



**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/Silver Coin/NIT- 69/2016-17  
DATE : 23<sup>rd</sup> December, 2016

**NOTICE INVITING TENDER NO. 69/2016-17**

**Sub : Tender for supply of Silver Coin – 75 gms, 100 gms and 150 gms  
With Monogram/Engraving/Embossing/Polishing/Box**

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

92.5% Purity Silver Coin		92.5% Purity Silver Coin		92.5% Purity Silver Coin	
1		2		3	
Weight	Quantity	Weight	Quantity	Weight	Quantity
75 gms	21 *	100 gms	7 *	150 gms	24 *
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 10/15/20 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**

75 gms Silver Coin with 92.5% purity 1				100 gms Silver Coin with 92.5% purity 2				150 gms Silver Coin with 92.5% purity 3			
Kolkata	Delhi	Mumbai	Chennai	Kolkata	Delhi	Mumbai	Chennai	Kolkata	Delhi	Mumbai	Chennai
4	5	6	6	4	-	2	1	13	-	8	3
TOTAL - 21*				TOTAL - 7*				TOTAL - 24*			

\* The 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 Jewelers** dealing in silver 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 Silver 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 Silver 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 92.5% purity quality assurance for the Silver Coins. The supplier shall submit requisite documents in support of the purity level of Silver 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](mailto: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.
- 9.2 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. 69/2016-17 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**

- 9.3 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.
- 9.4 The last date of submission of offer is **15.00 hours IST on 13.01.2017.**
- 9.5 The Technical Bids would be opened on 13.01.2017 at 18.00 hours. The Bidder can sent their representative to be present at the time of opening Part - 'A' [Techno Commercial Bid].

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



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

Encl as above



**TECHNO COMMERCIAL BID [Part – A]**

Encl. : Copy of Notice Inviting Tender No 69/2016-17 dated 23.12.2016 duly signed and sealed.

**"Tender Enquiry No. 69/2016-17 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 **"Silver Coins"** on outright purchase basis as per your specifications :

<b>75 gms</b> <b>[ 92.5% Purity Silver Coin ]</b>		<b>100 gms</b> <b>[ 92.5% Purity Silver Coin ]</b>		<b>150 gms</b> <b>[ 92.5% Purity Silver Coin ]</b>	
<b>[in Rupees ₹]</b>		<b>[in Rupees ₹]</b>		<b>[in Rupees ₹]</b>	
<b>Basic Price</b>		<b>Basic Price</b>		<b>Basic Price</b>	
<b>Making Charges</b>		<b>Making Charges</b>		<b>Making Charges</b>	
<b>V A T</b>		<b>V A T</b>		<b>V A T</b>	
<b>Packing Charges</b>		<b>Packing Charges</b>		<b>Packing Charges</b>	
<b>Any other Charges (please specify)</b>		<b>Any other Charges (please specify)</b>		<b>Any other Charges (please specify)</b>	
<b>Total Cost [₹]</b>		<b>Total Cost [₹]</b>		<b>Total Cost [₹]</b>	

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

**(Authorised Signatory)**

Seal

Date :

Place :