



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]
REGIONAL HUMAN RESOURCE DEPARTMENT
21 Netaji Subhas Road, Kolkata 700 001

TENDER REFERENCE NO : RHRD/TRANSLATION WORK /NIT 89/2019-20
DATE : 19th Nov, 2019

NOTICE INVITING TENDER NO. 89/2019-20

Sub: LIMITED TENDER FOR THE AWARD OF CONTRACT FOR TRANSLATION WORK (English to Hindi and vice versa)

Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. Along with its five Joint Ventures in India and abroad, 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 & Specialty Lubricants, Corporate Travel and Logistics Services.

M/s BALMER LAWRIE & CO. LTD. invites sealed tenders from **Enlisted/Registered Vendors only** for the purpose captioned in this tender. The tender document along with its accompanying terms and conditions can be downloaded from the website of the Company www.balmerlawrie.com

Any amendment/corrigendum would be hosted on web site www.balmerlawrie.com only.

1. SCOPE OF WORK

- 1.1 Illustrative nature of translation work required to be done by the Translation Agency such as Annual Report, Tenders, Parliamentary Matter, Press Release, Reports, Directions, Regulations, Website Content, Forms, General Requirement (Various Types of Hand Books, Booklets) which includes translation from English language to Hindi language and vice versa.
- 1.2 The text for translation would be provided either in electronic form or hard copy.
- 1.3 The translated material shall have to be provided in Unicode Fonts in electronic form.
- 1.4 Proof reading should be carried out before delivery of the translated material to us.

Please refer Annexure – I (Price Bid) for detailed specifications.

2. CONTRACT PERIOD

The contract shall be valid for two [02] years and may be extended for further one year based on satisfactory performance with same rates, terms & Conditions.

3. TENDER SUBMISSION

Tender to be submitted in sealed covers, super scribed as "CONTRACT FOR TRANSLATION WORK (English to Hindi and vice versa)"

Detailed offer complete in all respects as stipulated in the General Terms and Conditions of contract should reach the Regional HR Department **by 16:00 Hrs. on or before 05.12.2019 .**

4. VALIDITY OF OFFER

Tenderer shall keep their offer valid for a period of 60 Days from the date of opening of Offer.

5. NON-CONFORMANCE

- 5.1 Tenders not conforming to the above mentioned requirements are liable to be rejected.
- 5.2 BL reserves the right to reject offers not meeting its requirements.
- 5.3 It may please be noted that bids of any tender may be rejected if a conflict of interest between the bidder and the Company/ its employees is detected at any stage
- 5.4 Balmer Lawrie & Co Ltd., shall have the right to cancel the job or reduce/eliminate quantity from the schedule of job provided in Annexure -I without assigning any reason whatsoever.

6. General Terms and Conditions of Tender

- 6.1 This is only a Price enquiry and not an order. Also please note that this is completely a contract for Translation job.
- 6.2 Selected Agency shall be required to acknowledge that the copyright of the translated text, whether from English to Hindi or vice versa rests with the Government for both text and visuals. The Agency has to unconditionally undertake and agree that no claim in any manner for ownership of the publication/document/book or any part thereof is preferred by any party regarding the content or text.
- 6.3 The Agency so selected will not be authorized to reproduce or reprint in any manner including photocopying, photographing, cyclostyling, microfilming, scanning or any electronics means of copying or any other means whatsoever without the written permission of Balmer Lawrie & Co. Ltd.
- 6.4 Secrecy of the matter given should be maintained at all times by the selected Agency.
- 6.5 The empanelment will not confer upon L1 any right that the entire translation job shall be given to L1 only. However, BL reserves the right to offer the translation job either fully or partly to other registered vendor(s) if other registered vendor(s) accept the rates of L1 along with stipulated terms and conditions.

7. Risk & Cost

- 7.1 If the service provider does not provide proper service or unproductive service during the contractual period, the same will be got done by M/s Balmer Lawrie & Co. Ltd. at the risk & cost of the service provider.
- 7.2 Any dispute or difference arising under this contract shall be referred for jurisdiction at Kolkata to a sole arbitrator to be appointed by the CMD, Balmer Lawrie & Co. Ltd and the provisions of Arbitration act, 1996 including any statutory modifications or enactment thereof shall apply to the arbitration proceedings. The cost of the arbitrator, if any shall be paid equally by both the parties.

8. Terms of Payment

Payment will be released within 30 days from the date of submission of Tax Invoice, which is subjected to verification of works from OL Section of BL.

9. Termination of Contract

The company reserves the right to terminate the contract without assigning any reason whatsoever, for which no compensation etc., shall be payable.

Balmer Lawrie & Co.Ltd.

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10. SPECIAL TERMS & CONDITIONS

- 10.1 Tender to be submitted in sealed cover containing stamped & signed copy of tender document copies of certificates etc. for evaluation and price part shall be filled up with price figures only in the given schedule in Annexure – 1
- 10.2 Detailed offer complete in all respects as stipulated in the tender should reach to the Office of CM [HR & ER] - ER, Balmer Lawrie & Co Ltd, 21 N S Road, Kolkata – 700 001 latest by **16:00 Hrs. on 05.12.2019.**
- 10.3 E-Mail / Fax / Telegraphic offers shall not be accepted.
- 10.4 For further clarification you may kindly contact Mr Kaushik Prasad, Deputy Manager [OLI] – ER, 21 N S Road, Kolkata – 700 001 at phone no. (033) – 22225270 or email at prasad.kaushik@balmerlawrie.com on any working days from Monday to Friday between 10 AM to 6 PM.
- 10.5 The rates quoted by the bidder as per schedule prescribed in Annexure: I shall be submitted duly signed and stamped.

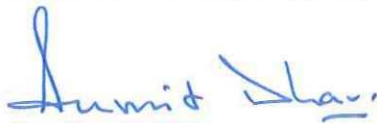
11. Submission of Offer

- 11.1 **Please note that the offer shall be submitted in the prescribed format enclosed and the envelop be sent to the Company AT THE FOLLOWING ADDRESS in common envelope sealed and superscribed as "Tender Enquiry No. 89/2019-20 due on 05.12.2019".**

**CHIEF MANAGER [HR & ER] – ER
BALMER LAWRIE & CO. LTD.
REGIONAL HUMAN RESOURCE DEPARTMENT
21 NETAJI SUBHAS ROAD, KOLKATA 700 001**

- 11.2 The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.
- 11.3 The last date of submission of offer is **16.00 hours IST on 05.12.2019.**

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



**[SUMIT DHAR]
CHIEF MANAGER [HR & ER] – ER**

NOTICE INVITING TENDER ENQUIRY No. 89/2019-20 DUE ON 05.12.2019.

FORM OF TENDER
[TO BE FILLED IN BY THE TENDERER]

To
CHIEF MANAGER [HR & ER] - ER
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas Road
Kolkata – 700 001

Sub. : TENDER FOR THE AWARD OF CONTRACT FOR TRANSLATION WORK (English to Hindi and vice versa) Tender Enquiry No. 89/2019-20 due on 05.12.2019

Dear Sir,

Having examined the subject Tender Documents consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, 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 CONTRACT FOR TRANSLATION WORK (English to Hindi and vice versa), 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 or any part thereof 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.

Thanking you,
Yours faithfully,

[Name & Address of Firm]:-

Contact No. :- _____

Contact Person With Designation: -

Seal:

Date:

Place:

ANNEXURE – I

PRICE BID

NOTICE INVITING TENDER ENQUIRY No. 89/2019-20 DUE ON 05.12.2019.

TENDER FOR THE AWARD OF CONTRACT FOR TRANSLATION WORK (English to Hindi and vice versa)

SCHEDULE OF RATES

<u>Nomenclature</u>	<u>Rate per Word</u> <u>(Rs. in words should also be mentioned)</u>
Translation from English to Hindi	
Translation from Hindi to English	
Translation on immediate basis (i.e. within a day) from Hindi to English	
Translation on immediate basis (i.e. within a day) from English to Hindi	
GST %	

N.B- 1. L1 will be taken on the basis of the lowest value in Totality.

[Signature of the Tenderer]

[Name & Address of Firm]:-

Contact No. :-

Contact Person With Designation: -

Seal:

Date:

Place: