



**BALMER LAWRIE & CO. LTD.**

**SBU: TRAVEL & VACATIONS  
4<sup>TH</sup> FLOOR, BALMER LAWRIE BLDG,  
5- JN HEREDIA MARG, BALLARD ESTATE,  
MUMBAI – 400 001**

***E-mail: vikas@vacationsexotica.com***

**CIN-LI5492WB1924GOI004835**

**TENDER NO: BL/T&V/MUM/004**

**DATE: 11/01/2017**

**TECHNICAL / COMMERCIAL BID**

**Tender Document for**

**[Supply of Printed Brochures]**

**DUE DATE & TIME: [ 20/01/2017 at 3.30PM ]**

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**NOTICE INVITING TENDER**

Sealed offers are invited from reputed Printers for supply of Printed Brochures as per our requirement detailed in Scope of Work & 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 an interest free EMD of Rs. [3000/- (Rupees *Three thousand only*)] by Demand Draft/Pay Order at our address mentioned below. The DD/PO for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Schedule Bank, payable at [Mumbai]. 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 and EMD put together in sealed envelope super scribing **TENDER No. BL/T&V-MUM/004 Dated "OFFER FOR PRINTED BROCHURES . "** and shall be dropped in our tender box at the given address **within 20/01/2017 at 3.30 PM** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.  
SBU: TRAVEL & VACATIONS  
4<sup>TH</sup> FLOOR, BALMR LAWRIE BLDG,  
5- JN HEREDIA MARG, BALLARD ESTATE,  
MUMBAI – 400 001**

S. No	Description	Details
1	Name of Work	<b>Supply of Printed Brochures</b>
2	Tender No	<b>BL/T&amp;V-MUM/004</b>
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion period	One week from date of LOI or Purchase Order
5	Tender Fee	Not applicable for this tender
6	EMD	<b>Rs. 3000/-</b>
7	Opening of Tenders	<b>20/01/2017 at 3.30 PM</b>

**1. 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:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN certificate copy.
- c. VAT/TIN registration certificate

**2. 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.

- e. Any party submitting the false or forged documents may be put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- 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.

**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 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**

SI No.	Description	Quantity in Numbers
1.	<p><b><u>Supply of Printed Brochures :</u></b></p> <p><b>Product : NRI USA/EUROPE Brochure 2017</b>  <b>Size : 8.5inch(width) x 11inch (height)</b>  <b>Pages : 4 + 124 pages</b>  <b>Cover Paper : 210 GSM sinar art paper for cover</b>  <b>Front &amp; Back Cover : Matt finish lamination, UV spot lamination &amp; Stamp foil</b>  <b>Inside pages paper: 100 GSM sinar art paper</b></p> <p><b>Binding : Box Binding</b></p> <p><b>Booking form (Front &amp; Back) : To be attached with main booklet in single color (black) and perforation.</b>  <b>Booking form size - 8.25 inch (W) X 11 inch (H)</b></p> <p><b>The Price should be inclusive of package cost i.e. corrugated box (7 ply), for making ready for courier. Per box should contain 50 brochures.</b></p> <p><b>Final printing should be strictly as per our approved final proof</b>  <b>Final artwork (InDesign format) will be provided by the company</b></p>	<p>*****</p>

**SPECIAL INSTRUCTION**

- 1 In case of any technical clarification/query on brochure printing, the tenderers may contact Mr. Vikas, Manager(Creative) at our Ballard Estate, Mumbai Office [Mobile No. 09167842129]
- 2 The final art work will be provided by company to vendor and vendor will provide proof brochure dummy as per art work
- 3 The printing should be undertaken only after approval given by the company.

**GENERAL TERMS AND CONDITIONS**

**1. Eligibility Criteria**

- a) Payment of Interest Free EMD of Rs. [3,000/-]
- b) Bidder should be register vendor with Balmer Lawrie & Co Ltd, SBU: Travel & Vacations, Mumbai or any other unit of Balmer Lawrie & Co. Ltd.

**2. Submission Of Bids**

The bids should be submitted in single bid process.  
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. Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.
- 4.3 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.
- 4.4 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.
- 4.5 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.

**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 :**

- 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 quoted rates 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 expiration of the period of Bid validity, BL will place purchase order or letter of intent on the successful bidder(s).

**8. Completion & Delivery schedule**

The brochure should be printed within 7 working days of issuance of purchase order. The physical verification of entire printed lot will be done by representative of Balmer Lawrie Co. Ltd and the joint physical verification report shall be prepared and same should be enclosed with the bill.

The requirement of brochures will be intimated from time to time and the same after completion of printing will be in your care. The brochures have to be in perfect conditions till the time their couriered to our various PAN India offices/ Mumbai. Balmer Lawrie will arrange courier agency for pick up from your office/ printing press for PAN India delivery. For Mumbai brochures should be delivered at Balmer Lawrie office at free of cost. Courier charges for PAN India will be borne by Balmer Lawrie Co. Ltd.

**9. Security Deposit / EMD**

The Earnest Money Deposit of Rs. 3000.00 of the successful bidders will be converted into Non-interest bearing Security Deposit (SD) and shall be retained as Security Deposit till completion of delivery of entire lot. In the event of non-performance of the contract, the security deposit will be forfeited and the contractor will be blacklisted for future tenderers. EMD of unsuccessful bidders will be returned after finalization of the contract.

**10. Payment Terms**

Payment will be released within 30 (thirty) days from the date of submission of invoice, duly supported with physical verifications report for the entire lot, after due certification by our authorized official.

**11. 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.

**12. Indemnity**

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. 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 IR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly.

**13. Confidentiality**

In terms of printing the brochure, any images, textual content, etc. should be kept confidential. No part of the brochure can be copied in electronic or mechanical form without the prior permission of Balmer Lawrie & Co. Ltd (Travel & Vacations). Any violation will be liable for legal action.

**14. Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at 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.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/T&V-MUM/004 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>	Service Tax Registration. No.	
<b>12</b>	Whether copy of Service Tax Registration certificate enclosed	
<b>13</b>	VAT / CST Registration Number	
<b>14</b>	Whether copy of VAT / CST Registration certificate enclosed	
<b>15</b>	Name of the Banker	
<b>16</b>	Whether registration under MSMED Act	
<b>17</b>	Incase registered MSME, please provide following a. Registration Number & Copy for the same b. Whether owner belong to SC/ST category (Kindly give the details)	

**PRICE BID 1**

Sl.No.	Description	Quantity in Numbers	Rate (Rs)	Amount (Rs)
1.	<p><b><u>Supply of Printed Brochures :</u></b></p> <p><b><u>Product : NRI USA/EUROPE Brochure 2017</u></b>  <b>Size : 8.5inch(width) x 11inch (height)</b>  <b>Pages : 4 + 124 pages</b>  <b>Cover Paper : 210 GSM sinar art paper for cover</b>  <b>Front &amp; Back Cover : Matt finish lamination, UV spot lamination &amp; Stamp foil</b>  <b>Inside pages paper: 100 GSM sinar art paper</b></p> <p><b>Binding : Box Binding</b></p> <p><b>Booking form (Front &amp; Back) : To be attached with main booklet in single color (black) and perforation.</b>  <b>Booking form size - 8.25 inch (W) X 11 inch (H)</b></p> <p><b>The Price should be inclusive of package cost i.e. corrugated box (7 ply), for making ready for courier. Per box should contain 50 brochures.</b></p> <p><b>Final printing should be strictly as per our approved final proof</b>  <b>Final artwork (InDesign format) will be provided by the company</b></p>	200		
2.	VAT, if applicable		@ _____ %	
3.	Any Other Tax/Duty [Please Mention _____]			
4.	Total			

**Total Amount in Words :**

<b><u>Only for rate purpose</u></b>	One Set of Pages	Rate Rs. _____
Please quote for additional pages in (plus) OR (Minus) 4 pages		

Place-----

Signature of Tenderer

Date-----

Name & Address