



**BALMER LAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

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

***Phone No 25941813 /25942557, Fax No. 25941863***

***E-mail: [mukherjee.am@balmerlawrie.com](mailto:mukherjee.am@balmerlawrie.com)***

**CIN - L15492WB1924GOI004835**

**TENDER NO: BLC/CFS/PHOTOCOPIER HIRE /12**

**Dt.22.06.2020**

**Tender Document for Supply of Photocopier on Hire**

**DUE DATE & TIME: [03/07/2020 at 14:00 Hrs ]**

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**Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]**  
**Tender No: BL/CFS/Photocopier Hire/10**

**NOTICE INVITING TENDER**

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced vendors for Supply of Photocopiers on hire at our Container Freight Station, Manali, Chennai 68.

The Single bid tender document may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above during the normal office hours.

**Only those vendors 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/PHOTOCOPIER HIRE/10 Dt.**22.06.2020** "Tender for Supply of Photocopier on Hire" shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 14.00 hrs of **03.07.20** with covering envelope addressed to:

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

S.No	Description	Details
		<b>Supply of 3 Nos. Photocopiers on Hire</b>
1	Name of Work	
2	Tender No	<b>BLC/CFS/PHOTOCOPIER HIRE/10</b>
3	Validity Of Offer	<b>60 days from the date of opening of the price bid</b>
4	Contract Period	<b>One year w.e.f. 01.08.2020</b>
5	EMD	<b>Rs.3000/-</b>
6	Submission of Tender :	
	a. Starts on	<b>22.06.2020</b>
	b. Closes on	<b>03.07.2020 at 14.00 Hrs</b>
7	Opening of Tenders	<b>03.07.2020</b>

**1. LIST OF DOCUMENTS TO BE UPLOADED**

- A. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- B. 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.
- C. Income Tax PAN Number.
- D. GST Registration number.
- E. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account / Proof of IT Return of tenderer's company for last three years as on 31<sup>st</sup> March 2019.
- F. Experience/Credential Certificate.

## **1. 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.

### **SPECIAL INSTRUCTIONS TO THE BIDDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com) or the same can be obtained from our office at the address given above during the normal office hours. Interested parties have to submit an interest free EMD of Rs. **[3000/- (Rupees Three thousand only)]** by Demand Draft/Pay Order at our above address. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Chennai]**. Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. Offer submitted without EMD will be rejected. However, submission of EMD is exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro Small and Medium Enterprises (MSME) on submission of valid copy of registration certificate. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address.

### **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.

## **1. Filling of Tender Documents**

- 1.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 1.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 1.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 1.4 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 vendor's scope.

The successful tenderer shall have to undertake the following work:

### **Detailed Scope of work:**

**Supply of 3 Nos. Photocopiers on Hire. The photocopier machines should be equipped with following features:**

- a) **Network enabled**
- b) **Multi-function imaging system**
- c) **Capable of photo copying, printing & printing in pre-printed letter head papers**
- d) **Scanning**
- e) **The machine to be offered should be kept in good working condition at any given time through proper periodic maintenance and stocking of cartridges etc.**

**Estimated Copies:**

<b>First Machine</b>	– 15,000 copies per month
<b>Second Machine</b>	– 5,000 copies per month
<b>Third Machine</b>	– 5,000 copies per month

**NOTE:** The estimated quantity mentioned is for indicative purpose only and not an assured quantity. Balmer Lawrie will not be responsible for any variation in the quantity.

## **GENERAL TERMS AND CONDITIONS**

### **1. Eligibility Criteria**

- 1) Payment of EMD Rs.3000/-
- 2) Should have at-least three years' experience in supply of photocopiers on hire for a value of not less than Rs.2.0 Lakhs during last 3 years ending 31<sup>st</sup> March 20 (proof to be attached).
- 3) Should have minimum turnover of Rs.2,00,000/- per year during the last 3 years ending 31.03.19 (Copy of P&L account and balance sheets for the last three years to be attached)
- 4) The Bidder must have GST Registration number (Proof to be attached)
- 5) 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](http://www.balmerlawrie.com) or 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 all the items of work as 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 or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

## **5. 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 +15% range, 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 MSE (within 15% band with non MSE vender) vender subject to matching with L1 price of non MSE vender.

## **6. 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.

## **7. 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.

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**8. 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 manpower cost till the validity of the contract period.

6.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

**9. 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).

**10. Declaration of UAM by MSME vendors**

MSME vendor must confirm that UAN 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.

It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's order 2012

Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

**11. Earnest Money**

Before the last date and time of bid opening, the bidder is required to submit at Chennai office (please refer Notice Inviting Tender) the EMD of Rs.3000/- (Rupees Five thousand only) by way of a bank draft payable at Chennai favoring Balmer Lawrie & Co Ltd. The EMD amount would be forfeited by Balmer Lawrie & Co Ltd in the event of the bidder's failure to perform the job order placed by the Company or lack of interest to perform the contract. The EMD of unsuccessful bidder would be returned after finalization of contract. The EMD of successful bidder would be retained and would be returned after satisfactory completion of job.

**12. Contract Period**

The contract will be for a period of **12 months effective from 01.08.2020**. On satisfactory performance during the initial contract period of **[12 months]**, the contract may be extended on mutual consent for another one year on the existing terms & conditions.

**13. Payment Terms**

Payment would be made within 21 days of submission of certified bills.

**14. Plant Visit / Contact Person**

The bidders are advised to visit the site to understand the tender requirement well in detail and satisfy themselves before quoting against our tender. For any clarification / Queries you may please contact R. Raghupathi, Chief Manager (CFS) or Amit K Mukherjee, Asst. Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone +91 8906506476 / 044-25940643.

**15. 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

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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.

**16. Force Majeure Conditions:**

Completion of work is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Completion of work under the contract shall be resumed as soon as practicable.

**17. 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.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No : BLC/CFS/PHOTOCOPIER HIRE/10 and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

Office:

Fax Nos. :



**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 Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered 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	

**Rate Schedule**

**Ref: BLC/CFS/Photocopier hire/10**

**Sub: Tender for Supply of Photocopier on hire**

SL. No	Description	Model offered	Free copies per month	Wastage Percenta ge	Rate per copy beyond free copies	Fixed Rate per month	SGST @	CGST @
1	Monthly Hire charges for Multi-function imaging system two cassette, duplex, RADF digital high speed photocopier cum network printer and b/w scanner etc., suitable for bill printing in Pre-printed A4 papers.							
2	Monthly Hire charges for Photo copier machine cum network printer and b/w scanning etc.,							
3	Monthly Hire charges for Photo copier machine cum network printer and b/w scanning etc.,							

Seal of the Company:

Signature:

Date:

Name of the Company