

Balmer Lawrie & Co. Ltd. RHR Dept, [Mumbai]
Tender No: BL/MUM/201920/21



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

Tender No: BL/MUM/201920/21 dated 21.01.2020

Tender Document for
["Providing Catering Services" on 02rd February 2020]

DUE DATE & TIME: [27/01//2020 at 10.30 AM]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting e-Tender	3
3	List of Documents / Verification / Special instructions for Participation in e-tendering	4 - 6
4	Background and Scope of Work	7 - 9
5	General Terms and conditions	10-13
6	Particulars of the organization	14
7	GST and additional details of Vendor	15-16
8	Price Bid	17

NOTICE INVITING E-TENDER

Online / Offline Single bids as detailed below are invited from **reputed and experienced caterers who are empanelled with Lala Lajpatrai Auditorium only to provide catering services for the Company's Foundation Day Events on 02 February 2020 (Sunday).**
The event will be held at Lala Lajpatrai Auditorium, Lala Lajpatrai Marg, Haji Ali, Haji Ali Government Colony, Mahalaxmi, Mumbai - 400034.

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's website: **www.balmerlawrie.com**

Bidders are requested to sign on all pages of the tender documents and submit with the Price Bid in a sealed envelope which should be superscribed "**Tender for Providing Catering Services**" and deposited in the Tender Box (Ground floor) at Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai- 400 001 on or before **27th January 2019 at 10.30 am.**

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.

SN	Description	Details
1	Name of Work	Providing Catering Services
2	Tender No	Tender No: BL/MUM/201920/21
3	Validity Of Offer	90 days from the date of opening of the price bid
4	Contract Period	ONE TIME ON 2ND FEB 2019
5	Tender Fee	NA
6	EMD	NA
7	Downloading / Submission of Tender (Both online OR Hard copy submission)	
	a. Starts on	21.01.2020 at 18.00 hours
	b. Closes on	27.01.2020 at 10.30 am
8	Opening of Tenders	27.01.2020 at 11.00 am

1. LIST OF DOCUMENTS TO BE UPLOADED / SUBMITTED

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. The bidder should not be blacklisted by any PSU / Govt Dept. / Govt Agencies (Self Declaration duly signed by Authorized Signatory to be submitted)
- b. Income Tax PAN number self-Certified Copy.
- c. GST Registration number self-Certified Copy. Offers received from bidders who are not registered under GST will not be considered for any evaluation against this tender.

Price Bid of the vendors who fail to submit the above documents will not be considered for evaluation.

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, work order 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. 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 C1 India 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.

HELPPDESK 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.

Balmer Lawrie & Co. Ltd. RHR Dept, [Mumbai]

Tender No: BL/MUM/201920/21

- 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 February 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 a vendor for **providing catering services during the programme scheduled on 2nd February 2020** 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 February 2020 [Sunday]**.
2. The expected gathering is estimated at 300 to 350 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.
4. The tentative time schedule of the programme is given below.

From	To	Total Time	Details	Remarks
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

The following Breakfast and Lunch as per the menu mentioned below shall be arranged.

MENU FOR 02 FEBRUARY 2020		
CATEGORY	MENU ITEMS	TIMINGS
BREAKFAST	IDLI	09.30 PM TO 10.30 PM
	MEDU VADA	
	SAMBHAR	
	CHUTNEY	
	BREAD OMLETTE	
	TEA / COFFEE COUNTER	
VEG – DRY	PATTICE	13.30 HRS TO 15.00 HRS
NON-VEG DRY	FISH FRY	
VEG - GRAVY	MIX VEGETABLE	
	PANEER KADAI	
NON-VEG GRAVY	MUTTON ROGAN GHOSH	
	BUTTER CHICKEN	
RICE	JEERA RICE	
DAL	DAL MAKHANI	
ROTI BASKET	MIX ROTI	
SWEETS	SLICE KULFI	
	JELEEBI + RABADI	
OTHERS	GREEN SALAD	
	PAPAD / PICKLE	
	BUNDI RAITA / CUCUMBER	
	MUKHWAS COUNTER	
	MINERAL WATER GLASSES	

Other Terms and Conditions:

1. A minimum guarantee of 350 servings of Breakfast and Lunch is to be done as per menu mentioned above.
2. The caterer should be able to manage any additional requirement over and above 350.
3. The caterer should provide necessary number of Counters for the various breakfast and lunch items to avoid queues.
4. The caterer should provide adequate number of staff for serving breakfast, lunch, water, removing used plated etc.
5. The caterer shall use only good quality food items for preparation of snacks and dinner menu.
6. The caterer should provide mineral water throughout the programme i.e. from 09.00 am to 15.00 hours.

GENERAL TERMS AND CONDITIONS

1. Submission Of Online Bids:

The Price Bid should not contain any information other than the price. The Price Bid should be filled as per the Price Bid format.

2. Tender Evaluation & Award of Tender

The tender would be finalized on the basis of Lowest Nett delivered price (NDP) as per Price Bid. Rates given in the Hard copy should be expressed both in words and in figures and where is a difference in opinion between the two, the rates given in the words will be taken as final.

3. Acceptance of offers:

3.1 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

3.2 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents will be rejected.

3.3 The rates quoted should remain fixed during the terms of contract.

4. Negotiations:

4.1 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.

4.2 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.

5. Price Variation:

5.1 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.

5.2 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.

6. 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.

7. Payment Terms:

Bills will be settled within ten (10) working days from submission of bills duly certified by the Officer –in-charge after the completion of event.

TDS deducted from vendor payment will be deposited with GST authorities by 10th of the following month and TDS certificates will be issued subsequently. TDS under GST Act shall be deducted on both material as well as services. Further this TDS under GST Act is in addition to the TDS as applicable under Income Tax Act, 1961.

8. 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.

9. 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.

10. 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.

Balmer Lawrie & Co. Ltd. RHR Dept, [Mumbai]

Tender No: BL/MUM/201920/21

Contact Persons: For any query you may please contact:

Name : Shri Subhash T. Agawane
Designation : Manager (HR)
Cell No. : 98929 39219

11. 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.

12. 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/201920/21 dated 21/01/2020 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-V 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. Vendor should arrange to deposit GST charged on due date and upload the same on GST portal to ensure availability of credit to BL.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE – B

ADDITIONAL DETAILS OF VENDOR

Sl. No	Particulars	Details
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	

PART- B: PRICE BID

BL/MUM/201920/21 dated 21/01/2020

Tenderer should quote the rates as follows:

SI No	MENU ITEMS	TIMINGS	RATE PER PLATE / PER PERSON (RS.) (INCLUSIVE OF ALL TAXES) UPTO 350 NOS.
1	FOOD MENU AS LISTED ABOVE (LUMPSUM COST TO BE QUOTED FOR BREAKFAST AND LUNCH)	AS LISTED ABOVE	
(A) TOTAL			
(B) MINIMUM GUARANTEE 350 PERSONS			
(C: A* B) GRAND TOTAL			

Amount in words: _____

Having examined the tender documents, we have understood the terms & conditions indicated in the BL/MUM/201920/21 dated 21/01/2020 and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :

Designation :

Seal :