Delivery Challan / lorry receipt duly acknowledged by the Administration Department / Unit representatives.

ii) Inspection / Clearance Report on the quantity of job completed.

iii) Acknowledgement / Receipt after handing over the consignment to the Courier Co. for outstation delivery.

For delayed suppliers, bills will be reduced by the amount as per clause No. – 6.2 above (delayed delivery).

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SPECIAL CONDITIONS OF TENDER FOR PRINTING & SUPPLY OF
WALL CALENDAR AND TABLE CALENDAR – 2020

The special terms & condition as stated hereunder shall be read in conjunction with General Conditions of Tender:

- (1) No price escalation on cost of materials shall be entertained.
- (2) The work is of urgent in nature and must be completed within 15 days from the date of placement of order or Letter of Intent.
- (3) Rates & Taxes, as applicable shall be paid extra. Please follow price bid.
- (4) The works shall be carried out strictly in accordance with the specification as given in Price Bid Documents. Any defects in the work if found on account of materials as also workmanship to be rectified or redone by the Contractor at their own cost.
- (5) The undersigned shall not be bound to accept the lowest or any other tender and reserves the right to accept or to reject the tenders without assigning any reason whatsoever.
- (6) The quantity of work allotted to the printer / vendor must be completed in all respect within the specified time as mentioned in the Tender. Any spillage of work beyond the stipulated time shall attract delay penalty @ 1% of the total value of the contract per week basis, subject to maximum 10% of total Work Order value. Since the proper delivery schedule is the main essence of the order, in case of delay beyond two weeks, Company reserves the right to cancel the order and forfeit the EMD thereof.
- (7) Your rate should include loading, unloading & carrying charges of the materials to the destination as specified above.
- (8) The company shall not be bound to accept the issued tender and reserves right to reject any tender in part or full. Decision of Company in this connection shall be final.

All laws and regulations required to be incorporated in agreements of this character are hereby deemed to be incorporated by these references. BL and their authorized representatives disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture of supply of goods/ services covered by this order.

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OF

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CORPORATE HEAD OFFICE

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PRICED BID (PART - II)

PART – II

(To be filled in Online Mode only)

BILL OF QUANTITY FOR PRINTING & SUPPLY OF
WALL CALENDAR – 2020 FOR BALMER LAWRIE & CO. LTD.

Tentative Quantity- 10432. May vary 10-15% on either side

Specification and Price Bid

Wall Calendar

1. The Calendar will be a six page wall calendar with a fly leaf – (6+1) pages
2. Size of the Calendar: 17 inches x 24 inches (WxH) - Finish Size
3. The Paper specs are as follows:
 - a) 170 gsm Sinar Art paper (Gloss) for six pages
 - b) 130 gsm Sinar Art paper (Gloss) for Flyleaf
4. Printing: 4 Colour offset although one side printing
5. Fabrication: Metal Wire-O- Clip locking with hard board binding.
6. Hanger: Strong metal wire – O – binding with non-corrosive hanging rod of 2mm diameter.
7. Packing & Delivery: Bundle of 10 Calendars to be packed in cartons duly strapped and suitable for transportation to various destinations.

Net Price Rs_____ per calendar (Rupees_____)

GST EXTRA AS APPLICABLE

Signature of the authorized person/s with designation and Office seal.

Balmer Lawrie & Co. Ltd.

PRICED BID (PART - II)

(To be filled in Online Mode only)

BILL OF QUANTITY FOR PRINTING & SUPPLY OF

TABLE CALENDAR WITH ENVELOP – 2020 FOR BALMER LAWRIE & CO. LTD.

Tentative Quantity- 9447. May vary 10-15% on either side

Specification and Price Bid

Table Calendar

1. Size: Vertical - 7 inches (W) x 9.25 inches (H)
2. Paper Specs: 210 / 225 gsm Sinar Art Card (Gloss) x 06 sheets; 120 gsm Sinar Art paper (Gloss) for 1 flyleaf
3. Printing: 4 + 4 Colour printing
4. Metal Wiro (White) on 7 inch Side
5. GALLY Stand at the back pasted with a Superior White Map Litho Paper (wood free) 100 gsm
6. Kappa Board 40 Oz (ounces) for Stand (Gally)
7. GALLY Stand size according to Calendar Leaf

Table Calendar Envelope

- 1) Closed Size– 7.75 inches (W) x 12 inches (H)
- 2) Paper Specs: 130 gsm Super Sunshine
- 3) Printing: 4 + 4 Colour printing

Packing & Delivery: Bundle of 25 Calendars to be packed in cartons duly strapped and suitable for transportation to various destinations.

Net Price Rs_____ per calendar (Rupees_____)

GST EXTRA AS APPLICABLE

Signature of the authorized person/s with designation and Office seal.

Balmer Lawrie & Co. Ltd.

FORM OF TENDER (Un-Priced)

(To be filled in by the Tenderer on Letter head)

Date: _____

Head (Administration & CSR)
Balmer Lawrie & Co. Ltd.
Administration Department
21 Netaji Subhas Road
Kolkata – 700001.

Dear Sir,

Having examined the Tender Document (Tender Ref. No.- Admin./Calendar 2020 and Tender No.- **BL/HR/ADM/CLNDR/LT/201920/0023**, dated 15.11.2019 consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, Form of Tender, Price Schedule and having understood the provisions of the said Tender Document, and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. to the work tendered for in connection with the printing and supply of Wall Corporate Calendar and Table Corporate Calendar with envelope – 2020, as per the specification prescribed in price bid part, study of things whatsoever necessary or relative to the formulation of the tender and performance of work I/We hereby submit our tender offer for the performance of proposed work in accordance with the terms and conditions as mentioned in the Tender Document at the rate(s) quoted by me/us in the accompanying price schedule based on the Schedule of Works included within the Tender Document.

If the work is awarded to me/us, I/We undertake to perform the work in accordance with the Tender Document and accept the terms and conditions of the Tender as will be laid down therein. Failing which, Balmer Lawrie & Co. Ltd. shall be at liberty, without further reference to me/us and without prejudice to any of its rights or remedies, to terminate the Agreement and/or to forfeit the earnest money deposited in terms thereof.

Balmer Lawrie & Co. Ltd.

I/We hereby undertake that the statements made herein and the information given in the Annexure referred to above are true in all respects and that in the event of any such statement or information being found to be incorrect in any particular, the same be construed to be a misrepresentation entitling Balmer Lawrie & Co. Ltd. to avoid any resultant contract.

I/We further undertake as and when called upon by Balmer Lawrie & Co. Ltd. to produce, for its inspection, original(s) of the document(s) of which copies have been annexed hereto.

I/We confirm having Deposited Earnest Money of _____ (INR _____
_____ only) in the form of Pay Order / Bank Guarantee No.-

_____ Dated _____ on _____

_____ Bank _____

Branch.

Dated this _____ day of _____ 2019.

Yours faithfully,

For _____

Signature[s] of the Tenderer[s] with Date & Official Seal

Name [in block letters]:- _____

Designation: - _____

Address: - _____

Balmer Lawrie & Co. Ltd.