

**BALMER LAWRIE & CO. LIMITED.**  
SBU :GREASES & LUBRICANTS  
P-43, HIDE ROAD EXTENSION,KOLKATA – 700 088.  
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E-mail: ghatak.a@balmerlawrie.com

GLK/TE16/336  
Dated 21.01.17

**TENDER ENQUIRY      Due Date: 31.01.17 [IST: 15:00 Hrs]**

M/s

Dear Sirs,

Please arrange to send your sealed offer for working as “ Agent for Collection” documents from Indian Defence & Railways establishment as per following scope of work.

**Scope of Work:**

1. List of destinations : Enclosed in Annexure. Destinations mentioned in Annexure is indicative only & extending service at other destinations may also be necessary.
2. Number of consignment per month/ annum will depend on number of consignees, quantities & delivery schedule of Railway & Defence.
3. Description of work in detail: Approaching the consignee of Indian Defence & Railways at various remote locations throughout India coordinating with the officials & obtaining the signed & stamped receipted challans/invoice/i-note/R-Note. Depending on the requirement, agent needs to submit the above documents to our Kolkata & Delhi Office as directed by us.
4. Basis of Certification for Payment: Agent's bills be certified on the basis of number of collected signed/ stamped challans/R-Note copy from railways & number of collected signed & stamped challans /I-Note copy from defence consignees.
5. Estimated Volume: 250 MT for Railways & 100 MT for Defence. The stated quantities are indicative only & minimum qty guarantee clause in offer is not acceptable.
6. Vendor to quote service charges on Rs/MT basis.

Note: At times service provider may have to make multiple visit for collecting documents. Please note that, BL shall not be paying any charges for multiple visits. Bidders are requested to include such charges or any other charges in their basis price.

Payment Terms : Within 30 days after submission of bills duly certified by competent BL authority.

**Validity** : The offer should be valid for 30 days from the due date of the tender.

**Period of Contract** : The contract is valid for Six Months. The period of contract can be extended for another 3 months subject to mutual concurrence from both the side.

Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage. Your **sealed offer** confirming acceptance of quality assurance note and indicating the above reference number should reach us latest by 31.01.17

f/Balmer Lawrie & Co. Ltd

Arnab Ghatak  
Sr. Manager [Materials]

## **Annexure I**

### **Defence and Railway Sign Challan Receipt Locations**

<b>Railway</b>	<b>Defence</b>
Howrah	Bengdubi, North Bengal
Liluah	
Halisahar	Namkum, Ranchi
Andal	
Jamalpur	
Burdwan	
Kharagpur	
Sini	
Bondamunda	
Tatanagar	
Bokaro Steel City	
Tikia Para	
Satragachi	
Visakhapatnam	
Angul	
Mancheswar	
Chittaranjan Locomotive Works	
Raipur	
Nagpur	
Bhilai	