

Balmer Lawrie & Co. Ltd. RHR Dept, [Mumbai]
Tender No: BL/MUM/201920/19



BALMER LAWRIE & CO. LTD.
[5, J N Heredia Marg, Ballard Estate, Mumbai - 400001
CIN - L15492WB1924GOI004835

Tender No: BL/MUM/201920/19 dated 11th December 2019

TECHNICAL /COMMERCIAL BID

Tender Document for
[Organizing "Foundation Day Events" on 02nd February, 2020]

DUE DATE & TIME: [23.12.2019 at 10.30 AM]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting e-Tender	3
3	Special Instructions for Participation in e-tendering	4-6
4	Background and Scope of Work	7 - 11
5	General Terms and conditions	12-14
6	Particulars of the organization	15
7	GST and additional details of Vendor	16-17
8	Price Bid	18
9	CPPP Declaration	19

NOTICE INVITING E-TENDER

Online bids as detailed below are invited from reputed and experienced vendors for organizing the Company's Foundation Day events on 02nd February 2020 (Sunday).

A. Online Tender

We invite Online bid through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc>.

The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e. bidding.

OR

B. Hard Copy Submission

We invite hard copy sealed bids for which tender documents can be downloaded from the Company website: www.balmerlawrie.com.

The Technical Proposal (Details of the Program/Event Proposed) and the Price Bid has to be submitted in **two separate sealed envelopes** and both the sealed envelopes should be put in one big envelope superscribing "**Organizing Foundation Day Events on 02nd February 2020**" and deposited in the Tender Box (Ground floor) at Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai- 400 001 by 10.30 am on or before **23.12.2019**.

The scanned copies of other required documents in support of bidder's credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Organizing "Foundation Day Events"
2	Tender No	Tender No: BL/MUM/201920/19
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	NA
5	Tender Fee	NA
6	EMD	Rs. 5.000.00
7	Downloading / Submission of Tender :	
	a. Starts on	11/12/2019 at 16.30 hours
	b. Closes on	23/12/2019 at 10.30 AM
8	Opening of Technical Bid	23/12/2019 at 11.00AM

1. LIST OF DOCUMENTS TO BE UPLOADED:

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company for bidders other than sole proprietor.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company / certified copy of partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number self-Certified Copy.
- d. GST Registration number self-Certified Copy.
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last 2 years.
- f. Certificate from bankers about financial soundness. **[Scan to be uploaded, hard copy to be submitted to our office].**
- g. Experience/Credential Certificate.

In the case of bulky/voluminous documents, hard copies of the same should be submitted at our office.

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled and criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to pay an interest free **EMD of Rs. 5,000.00/- (Rupees Five Thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO for Tender Fee and EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at [Mumbai]. The copy of the instrument (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. **Parties with Valid MSMED/NSIC Certificates is exempted from EMD. SCT/ST Category having MSMED/NSIC certificates should specifically mention the same.**

MSME Vendor should declare UAM number on CPPP (Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSMEs order 2012 – Annexure D. The physical original instruments/drafts should reach our mentioned address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address.

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link “*Bidding Manual*”.

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>.

1.2 Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001			
Dedicated email : blsupport[at]c1india[dot]com			
Dedicated Helpdesk for Balmer Lawrie			
Contact Person	E-Mail ID	Tel. No.	Helpdesk Nos are open from
1. Mr. TirthaDas (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-6374241783	MON - SAT
3. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
4. Helpdesk Support (Kolkata)	blsupport@c1india.com	+91-8017272644	MON - SAT
Escalation Level 1			
Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	

1.3 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.

1.4 All the bidders who do not have digital certificates need to obtain Digital Certificate. They may contact help desk of C1 India Pvt. Ltd.

2. Special Note

- 2.1 Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- 2.2 Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- 2.3 No Printed or posted Bids / offers shall be accepted.
- 2.4 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.5 Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- 2.6 Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- 2.7 The bidder has to keep track of any changes by viewing the 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.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that need to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

Bids can be submitted either by online “BL e-proc website” or by offline “Hard Copy Submission” by putting the required documents in sealed envelope & dropping the same in tender box before due date of tender in the address mentioned above.

The sole proprietor or authorised representative shall sign all documents that need to be uploaded.

BACKGROUND

Balmer Lawrie & Co. Ltd. started its corporate journey as a Partnership Firm on 01st February, 1867. Today, Balmer Lawrie is a Miniratna - I Public Sector Enterprise under the Ministry of Petroleum and Natural Gas, Govt. of India. Along with its five Joint Ventures and two subsidiaries in India and abroad, today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors.

Balmer Lawrie is a 153 years old market oriented & professionally managed PSE with Pan-India Presence with diversified business interests operating them through Strategic Business Units (SBUs). The business profile encompasses of Industrial Packaging, Leather Chemicals, Greases & Lubricants in the Manufacturing Vertical and Logistics, Travels, Vacations and Refinery Oil Field Services in the Service Vertical.

The Company is celebrating its **154th year of existence** and the **Foundation Day** is celebrated as a Gala Event, paying homage to our Founders and reminiscing those noteworthy accomplishments towards the organization. Accordingly, the **154th Year of Foundation Day- 2020** will be celebrated on **02nd Feb, 2020 (Sunday)**.

The family members of Company's staff are called for this programme and various cultural/entertainment events are organized followed by Lunch.

Thus, we intend to engage an **Event Management Agency (EMA)** to organize the "**Foundation Day Events**" in Mumbai with respect to the scope of work defined in this tender.

SCOPE OF WORK

1. The **Foundation Day** Celebration is a yearly event where the family members of company’s employees are invited on the 01st Sunday of February (every year). Accordingly this event for the year 2020 is scheduled to be held on **02nd Feb, 2020 [Sunday]**.
2. The expected gathering is estimated at 500 to 550 people which will mainly include Employees, their Spouse & Children and as such the design of the programme should cover the entire ambit of audience present on the said day.
3. The venue finalized for the above programme is Lala Lajpatrai Auditorium and the address is Lala Lajpatrai Marg, Haji Ali, Haji Ali Government Colony, Mahalakshmi, Mumbai - 400034. All the Event Management Agencies (EMA) are hereby requested to visit the venue before submitting their offer/quote. Understanding the stage set-up area and other available arrangements in the venue may help the EMA in proper planning & execution of the events in a better manner on the said date.
4. The Event Management Agency (EMA) should use ethnic elements and items for ambience creation. It shall be the responsibility of the selected bidder to arrange for manpower, required materials and necessary expertise for executing the work so that the stage is fully set-up by the evening on 02nd February, 2020.
5. The tentative time schedule of the programme is given below.

<u>From</u>	<u>To</u>	<u>Total Time</u>	<u>Details</u>	<u>Remarks</u>
09:00 AM	09:30 AM	00:30	Registration & Entry	Responsibility of BL
09:30 AM	10:30 AM	01:00	Breakfast	Responsibility of Caterer
10:30 AM	11:00 AM	00:30	Distribution of Long Service Award	Responsibility of BL
11:00 AM	13:30 PM	02:30	Entertainment Programme	Responsibility of EMA
13:30 PM	15:00 PM	01:30	Lunch	Responsibility of Caterer

6. The events such as Orchestra and Magic Show to be performed compulsorily.
7. The EMA will be required to conceptualize the design, complete Stagecraft & layout and execution of the events with the requisite lighting, stage effects, make up for artists, costumes, props, special effects, ambience, sound system, etc. All the expenditure on ambience creation, sound, A/V, relay & light arrangements for the cultural program would be the responsibility of the selected bidder.
8. The complete arrangement of travel, transport of the materials, manpower used in the Events shall be responsibility of the agency. The proposed Artists, Artists Bookings, Artist

Coordination, Artists Management, Artists Security, F&B, Travel & Transport etc shall be completely handed and managed by the EMA.

9. The events planned for the above mentioned time slot from 11.00 am to 01.30 pm is “**Continuous**” without any break/interval. Hence the sequencing of events and the minute-to-minute schedule with relevant details should also be shared along the presentation.

The two events (orchestra and magic show) should be designed keeping the audience (employee and their family) and purpose (entertainment) in mind. The above two performances included in the program has to be performed by renowned artists and the entire programme should be an entertaining experience for our audience.

10. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the auditorium representative.
11. The scope of services specified above are not exhaustive and the Event Management Agency shall undertake such other tasks as may be necessary to successfully conduct the events.

CRITERIA FOR SELECTION OF BIDDERS:

The selection of EMA will be done through two bid process. As part of the technical bid, bidders are expected to submit their proposal comprising of detailed end to end program design for the duration specified in the tender clearly mentioning the various performances that will be included, time duration for each performance and the order (sequence of performances) in which the same will be performed. The background and details of various performers participating in the event along with their notable credentials also to be mentioned in the proposal. For the technical round an internal committee will be assessing the proposal basis on which the various types and unique programs included, coverage and quality of the performances proposed, quality of performers performing in delivering the program etc. The price bids of only those EMA’s qualified in technical round shall be opened subsequently and accordingly the work will be awarded to L1 party basis the landed/gross price quoted (Inclusive of taxes and any other applicable fees).

The bidder should be an exclusively registered event management (Pvt. Ltd. Company/Partnership firm/LLP/Proprietorship firm) for not less than 02 years (i.e. not after 8.12.2017).

Basis the technical bid submitted, EMA’s may be requested to make a presentation to the selection committee to have detailed discussion on and understanding of the proposed program at our Ballard Estate Office at their own cost.

We reserve the right to alter / modify the scope of the study or cancel it without assigning any reason, whatsoever, prior to the award of the contract.

You are requested to submit your Technical Proposal (Details of the Program/Event Proposed) and the Price Bid in **two separate sealed envelopes**.

The technical selection shall be evaluated as per the following scoring evaluation criteria:-

Sl. No	Evaluation Criteria			Max Marks that can be awarded	Actual Marks given (By BL)
1	No of cultural events conducted for PSU's/Govt. Sectors only, during the last 02 years.	At least 01 Event	05 Marks	15	
		02 - 04 Events	10 Marks		
		Above 05 Events	15 Marks		
2	Nos of Cultural Events organised during each of the last 02 years. (This excludes the Events organised for PSUs as against Sl. No1).	10 Events	05 Marks	15	
		10 -20 Events	10 Marks		
		Above 20 Events	15 Marks		
3	No. of Cultural Events conducted during the last 02 years where physically challenged / differently abled people had performed which contribute towards a Social Cause.	At least 01 event	02 Marks	05	
		02 - 04 events	03 Marks		
		Above 05 events	05 Marks		
4	Execution of Cultural Events with value of more than Rs.2.5 lakhs including projects like Foundation day/Jubilee celebration, Award function and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last 02 years.	At least 01	02 Marks	05	
		02 - 04	03 Marks		
		Above 05	05 Marks		
5	Financial turnover of the company should not be less than Rs. 25 lakhs considering the average T/O for last 02 financial years. [CA Certificate along with complete financial statements to be submitted].	--		05	
6	The minimum number of events should cover 02 which shall include events like Orchestra and Magic Show. (These two events which are mentioned here are mandatory to be executed by the bidder). The number of events/shows conducted by reputed artists and proposed/planned by the bidder to perform for BL shall be given additional weightage.	At least 02 events	05 Marks	15	
		04 to 05 events	10 Marks		
		Above 05 events	15 Marks		
7	Proposed approach, Themes, Concepts in the form of a presentation (PPT) elaborating execution details to be submitted. This should cover quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc. and the soft copy of the same should be submitted in CD/Pen Drive.	--		40	
GRAND TOTAL:				100	

NOTE:

- All documents detailing the Agency's profile, Creative Director's profile, technical expertise, experience and proof of similar assignments handled in the past as per 'Eligible Assignments'. Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Copies of documents in support of the particulars furnished hereinabove (Point No 1 to 6) should be attached.

GENERAL TERMS AND CONDITIONS

The tenderers shall fulfill the following Eligibility Criteria for Techno-Commercial Bid:

1. Payment of interest free EMD of Rs.5,000/- (Rupees Five Thousand only) and the payment of EMD is exempted for MSMED/ NSIC Parties.
2. The bidder should not be blacklisted by any PSU / Govt. Dept/ Govt Agencies (Self Declaration duly signed by Authorised Signatory to be enclosed/attached).
3. The PAN Number should be submitted and copy to be attached.
4. Offers received from bidders who are not registered under GST will not be considered for any evaluation against this tender. GST Number and copy to be attached
5. Copy of Income Tax Acknowledgement (ITR-V) of last two years to be submitted.

2. Submission Of Online Bids:

The bids should be submitted in 2[two] separate parts entitled as

[A] Technical / Commercial Bid [Un-priced]

&

[B] Price Bid

For Price Bid, only the rates are to be submitted as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

3. Tender Opening

[A] Unpriced [Technical-Commercial] Bid Opening

Technical / Commercial Bids will be opened online as per the Tender Calendar.

[B] Price Bid Opening

4. Acceptance of offers:

- 4.1 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.2 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.
- 4.3 The rates quoted should remain fixed during the terms of contract.

5 Negotiations:

- 5.1 Balmer Lawrie reserves the right to negotiate with the Bidder. The bidder will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion and proceed to finalise the tender.

6 Price Variation:

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever till the execution of the work/validity of the contract period.
- 6.2 The quoted rates shall be kept valid for acceptance for a period of minimum 60 days from the date of opening of the price Bid.

7 Notification of Award:

Prior to the expiry of the period of Bid validity, BL will place purchase/work order or letter of intent on the successful bidder.

8 Security Deposit / EMD:

EMD of Rs5,000/- of the successful tenderer shall be converted into non-interest bearing Security Deposit and shall be refunded only after successful completion of the contract. EMDs of unsuccessful tenderers shall be refunded only after finalization of tender.

9 Payment Terms:

Bills will be settled within ten (10) working days from submission of bills after the completion of event.

10 Sub-letting of Work:

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from any other firm at the 'Risk & Cost' of the contract.

11 Other Terms & Conditions:

The company reserves the right to accept any tender in whole or in part and reject any or all tenders. The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such party who is the lowest bidder originally.

As such, it would be in the interest of the bidders to quote the lowest best possible rates. Negotiations, if held will be only with the lowest bidder.

Tenders not conforming to the above mentioned requirements are liable to be rejected. Bids of any Tender may be rejected if conflict of interest between the Bidder and the Company is detected at any stage.

12 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. The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected.

Contact Persons: For any query you may please contact

Shri Md. Feroz Khan

Manager (HR)

Cell No. 9004022217

13 Indemnity & Ensuring safety:

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen employed by the contractor. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible issues related to the execution of work.

14 Arbitration:

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 & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason thereof and is final and binding on the parties. The proceedings shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No BL/MUM/201920/19 dated 11/12/2019 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer :

Date : Name & Address :

Telephone Nos. :

Office :

Fax Nos. :

PARTICULARS OF THE BIDDER'S ORGANISATION

S. No	Description	Tenderer's Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co./LLP	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MS MED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	

GST Compliances

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure attached
- [2] 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
- [3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Vendors are required to raise invoice as per the GST tax structure.
- [5] 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.
- [6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.
- [7] 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.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE – B

ADDITIONAL DETAILS OF VENDOR

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No./Fax No.	
7	Mobile No.	
8	Email ID	
11	Contact Person	
12	Bank Name	
13	Street	
14	City	
15	Branch Name	
16	IFSC Code	
17	MICR Code	
18	Account Number	
19	Pan Number	
20	Minority Indicator	
21	GSTIN Registration Number	
22	HSN /SAC Code for Supply/Service	
23	GST rate (in %) applicable for Supply/Service to be provided.	
24	Composition Scheme Applicable	Yes / No
25	Proof of GSTIN Registration No. per state [From GSTN website]	
26	Vendor's GSP name [GST Suvidha Provider's]	
27	Exemption No.	
28	Exemption Percentage	
29	Exemption Reason	
30	Exempt From	
31	Exempt To	

ANNEXURE - C

PART- B: PRICE BID

Tender No: BL/MUM/201920/19 dated 11.12.2019

Tenderer should quote the rates as follows:

SI No	Particulars	Rate (in Rs)
1	Lumpsum Quote/Offer for the 02 hours event package with reference to scope of work and scoring checklist	
	GST Taxes [CGST _____ in %]	
	GST Taxes [SGST _____ in %]	
	GRAND TOTAL	

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No Tender No: BL/MUM/201920/19 dated 11.12.2019 and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :

Designation :

Seal :

ANNEXURE – D

BIDDER TO SUBMIT ON THEIR LETTER HEAD

(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].