

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]

Tender No : BLC/CFS/Diary/26



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[No.32, Sattangadu Village, Manali, Chennai-600068

Phone No 25941813 /25942557, Fax No. 25941863

E-mail: dutta.g@balmerlawrie.com

CIN - L15492WB1924GOI004835

TENDER NO: BLC/CFS/DIARY/26

Dt.28.12.19

Tender Document for

Printing and Supply of Corporate Diary

DUE DATE & TIME: [07/01/2020 at 16:00 Hrs]

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NOTICE INVITING TENDER

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced agencies printing and supply of corporate diary for Container Freight Station, Manali, Chennai 68 on contract basis.

The Single bid tender document may be downloaded from our website www.balmerlawrie.com or obtained from our office at the address given above during the normal office hours.

Only those venders who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender.

Tender in a sealed envelope super scribing TENDER NO BLC/CFS/Diary/26 Dt.28.12.2019 “Tender for Printing and Supply of Corporate Diary ” shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 16.00 hrs of 07.01.2020 with covering envelope addressed to:

THE CHIEF MANAGER
BALMER LAWRIE & CO.LTD
CONTAINER FREIGHT STATION
MANALI, CHENNAI 600 068

S.No	Description	Details
1	Name of Work	Printing and supply of Corporate diary for Container Freight Station, Manali, Chennai 68
2	Tender No	BLC/CFS/Dairy/26
3	Validity Of Offer	30 days from the date of opening of the price bid
4	Completion Period	7 days
5	Submission of Tender :	
	a. Starts on	28.12.2019
	b. Closes on	07.01.2020 at 16.00 Hrs
6	Opening of Tenders	07.01.2020

1 LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be submitted as part of the technical/commercial bid which may vary be verified with original.

- a. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company/ certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- b. Income Tax PAN number
- c. GST Registration Number
- d. Chartered accountant’s certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer’s company for last 3 years.
- e. 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 proper 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, 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.

3. Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit within specified time of tender submission.
- 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.
- Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to tender from time to time.
- 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 BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

4. Filling of Tender Documents

- 4.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 4.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 4.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 4.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. 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 produced on for verification by Balmer Lawrie.

SCOPE OF WORK

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The successful tenderer shall have to undertake the following work:

Detailed Scope of work:

Printing and Supply of Corporate Diary for Container Freight Station complete including material and labour.

Quantity : 600 Nos.

Printing and supply of corporate diary with following specifications

1. Size – 140x 216 mm
2. 180 Pages with ruled lines
3. Speciality Hi-Bright Paper
4. Balmer Lawrie Logistics Logo on all pages as water mark point
5. Smooth Rounded Corner
6. Wired Binding
7. Page for Personal Details
8. Year Planner 2020
9. 2020 Year Calendar
10. Four pages of Balmer Lawrie corporate details in Multi Colour
11. Inco Terms Printed on Hi Bright Paper
12. Container size and Dimension printed on Hi Bright Paper

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria

- 1) One year experience of having successfully completed similar work of supply of corporate diary
- 2) Bidder should have GST registration (proof to be attached)
- 3) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

2. Submission Of Bids

The Single Bid tender documents may be downloaded from our website www.balmerlawrie.com or

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]

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obtained from our office at the address given above During the normal office hours. The rates are to be filled only as per given format.

3. Tender Opening

Bid will be opened as per due date mentioned in the Tender.

4. Acceptance of offers

- 4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie would like to place order for carrying out the above work mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 4.4 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 4.5 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents will be rejected.

5. Negotiations

- 5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer 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 with the attendant remedies available to them.

6. Price Variation

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.2 The quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

7. Notification of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

8. Completion Period

The material shall be delivered within 7 days of placement of order.

9. Payment Terms

100% of the bill value will be payable within 7 days after supply of material at our sites.

10. Plant Visit / Contact Person

The bidders are advised to visit the site to understand the tender requirement in detail. For any clarification / Queries you may please contact R. Raghupathi, Chief Manager(CFS) or Gaurab Dutta, Assistant Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone (044) 25940643

11. 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 other firm at the 'Risk & Cost' of the contract.

12. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration and Conciliation 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.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No: BLC/CFS/Diary/26 and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :

ANNEXURE – A

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers 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. /LPP	
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 Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSMED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED bidder must state whether they belong to SC/ST category	

Ref: Tender No: BLC/CFS/Diary/26 Dt. 28.12.18 FOR PRINTING AND SUPPLY OF CORPORATE DIARY

Rate Schedule

S No	Description of work	Unit	Qty	Unit Rate	Amount
1	Printing and supply of Corporate diary as per specifications given in Scope of work in Page No.5 of the tender	No	600		
	Net Amount				
	Add: CGST @				
	SGST @				
	Total Amount				

(Amount in Words

CFS Location	GST NO	Quantity
MUMBAI : Sector- 7, Plot No: 1, Dronagiri Node, Navi Mumbai, Maharashtra- 400707	27AABCB0984E1ZV	200
CHENNAI : No: 32, Tiruvotriyur high Road, Sathangadu Village, Manali, Chennai, Tamil Nadu- 600068.	33AABCB0984E1Z2	200
KOLKATA : P 3/1, Transport Depot Road, Kolkata, West Bengal 700088	19AABCB0984E1ZS	200

The invoice should be raised on the respective location with proper GST details

Date:

Name of the Company

Place:

Signature with Seal