

BALMER LAWRIE & CO. LTD.  
SBU : GREASES & LUBRICANTS  
P-43 HIDE ROAD EXTENSION  
KOLKATA 700088  
PHONE NO. 033-24505-123  
FAX NO. 033-2439-5160 / 2277  
E-mail: [ghosh.suranjan@balmerlawrie.in](mailto:ghosh.suranjan@balmerlawrie.in)

TENDER ENQUIRY

Tender No. GLK/TE19/284

Dt. 14.01.2020

M/s.....  
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Dear Sirs

Please arrange to send your sealed competitive offer [fax/e.mail offer not accepted] for supply of 6 mm Ply Wood.

A] 100 nos 8' x 4' and 6 mm thickness [one time use]

Delivery schedule : In 2 lot within 30.06.2020

Delivery schedule: Please note that the above items shall have to be delivered at the Plant within 1-2 days from the date of placement of call up.

Payment term : 30 days from date of receipt of material.

Your offer should be on door delivery basis clearly specifying Basic price, GST percentage, Material HSN code 8 digits, Company GST registration,, freight charges, delivery period, packing size, if any, etc.

***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***

**Provisions for Micro , Small and Medium Enterprises ( MSME ) :**

- a) Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. The MSME registration to specify manufacturing / service of the tender item(s).

- b) Registered MSME vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs.
- c) Preference for Price Quotation in tenders : Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply 25 per cent of total tendered quantity for the grade at the respective plants subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSME bidder matches non-MSME L1 price, 25% of the tender quantity will be equally split between the L1 matching MSMEs. If more than one MSME bidder has quoted in afore-said price band, number of such bidders will be intimated by tenderer to MSME bidders when seeking their acceptance to match L1 bid."

You may inspect the sample on any working day between 10 AM to 4 PM before due date at Stores Deptt. [Mr. Amit Panda].

Your offer superscribing the above reference number should reach us in **sealed envelope latest by 24.01.2020**

Thanking you,

Yours faithfully,  
f/Balmer Lawrie & Co. Ltd.

Suranjan Ghosh

BALMER LAWRIE & CO. LTD.  
SBU : GREASES & LUBRICANTS  
P-43 HIDE ROAD EXTENSION  
KOLKATA 700088

TENDER ENQUIRY

Dated : 21.12.2019

M/s.....  
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Dear Sirs

Quotation are invited for purchase service under “Job Contract Basis” for a period of three months.

Scope of work

- A] Record/file Management of SCM department – Organizing all the files properly  
And to send to Iron Mountain.
- B] Streamline all the pending EMD/SD fund documentation.
- C] Streamline / complete the pending data entry job.
- D] Streamline / complete the documents of MSE vendors

All statutory liabilities i.e. PF, ESI shall be borne by the vendor.

***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***

Your offer should reach us latest by 27.12.2019.

Thanking you,

Yours faithfully,  
For Balmer Lawrie & Co. Ltd.

A K Naha  
Sr Manager [SCM]