



Balmer Lawrie & Co. Ltd.

(G & L- Silvassa)

( A Government of India Enterprise )

Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa- 396230(D&NH).

Phone-9099084731 [Ext 12/22], E-mail [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

*TENDER ENQUIRY*

Tender No.: GLS/TE19/065

Date: 13/12/19

Due date: 24/12/19 till 6.00 PM

Dear Ma'am/ Sir,

**Sub. : Supply of Balmerol Discount Coupons.**

[Two Part] Sealed offers are invited from our registered vendors for supply of discount coupons as per General Terms & Conditions and scope of Work enclosed in annexure- A & B respectively.

We are interested in procuring uniquely numbered and bar coded discount coupons with security features (hologram) to promote our BALMEROL range of lubricants. The discount coupons should be immersible in oil / grease without getting defaced.

Your offer, complete in all respect should be submitted in sealed envelope (As mentioned in clause 2) by courier/post to us on or before the due date. **Offers over email/fax would not be considered.**

Thanking you,

Yours faithfully,

For Balmer Lawrie & Co. Ltd.



Manager (Purchase)

09898896501

Encl.: As above

Vendor's Company :.....  
Contact Person :.....  
Contact Number :.....

Signature with official stamp



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Annexure-A

## General Terms & Conditions

1) **General instruction:** - Do not leave any space blank or incomplete, write NA/NIL/Free wherever applicable. Each page of the offer (enclosures) has to be acknowledged by the bidder with their acceptance (signature & company stamp). In case of offer, which are not found in line with our guidelines and Terms & Conditions, may subject to rejection. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of the BL (Balmer Lawrie & Co. Ltd.), at least four days before/prior to the date of filling/submission of the Tender.

2) **Submission of offer:** -

Bids shall be submitted in two separate sealed envelopes:

- Envelope A:** containing only the bid format, earnest money deposit (If asked), sample of the proposed discount coupon and submissions for qualification of the vendor. Please super scribe "Non-Price Bid" on this envelope.
- Envelope B:** containing only the price bid in the attached format. Please super scribe "Price Bid" on this envelope.
- Envelope C:** Both the above envelopes should be sealed and submitted in this envelope and this should be super scribed with the tender enquiry number, date of closing and the subject.

It has to be sent on below mentioned address:-

To Manager (Purchase)  
BALMER LAWRIE & CO. LTD.  
SURVEY NO 201/1 SAYLI  
SILVASSA-396230  
Ph No. 9099084731

3) **Acceptance of offer:** -Balmer Lawrie & Co. Ltd. reserves the right to reject/accept all or any offer(s).

4) **Selection & placement of offer:** Purchase order will be placed on a single **technically & commercially qualified vendor**, who's total price of entire supply **stands lowest**.

5) **Jurisdiction:** - All disputes are subject to Silvassa jurisdiction.

6) **Delivery:** - The supply shall be made freeat our works at **Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa – 396230(D&NH). Within 3 weeks** from date of call-ups.

7) **Packing:** - The denomination, quantity and serial numbers should be marked on inner packs containing the discount coupons. Several such packs may then be packed and covered with PVC / Hessian material, suitable for dispatch through Express Cargo Service. The outer packing should again be marked with denomination, quantity and serial numbers. Size of each carton should be suitable for easy manual handling.

8) **Packing Schedule:** - Packing Schedule based on requirement shall be mentioned in Purchase Order/ call-ups for various denominations from time to time.

9) **Liquidated damages:**-Vendor shall be liable to pay liquidated damages for the following:

- Failure to complete supply of item to BL within the scheduled period. In such case, vendor shall be liable to pay liquidated damages @ 0.5% of PO value per week or part thereof subject to a maximum of 5.0%.

10) **Price:** - Your price shall be inclusive of designing of artwork, printing, numbering, barcoding, Hologram transferring, packing of coupons for each denomination as per Schedule & free delivery to our Works.

Vendor's Company :.....  
Contact Person :.....  
Contact Number :.....



Signature with official stamp



# Balmer Lawrie & Co. Ltd.

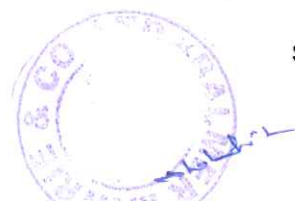
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- 11) **Payment terms:** - Shall be made against submission of your bills within 30 days from receipt and acceptance of the materials against each call-up at our Works
- 12) **Validity of offer:** - The offers shall remain valid for a period of 60 days from the date of the offer.
- 13) **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.
- 14) **GST Clause :** 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 the GST Law, Balmer Lawrie would exercise the right for non-payment / withholding payment / black listing the vendor.
- 15) **Provisions for MSME Vendor:** MSME vendor must confirm that UAM 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 MSME vendor under this tender. b) Micro & small scale manufacturing units, registered under MSME/ NSIC, also complying clause of EMD: in the tender are exempted for submission of EMD amount.
- 16) **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 E-Procurement platform. The Company calling for tenders should not be responsible for any claims/problems arising out of this.
- 17) **Pre- Qualification Criteria:** Please submit documentary evidence in support of the following:
  - a. The tenderer should have licensed **manufacturing facility including the Master Origination facility in India.** In case the tenderer has a collaboration with any international manufacturer of Master Origination facility, **such facility to be located in India in one premises.**
  - b. The tenderer should have at least 5 years of experience without break in the field of manufacture and supply of polyester based security holograms and paper labels supporting documents of which shall be provided along with the offer.
  - c. The tenderer must also have capability to design and manufacture the **Master in-house with minimum 6000 DPI Dot matrix Master Origination System (2) Conventional 2D/3D Master Origination System & (3) Lithographic Origination Head capable of shooting images of a resolution of up to 120000 DPI as per specifications.**
  - d. The tenderer must be member of International Hologram Manufacturers Association and Authentication Solutions Providers' Association (Previously known as Hologram Manufacturers' Association of India) for continuous preceding **3 years** and **a copy of the Membership Certificate of both Associations for the current year along with the previous 2 years should be submitted.**

Vendor's Company :.....  
Contact Person :.....  
Contact Number :.....



Signature with official stamp



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Annexure-B

Tender No.: GLS/TE19/065

Date: 13/12/19

Due date: 24/12/19 till 6.00 PM

## Scope of Work & Price Schedule

Offers are invited from registered vendors for supply of discount coupons as detailed below:

<b>Size</b>	:	Coupon Size – 80 mm X 50 mm
<b>Paper</b>	:	Synthetic paper of 120 gsm
<b>Artwork</b>	:	To be made by vendor based on inputs to be provided by us.
<b>Printing</b>	:	Multicolor flex printing on both sides with serial numbering and corresponding bar code. The paper and printing should be such that the printed matter should not get de-faced or fade or run out on immersion in lubricating oils or greases at up to 70°C over long periods of time.
<b>Hologram</b>	:	Transferred on to synthetic paper
<b>Number</b>	:	Serial numbering as per data provided by us
<b>Others</b>	:	Printing and hologram transfer should be such that it does not dissolve when immersed in filled containers of Lubricating Oils and Greases under production and kept for long periods.
<b>Quantity</b>	:	4,00,000 pcs. + 20%
	:	The Discount Coupons shall be in approx. <b>10 – 12 Nos. denominations</b> eg. Rs. 5, Rs.10, Rs. 20, etc. with background artwork remaining same for all denominations, quantity break-up for which shall be given in <b>call-ups based on requirement from time to time</b> .
<b>Packing</b>	:	The denomination, quantity and serial numbers should be marked on inner packs containing the discount coupons. Several such packs may then be packed and covered with PVC / Hessian material, suitable for dispatch through Express Cargo Service. The outer packing should again be marked with denomination, quantity and serial numbers. Size of each carton should be suitable for easy manual handling.
<b>Packing Schedule</b>	:	Packing Schedule based on requirement shall be mentioned in Purchase Order/ call-ups for various denominations from time to time.
<b>Price</b>	:	Your price shall be inclusive of designing of artwork, printing, numbering, barcoding, Hologram transferring, packing of coupons for each denomination as per Schedule & free Delivery to our Works. Serial number of discount coupons for each denomination shall be provided by Balmer Lawrie and the same shall be printed and bar coded by the vendor.
<b>Payment Terms</b>	:	Shall be made against submission of your bills within 30 days from receipt and acceptance of the materials against each call-up at our Works.

\*\*\* Deviation not accepted in material quality/Parts Dimension/Quantity etc.

Tender No.: GLS/TE19/065

Date: 13/12/19

Due date: 24/12/19 till 6.00 PM

Vendor's Company : .....

Contact Person : .....

Contact Number : .....

Signature with official stamp

Page 4 of 5



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## PRICE BID

Tender No.: GLS/TE19/065

Date: 13/12/19

Due date: 24/12/19 till 6.00 PM

To

Balmer Lawrie & Co. Ltd.

Survey No 201/1, Sayli  
Silvassa-396230

**Subject:- Price Offer for the supply of Discount Coupons at Silvassa.**

<u>S. No.</u>	<u>Description</u>	<u>Basic Price (Rs./pc)</u>	<u>Quantity (pcs)</u>	<u>Value (Rs.)</u>
<u>1</u>	Discount Coupons		<u>4,00,000 pcs +/- 20%</u>	

**Kindly mentioned below details.**

GST EXTRA :- .....%

HSN No. ....

Terms & Conditions: -

1. Payment : 30 Days Credit from the date of receipt of material.
2. Delivery has to be made on FOR Basis at Silvassa Plant.
3. GST : would be paid extra so mention the same clearly.
4. All other terms would be same as per tender.

**Name of the bidder**

Address

EMAIL ID

Contact No.

**Signature**

With date & Stamp.

Vendor's Company :.....  
Contact Person :.....  
Contact Number :.....



Signature with official stamp

