



**BALMER LAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

**[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707**

**Phone No 2724 0466 /2724 2988, Fax No. 2724 2943**

**E-mail: [koli.ka@balmerlawrie.com]**

**CIN - L15492WB1924GOI004835**

**TENDER NO: BL/CFS/MUM/686**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**

**[Uprooting /packing /Unpacking /fitting & Transportation  
of Personal effects from Nerul, Navi Mumbai to Faridabad including  
Transit Insurance**

**DUE DATE & TIME: [ 15/02/2020 at 5.00 pm ]**

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### **NOTICE INVITING TENDER**

Sealed offers are invited from registered **Transporters / Packers & Movers Company** for the subject tender for **uprooting /Packing /Unpacking /fitting & Transportation of Personal effects from Nerul, Navi Mumbai to Faridabad including Transit Insurance.** as per our requirement detailed in Scope of Work and General terms and conditions.

Tenderers may download Notice Inviting Tender along with other tender documents from our site [www.balmerlawrie.com](http://www.balmerlawrie.com) Interested parties have to submit

The tenderer shall furnish the required information in Annexure A along with supporting documents, tender form and declaration of acceptance of tender terms along with Price Bid. All the tender papers put together in sealed envelope super scribing **TENDER No. BL/CFS/MUM/686 "Uprooting /packing /Unpacking /fitting & Transportation of Personal effects "** and dropped in our tender box at the given address **within 15/02/2020 at 5.00 PM** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.  
CONTAINER FREIGHT STATION  
PLOT NO.1, SECTOR-7, DRONAGIRI NODE  
NAVI MUMBAI – 400 707**

<b>S. No</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	Name of Work	<b>Uprooting /packing /Unpacking /fitting &amp; Transportation of Personal effects from Nerul, Navi Mumbai to Faridabad including Transit Insurance</b>
<b>2</b>	Tender No	<b>BL/CFS/MUM/686</b>
<b>3</b>	Validity Of Offer	60 days from the date of opening of the price bid
<b>4</b>	Completion period	Within 7(seven) days from the date of Removal of goods from , Nerul, Navi Mumbai (Actual date of removal will be communicated in writing )
<b>5</b>	Tender Fee	<b>Not applicable</b>
<b>6</b>	EMD	<b>NIL</b>
<b>7</b>	Downloading / Submission of Tender :	
	a. Starts on	<b>06/02/2020 3.00 pm</b>
	b. Closes on	<b>15/02/2020 at 5.00 pm</b>
<b>8</b>	Opening of Tenders	<b>15/02/2020 at 5.30 pm</b>

**a. LIST OF DOCUMENTS TO BE SUBMITTED**

The signed copies of following documents should be submitted as part of the technical/commercial bid which may be verified with original:

- 1) Income Tax PAN Certificate copy.
- 2) Certificate of registration/incorporation/partnership deed/proprietorship /Shop
- 3) GST Registration Certificate copy

**b. VERIFICATION OF DOCUMENTS**

- a. Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents,
- 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.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.

**1. Special Note**

- Bids can only be submitted before the last date and time as per the date and time mentioned in the tender.
- Bidders are advised in their own interest to ensure that bids are submitted by dropping in tender box well before the closing date and time of bid.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time in the Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com). The Company calling for tenders shall not be responsible for any claims/problems arising out of this.
- For Site Survey & any other details Bidder Should Contact on Following number

- a) Kundan Kumar Sinha Mob 9330668745 or 8779472094
- b) K A Koli Mob 9892384603

**2. Submission of Tender Documents**

- 2.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 2.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 2.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 2.4 The sole proprietor or authorised representative shall sign all documents that need to be enclosed with tender document. When the person signing the documents is not the sole

**Balmer Lawrie & Co. Ltd. Container Freight Station, [ Navi Mumbai ]**

**Tender No : BL/CFS/MUM/686 dt. 06/02/2020**

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.

### **SCOPE OF WORK**

**“Uprooting /packing /Unpacking /fitting & Transportation of Personal effects from Nerul, Navi Mumbai to Faridabad including Transit Insurance.**

House hold will be shifted in last week of March 2020, actual date will be communicated a week in advance.

Goods should be delivered within 7 (168 Hours) days after removal from Navi Mumbai.

Fragile & Delicate Items should be packed in safe boxes, TV and Glass items in safe hardboard boxes, All other items should be safely Packed & lashing choking to be done, to avoid damage during transportation, (Uprooting & fitting shall include all items including AC, except TV, Antenna & Plumbing work)

## **GENERAL TERMS AND CONDITIONS**

### **1. Eligibility Criteria For Techno-Commercial Bid**

- a) Party should have valid GST Registration number, proof of the same to be submitted
- b) Self-declaration regarding not black listing by any PSU OR BY Govt. institutions is to be furnished by bidder.
- c) Bidder should be registered vendor with Balmer Lawrie & Co. Ltd ,Dronagiri , Navi Mumbai or with any other unit of Balmer Lawrie & Co. Ltd

### **2. Submission Of Bids**

The bids should be submitted in single bid process i.e. technical / Commercial Bid [Unpriced] bid with Price bid

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

### **3. Tender Opening**

Unpriced and price bid will be opened as per tender calendar.

### **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 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.
- 4.4 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.

### **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. 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 offer shall be valid for a period of minimum 60 days from the date of opening the price Bid.

## **7. Notification of Award**

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

## **8. Completion period**

Within 7 days from the date from of removal from Neural, Navi Mumbai

In case of late delivery liquidated damaged will charged @ 1% for every day of delay subject to maximum of 10%

## **9. Payment Terms**

Payment will be released within 5 (seven) days from the date of submission of invoice after due certification by our authorized official.

## **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 other firm at the 'Risk & Cost' of the contract.

## **11. Arbitration**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under 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. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

## **12. Compliance of GST**

The vendor should compulsorily follow all the provisions of GST and in the event any default for fulfilling any provisions of the GST Act, Balmer Lawrie & Co. Ltd. would exercise the right for non-payment/withholding payment, / black listing the vendor.

## **13. TDS Compliance:**

Central Government vide Notification No.50/2018 dated 13th September 2018, has made TDS provision applicable under GST Law on all payments affected by Public Sector Undertaking (PSU) w.e.f. 1st October 2018.

BALMER LAWRIE being a PSU these provisions will be applicable for all the payments made by BALMER LAWRIE on or after 1st October 2018. TDS shall be deducted @ 2% of taxable value excluding GST.

TDS deducted from your payments will be deposited with GST authorities by 10th of the following month and TDS certificates will be issued subsequently.

Kindly note that this 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.**

#### **14. Purchase Preference Policy for MSE Vendors**

If it is seen that a Micro and Small Enterprises (MSE) has participated and the price quoted by them is within a price band of +15% of the L1 price (which is from a supplier who is not MSME), then such MSE vendor shall be allowed to supply a pre-determined portion of the tendered quantity subject to their matching the L1 price. In case, more than one number of MSE vendors are within the range of L1+15%, all of them shall be given the option of matching the L1 price. In such a situation, the pre-determined quantity shall be equally divided amongst all such MSME vendors who have matched the L1 price. In case the total tender value is not split able, 100% of the value will be given to MSE (within 15% band with non MSE vender) vender subject to matching with L1 price of non MSE vender.

### **DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/CFS/MUM/686 dated 06/02/2020 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**

<b>S. No</b>	<b>Description</b>	<b>Tenderers Details</b>
<b>1</b>	Name of the Tenderer	
<b>2</b>	Address of the Registered Office	
<b>3</b>	Address of the branch / office quoting against the Tender	
<b>4</b>	Year of commencement of business	
<b>5</b>	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
<b>6</b>	Registration No. (Under companies Act )	
<b>7</b>	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
<b>8</b>	Income Tax PAN no.	
<b>9</b>	Whether copy of PAN enclosed	
<b>10</b>	Whether copy of latest Income Tax Return enclosed	
<b>11</b>	GST Registration. No.	
<b>12</b>	Whether copy of GST Registration certificate enclosed	
<b>13</b>	Name of the Banker	
<b>14</b>	Whether registration under MSMED Act	

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	<b>Price BID</b>		<b>In Rs</b>	<b>GST</b>	<b>Total</b>
		<b>Qty.</b>	<b>Amount</b>	<b>AMOUNT</b>	<b>AMOUNT ( Including GST )</b>
1)	Uprooting /Fitting & Transportation of Personal effects from Navi Mumbai Faridabad. Maximum Two Truck Load (12.5 MT each )	Lumpsum			
2)	Cost of Packing /Unpacking House hold effect as per item No1	Lumpsum			
3)	Transit Insurance for Value approx Rs 5 Lakh (List & value of items will be provided at the time of Transportation)	Lumpsum			
4)	<b>Total (1+2+3)</b>		-	-	

Note: Bidder are requested to Visit the site at Nerul Mumbai, before bidding, to assess the material to be shifted

Place-----

Signature of Tenderer

Date-----

Name & Address