



Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)
REGIONAL HUMAN RESOURCE DEPARTMENT
21 Netaji Subhas Road, Kolkata 700 001

TENDER REFERENCE NO : RHRD/HO/LSA/Gold Coin/NIT- 68/2016-17
DATE : 23rd December, 2016

NOTICE INVITING TENDER NO. 68/2016-17

**Sub : Tender for supply of Gold Coins of 10 gms, 15 gms & 25 gms [24ct]
With Monogram/Engraving/Embossing/Polishing/Box**

BALMER LAWRIE & CO. LTD. [A Government of India Enterprise] wishes to procure Gold Coins as per following specifications :-

10 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)			15 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)			25 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)		
1			2			3		
Weight	Diameter	Quantity	Weight	Diameter	Quantity	Weight	Diameter	Quantity
10 gms	2.4 cm	54*	15 gms	2.4 cm	59*	25 gms	3.2 cm	20*
Front side of the Coins (Round Shape) are to be engraved / embossing						Logo of the Company to be engraved on the "Centre Position" of the Coin and name of the recipient #		
Back side of the Coins (Round Shape) are to be engraved / embossing						Balmer Lawrie 25/30/35 YEARS LONG SERVICE AWARD (as the case may be)		
Tolerance weight			No negative tolerance in respect of weight & purity					
Packing			Velvet Box					

will be provided by the Company to the successful bidder.

Tentative Quantity Break-up

10 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)				15 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)				25 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)			
1				2				3			
Kolkata	Delhi	Mumbai	Chennai	Kolkata	Delhi	Mumbai	Chennai	Kolkata	Delhi	Mumbai	Chennai
39	1	6	8	26	4	9	20	18	-	1	1
TOTAL - 54*				TOTAL - 59*				TOTAL - 20*			

* The above quantities may vary. However, the exact numbers would be specified at the time of placement of order.

In view of the above, the Company invites **sealed tender** from the **Authorized Jewellers** dealing in gold works.

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1.0 Pre-qualification criteria

- 1.1 The bidders specifying the following qualification norms shall only be considered. Only authorized jewelers engaged in gold works for at least 3 years in similar line of business shall only be considered.
- 1.2 Bidders not meeting the above requirements shall be rejected. Pre-qualification of the bidders shall not imply final acceptance of the tender. The bids may be rejected at any point during techno-commercial evaluation or during price evaluation. The decision in regards to acceptance and/or rejection or offers any/all offers in part/full shall be at the sole discretion of Balmer Lawrie & Co. Ltd. and decision in this regard shall be binding on the bidder.

2.0 Delivery

- 2.1 **The jeweler would be required to deliver the Gold Coins at Kolkata, Delhi, Mumbai and Chennai Offices of the Company.**
- 2.2 **The delivery shall be within fifteen days from the date of placement of order.**

3.0 Price rejection for delayed delivery

In case of failure to deliver the Gold Coins within the scheduled delivery time, price shall stand reduced @1% of the value per week or part thereof subject to maximum of 5% of the value.

4.0 Payment Terms

No advance will be paid at the time of placing order. The bill shall be raised within a week from the date of delivery and the same shall be paid within 15 days from the date of receipt of the bill.

5.0 Quality Assurance

The supplier shall be responsible for meeting 24 ct [99.5%] purity quality assurance for the Gold Coins. The supplier shall submit requisite documents in support of the purity level of Gold coins supplied. Any defective piece shall be replaced by the supplier.

6.0 Query :

- 6.1 For any query, the bidders may contact Mr Sukanta Sinha, Officer [HR], 21, Nataji Subhas Road, Kolkata – 700 001 at phone no. (033) 2222 5421 or email sinha.s@balmerlawrie.com on any working day from Monday to Friday between 10 AM to 6 PM.
- 6.2 No claim, of any nature on any ground of inadequate information or knowledge or misunderstanding or otherwise in any respect shall be admissible.



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7.0 Validity

The offer shall remain valid for a period of 10 days from the date of closing of the tender.

8.0 Miscellaneous

- 8.1 Balmer Lawrie & Co. Ltd further reserves the right to accept or reject any/all bids without assigning any reasons thereof.
- 8.2 Balmer Lawrie & Co. Ltd as its sole discretion unilaterally may change the quantities as indicated in tender enquiry. The successful bidder shall be bound to supply these quantities on the same rate and terms and conditions.

9.0 Submission of Offer

- 9.1 Please note that the Offer shall be submitted in two parts comprising of "Techno Commercial Bid" [Part A] and "Price Bid" [Part B]. The two offers shall be given in the prescribed formats enclosed.
- 9.3 Each part shall be separately sealed in a separate envelope and superscribed as "Techno Commercial bid" [Part A] and "Price Bid" [Part B] as applicable. Both the envelopes shall be sent to the Company AT THE FOLLOWING ADDRESS in common envelope sealed and superscribed as "Notice Inviting Tender No. 68/2016-17 due on 13.01.2017".

**CHIEF MANAGER [HR] – RHR, EAST
BALMER LAWRIE & CO. LTD.
Regional Human Resource Department
21 Netaji Subhas Road, Kolkata 700 001**

- 9.4 The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.
- 9.5 The last date of submission of offer is **15.00 hours IST on 13.01.2017.**
- 9.6 The Technical Bids would be opened on 13.01.2017 at 18.00 hours. The Bidder can send their representative to be present at the time of opening Techno Commercial Bid [Part - 'A'].

For **BALMER LAWRIE & CO. LTD.**



**[SUBRATA DEB]
CHIEF MANAGER [HR] – RHR, EAST**

Encl as above

"Tender Enquiry No. 68/2016-17 due on 13.01.2017.

TECHNO COMMERCIAL BID [Part – A]

Shri Subrata Deb
Chief Manager [HR] - RHR, East
BALMER LAWRIE & CO. LTD.
Regional Human Resource Department
21 Netaji Subhas Road,
Kolkata 700 001

We are glad to submit our Techno Commercial Offer for **"Gold Coins"** against your Tender Enquiry No. 68/2016-17 due on 13.01.2017.

1. Particulars of Company

- a] Name of the firm
- b] Type of the firm
(Whether proprietary/partnership)
- c] Year of incorporation
- d] Full Address
i) Office
ii) Work Premises
- e] Phone /Fax / Email
- f] Contact person
I) Name
iii) Mobile No.

2. Product specification offered

24 Ct Gold Coin (Hall marked & with 99.5% purity)			24 Ct Gold Coin (Hall marked & with 99.5% purity)			24 Ct Gold Coin (Hall marked & with 99.5% purity)		
Weight	Diameter	Quantity	Weight	Diameter	Quantity	Weight	Diameter	Quantity
10 gms	2.4 cm	54 *	15 gms	2.4 cm	59 *	25 gms	3.2 cm	20 *
Tolerance weight			No negative tolerance in respect of weight & purity					
Packing			Velvet Box					

- The quantities may vary. However, the exact numbers would be specified at the time of placement of order.

Details of Turnover / Sales

In the last preceding three years –	2013-14
	2014-15
	2016-16

3. **Sales Tax/Income Tax clearance Certificate :**

We are agreeable to all the "Terms & Conditions" set in the Tender and submit herewith signed and sealed copy of the **"Notice Inviting Tender no. 68/2016-17 dated 23.12.2016"** as our token of acceptance of all terms and conditions of the Tender.

(Authorised Signatory)
Seal

Date :
Place :

Encl. : Copy of Notice Inviting Tender No. 68/2016-17 dated 23.12.2016 duly signed and sealed.

"Tender Enquiry No. 68/2016-17 due on 13.01.2017.

PRICE BID [Part – B]

Shri Subrata Deb
Chief Manager [HR] - RHR, East
BALMER LAWRIE & CO. LTD.
Regional Human Resource Department
21 Netaji Subhas Road,
Kolkata 700 001

We are glad to offer our best price as given below for "Gold Coins" on outright purchase basis as per your specifications :

10 gms 24 Ct Gold Coins (Hall marked and with 99.5% purity)		15 gms 24 Ct Gold Coins (Hall marked and with 99.5% purity)		25 gms 24 Ct Gold Coins (Hall marked and with 99.5% purity)	
[in Rupees ₹]		[in Rupees ₹]		[in Rupees ₹]	
Basic Price		Basic Price		Basic Price	
Making Charges		Making Charges		Making Charges	
V A T		V A T		V A T	
Packing Charges		Packing Charges		Packing Charges	
Any other Charges (please specify)		Any other Charges (please specify)		Any other Charges (please specify)	
Total Cost [₹]		Total Cost [₹]		Total Cost [₹]	

We agree to keep the above price valid for acceptance for a period of 10 days from the date of submission of our Tender.

(Authorised Signatory)

Seal

Date :

Place :