



SINCE 1867

**BALMER LAWRIE & CO. LTD.
LOGISTICS**

**Unit No: 101-103, Ascot Centre,
D P Road, Sahar, Andheri (East), Mumbai - 400 099
CIN - L15492WB1924GOI004835**

**E- TENDER NO: BL/LOG/MUM/059/16-17
TECHNICAL /COMMERCIAL BID**

**Tender Document for
[TRANSPORTATION IN AIR CUSHION TRAILER - 1 x 40' HC & 1 x 20'
OPEN TOP LOADED CONTAINERS FROM NHAVASHEVA TO MATERIAL
ORGANISATION – VISHAKAPATNAM , UNLOADING OF CARGO AND
RETURN OF EMPTY CONTAINER TO NHAVASHEVA]**

DUE DATE & TIME: [23/03/2017 at 04.00 PM]

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NOTICE INVITING TENDER

Bids are invited from Registered Vendors for Online submission of the subject tender who shall fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading “General Terms & Conditions”, for undertaking the subject contract **[TRANSPORTATION IN AIR CUSHION TRAILER - 1 X 40’ HC AND 1 X 20 FT OPEN TOP LOADED CONTAINERS FROM NHAVASHEVA TO MATERIAL ORGANISATION –VISHAKAPATNAM , UNLOADING OF CARGO AT VISHAKAPATNAM AND RETURN OF EMPTY TO NHAVASHEVA]**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> or can download the said tender from our website www.balmerlawrie.com. The tender has to be submitted in **online format**

The scanned copies of other required documents in support of bidder’s credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	[TRANSPORTATION IN AIR CUSHION TRAILERS - 1 X 40’ HC AND 1 X 20 FT OPEN TOP LOADED CONTAINERS FROM NHAVASHEVA TO MATERIAL ORGANISATION –VISHAKAPATNAM , UNLOADING OF CARGO AT VISHAKAPATNAM AND RETURN OF EMPTY TO NHAVASHEVA]
2	Tender No	BL/LOG/MUM/059/16-17
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Value of Contract	8.0 lakhs approx.
5	Contract Period	One time
6	Tender Fee	Not applicable
7	EMD	Rs. 10000.00
	Downloading / Submission of Tender :	
	a. Starts on	18.03.2017 from 9.00 am
8	b. Closes on	23.03.2017 at 4.00 pm
	Opening of Tenders	23.03.2017 at 5.00 pm

PROCEDURE FOR ONLINE TENDER SUBMISSION

1. LIST OF DOCUMENTS TO BE UPLOADED (FOR THOSE TRANSPORTER WHO ARE NOT REGISTERED WITH LOGISTICS SERVICES MUMBAI)

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company for bidders other than sole proprietor.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd company / certified copy of partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number self Certified Copy.
- d. Service Tax Registration number self Certified Copy.
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last 3 years.
- f. Certificate from bankers about financial soundness. **[Scanned Sealed Envelope to be uploaded, hard copy to be submitted to our office].**
- g. Experience/Credential Certificate.

In the case of bulky/voluminous documents, hard copies of the same should be submitted at our office.

2. 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 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 Black Listed, EMD could be forfeited, work could be cancelled and 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 FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to pay an interest free EMD of Rs **10,000.00/- (Rupees ten thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO for Tender Fee and EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at **[Mumbai]**. Copies of the instruments (DD/PO) evidencing payment of Tender Fee and EMD should be scanned & uploaded before bidding. 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. Documents of only those bidders shall be entertained who are bidding on-line. Those Vendors who had submitted running EMD need not submit the same .

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link “*Bidding Manual*”.

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

1.2 Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 10.00 HRS TO 18.30 HRS IST (MONDAY TO FRIDAY (Exclusion: Balmer Lawrie HOLIDAYS))			
Please email your issues before you call helpdesk. This will help them serve you better.			
Balmer Lawrie & Co Ltd . 21, Netaji Subhas Road, Kolkata 700 001			
For Escalation C1 India Mr. Ritrabarta Chakraborty (PM) Contact details +91 8697910411	Name	Email	Phone No.
	Tirtha Das	Tirtha.das@c1india.com	+91+9163254290
	Ravi Gaiwal	Ravi.gaiwal@c1india.com	022 66865611
	Tuhin Ghosh	Tuhin.ghosh@c1india.com	+91-8981165071
	Ujjal Mitra	Ujjal.mitra@c1india.com	+91-7702669806

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1.3 Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.

- 1.4 All the bidders who do not have digital certificates need to obtain Digital Certificate. They may contact help desk of C1 India Pvt. Ltd.

2. Special Note

- 2.1 Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- 2.2 Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- 2.3 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.4 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.
- 2.5 Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- 2.6 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 the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

VERIFICATION OF DOCUMENTS

Tenderers or their authorized representatives will be required to come to our office positively as intimated along with original documents, Scanned copies of which have been submitted with e-tender towards ascertaining their qualification

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.

Tenderer should be in as position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.

Incomplete tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.

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.

Balmer Lawrie reserve the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTION TO TH BIDDER FOR PARTICIPATING IN E- TENDER

Tenderers are advised to download Notice Inviting Tender along with tender documents from the e – tendering portal <https://balmerlawrie.eproc.in> Interested parties have to submit an Interest Free EMD of 10000.00 (Rupees Ten Thousand only) by Demand Draft/Payorder at our above address. The DD/PO EMD shall be Drawn in favour of BALMER LAWRIE & CO LTD on any Schedule Bank , payable at (Mumbai). Parties with valid MSMED/NSIC Certificate is exempted from EMD. SCT/ST Category having MSMED/NSIC certificate should be specifically mention and valid copies of the same should be submitted along with Tender Documents . Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidder intend to submit any additional supporting documents , the same can be submitted in physical form at our address . Documents of only those bidders shall be entertained who are bidding on-line. UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM .

Balmer Lawrie & Co Ltd. Has developed a secured and user friendly system which enables vendors /biddered to search , View, Download tenders directly and also enables them to participate and submit online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that need to be uploaded. 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 scanned and uploaded and produced later on for verification by Balmer Lawrie.

SCOPE OF WORK

TRANSPORTATION IN AIR CUSHION TRAILERS – 1 X 40 FT HC AND 1 X 20 FT OPENTOP LOADED CONTAINERS FROM NHAVASHEVA TO MATERIAL ORGANISATION –VISHAKAPATNAM AND RETURN OF EMPTY CONTAINERS TO NHAVASHEVA

UNLOADING OF PACKAGES AT MATERIAL ORGANISATION –VISHAKAPATNAM

DIMENSION OF PACKAGES –

1 X 40' HC CONTAINER - Length 1203 cms width 235 cms x height 269 cms - Gross wt :- 2465.00 kgs

1 x 20' OT CONTAINER – Length 445 cms x width 206 cms x height 285 cms - Gross wt :- **900.00 kgs**

Balmer Lawrie & Co. Ltd. - Logistics Division requires Transporter for transportation of 1 x 40' HC container and 1 x 20' Open Top loaded containers from Nhavasheva to Vishakapatnam and return of empty containers to Nhavasheva in Air cushion Trailer - unloading of packages at Vishakapatnam from Containers on following terms & Conditions

GENERAL TERMS AND CONDITIONS

Eligibility Criteria

The tenderers shall fulfill the following eligibility criteria:

1. Loading will be arranged by us. **Unloading has to be arranged by transporter.**
2. The rate quoted by the tenderer will be firm throughout the contract period The transit Insurance will be arranged by the shipper, The third party insurance will be liability of the transporter . However while carrying the above cargo any accidental damage to third party for which transporter is liable.
3. In case of damage to the cargo while in custody of transporter. It will be the responsibility of the transporter to file the necessary FIR, lodgment of initial claim and provide us damage certificate required for filing claim. Failure to provide damage certificate will result in withholding of transporter bill and will be liable for consequential losses if any.
4. Balmer Lawrie reserve the right to award the contract in full or in part thereof .
5. The transporter are requested to quote their rate . In case of incomplete quote, deviation from scope of works , terms & condition , the quotation shall not be considered.
6. The transporter will be informed 1 days in advance for placement of vehicle
7. If the transporter fails to provide the vehicle . The same will be procured from the other transporters in this contract on the L1 rate and in case of Increase in cost the differential cost will be recovered from transporter Security deposit / pending bills and the transporter shall be debarred from participating in future tenders for period of 1 years .

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8. The transporter should inform day to day movement of vehicle as required
9. Detention Charges will be payable after free period of 24 hours at point of loading /unloading at the above mentioned rates.
10. Successful tenderer has to submit interest free security deposit @ 10 % of Contract value in form of Cheque/Demand Draft which will be returned on successful completion of contract.
11. If the service of the transporter is found to be unsatisfactory and fails to adhere to our tender terms and conditions, the Security Deposit will be forfeited.
12. The transporter has to strictly comply with Motor Vehicle act.
13. If the weight exceed 2 % of the cargo wt then pro rata amount will be payable.
14. The transporters should mention whether the Micro, Small & Medium Enterprises Act, 2006 is applicable to them and If they are registered under the same, a copy of the registration certificate to be enclosed along with your quotation

Submission of Online Bids:

- 2.1 For Price Bid, only the rates are to be submitted as per given format
- 2.2 The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

3. Tender Opening:

price bid will be opened as per tender calendar.

4. Acceptance of offers:

- 4.1 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.2 Balmer Lawrie would like to place order for transportation of 1 x 40' HC and 1 x 20' Opentop loaded container from Nhavasheva to Vishakapatnam and return of empty container to Nhavasheva – including unloading of packages at Vishakapatnam -

4.3 Contract would be awarded to L1 transporter , who have quoted for transportation and unloading charges

- 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 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.

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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 and proceed to finalise the tender.

6 Price Variation:

6.1 The price should be firm and irrevocable and not subject to any change whatsoever till the validity of the contract

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

7 Notification of Award:

Prior to the expiry of the period of Bid validity, BL will place purchase/work order or letter of intent on the successful bidder(s).

8 Security Deposit / EMD:

EMD of Rs 10,000/- of the successful tenderer shall be converted into Non-interest bearing Security Deposit and shall be refunded only after successful completion of the contract/extended-contract period. The EMDs of unsuccessful tenderers shall be refunded only after finalization of tender.

9 Payment Terms: Payment will be released after 30 days from receipt of Bill along with delivery challan /L.R confirming receipt of cargo by the consignee and empty container by shipping line yard.

10 Indemnity & Ensuring safety:

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 that may arise against the company on account of the faults of the contractor/his workmen employed by the contractor. 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.

11 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 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 tender enquiry is available on our **website: www.balmerlawrie.com** also.

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Kindly quote your best rate in the format given in Annexure – B.

BALMER LAWRIE & CO. LTD.
Logistics Services
Unit No: 101-103, Ascot Centre,
D P Road, Sahar, Andheri (East),
Mumbai - 400 099

DECLARATION

We have understood the terms & conditions indicated in the e-Tender No BL/LOG/MUM/059/16-17 dt 17.03.2017 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	Tenderer's 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./LLP	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	Transporter registered with Logistics Services – Mumbai need not submit the same
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed / uploaded	
10	Whether copy of latest Income Tax Return uploaded	Transporter registered with Logistics Services – Mumbai need not submit the same
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MS MED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	

PART- B: PRICE BID

Tender Enq. No. BL/LOG/MUM/059/16-17

Date : 17.03.2017

Tender enquiry for transportation in Air cushion Trailers 1 x 40' HC and 1 x 20' Opentop from Nhavasheva to Material Organisation - Vishakapatnam and return of empty to Nhavasheva

Including Unloading of packages at Material Organisation

		Transportation rate per container in Rs.	Detention charges after free period of 24 hours at Loading /unloading
1	Transportation in Air Cushion Trailer - 40ft HC loaded container from Nhavsheva to Vishakapatnam and return of empty container to Nhavasheva- cargo wt : 3.0 mt		
2.	Transportation in Air Cushion Trailer – 20ft open Top loaded container from from Nhavsheva to Vishakapatnam and return of empty container to Nhavsheva cargo wt :- :1.0 mt Cargo Height 285 cms		
3.	Unloading of packages at Material Organisation -Vishakapatnam 1 x 40' HC package dimension Length 1203 cms x width 235 cms x height 269 cms –Gr wt 3.0 mt 1 x 20' Open Top – package dimension Length 445 cms x width 206 cms x height 285 cms – Gr wt – 1.0 mt	<u>Unloading charges in Rs. (lumpsum)</u>	<u>Not applicable</u>
4	Signature of the party (Name / Status/ Cell No of person signing)		

We have understood the terms & conditions indicated in the Tender Enquiry No. TENDER No. BL/LOG/MUM/059/16-17 dated 17.03.2017 and hereby confirm our acceptance of the same.

Place : Signature :

Date : Name :

Designation :

Seal :