



बामर लॉरी एण्ड कं लिमिटेड  
( भारत सरकार का एक प्रतिष्ठान )  
**Balmer Lawrie & Co. Ltd.**  
( A Government of India Enterprise )

## Secretary's Department

### Detailed Terms and Conditions for printing of Annual Report & Accounts 2016-17 of Balmer Lawrie & Co. Ltd. and Balmer Lawrie Investments Limited

- 1) The Printer has to arrange for collection of the printing materials from the registered Office of Balmer Lawrie & Co. Ltd. ('BL') and Balmer Lawrie Investments Ltd, ('BLIL') situated at 21, Netaji Subhas Road, Kolkata – 700 001 from time to time and deliver proofs as per schedule to be informed by BL and BLIL.
- 2) The printing of Annual Reports 2016-17 of BL and BLIL would have to be done based on the following parameters:

i) Annual Reports of BL	ii) Annual Reports of BLIL
[a] English 45000 copies with cover bound on 210 GSM Sinarmas Art paper in multi-colour including photo print and inside text of 200 pages on 70 GSM Super Sunshine paper in bi-colour plus 2 graph pages in multi-colour on 130 GSM imported art paper with book size 8.25"X11" alongwith 45000 pcs. poly-envelopes in single colour.	[a] English 13500 copies with cover bound on 210 GSM Sinarmas Art paper in multi-colour printing on both sides of the front cover, single colour printing on the outside back cover and multi-colour with photo print on the inside back cover and inside text of 80 pages (approx.) on 70 GSM Super Sunshine paper in bi-colour with book size 8.25"X11" alongwith 13500 pcs. poly-envelopes in single colour.
[b]. Hindi 500 copies of book with cover bound on 210 GSM Sinarmas Art paper in single colour on white background without photo-printing and with inside text of 200 pages (approx.) on 70 GSM Super Sunshine paper in single colour without any poly-envelope.	[b]. Hindi 200 copies of book with cover bound on 210 GSM Sinarmas Art paper in single colour on white background without photo printing and with inside text of 80 pages (approx.) on 70 GSM Super Sunshine paper in single colour without any poly-envelope.

\*The aforesaid quantity of copies and the number of pages are subject to variation up  $\pm$  20%

- 3) Annual Reports of BL and BLIL should be provided in soft-copy in separate CDs to the respective companies as per their required specification.
- 4) Annual Reports of BL need to be delivered at its registered office at 21 Netaji Subhas Road, Kolkata – 700 001 or at the office of its Registrar & Share Transfer Agent, namely Link Intime India Pvt. Ltd. at 59C, Chowringhee Road, Kolkata-700 020 or at such other place to be instructed by BL.  
  
Similarly, the Annual Reports of BLIL need to be delivered at its registered office at 21, Netaji Subhas Road, Kolkata – 700 001 or at the office of its Registrar & Share Transfer Agent namely, C B Management Services Pvt. Ltd. at P-22, Bondel Road, Kolkata – 700 019 or at such other place to be instructed by BLIL.
- 5) The printer has to ensure good quality job and timely delivery. In case of the Hindi Annual Report of BL and BLIL, the Printer would need to make the translation on its own and then firm up the translation in co-ordination with the Official Language (Hindi) Department of BL. Printing of the Hindi Annual Report shall, as far as practicable, be done **simultaneously** with the English Annual Reports.
- 6) The design of the cover page of the Annual Reports of BL and BLIL (in the form of finished art-work) shall be provided to the Printers.

- 7) The quality of paper (both cover and inside text) should match with the specification provided in the Tender. In the event where it is found that inferior quality paper has been used then necessary deductions would be made from the final bill without showing any reason therefor.
- 8) A representative(s) of BL and BLIL shall be entitled to collect samples of Paper, Art Board and any other input to be used for carrying out this work order from printer's work place where actually the work under this order is to be carried out. The said samples may, if required, be submitted to any authorized organization for the purpose of testing, determining and reporting the quality, grade, standard, and brand of the material. The choice of testing organization, in such case, would be at the discretion of BL and BLIL.
- 9) BL and BLIL reserve their rights to inspect facilities of the Printer even at the selection stage / before award of job / before opening Price Bids.
- 10) While printing the Annual Reports of BL and BLIL, if there is any wastage, such scrap paper should be destroyed in the presence of a representative of BL and BLIL and a confirmation in writing to this effect should be given to BL and BLIL before placing their Bills to the respective companies.
- 11) In case of unsatisfactory or delayed performance, an amount equivalent to 10% of the order value shall be deducted from the Bill of the selected Printer on account of liquidated damages provided that the delay is for more than 1 week and is attributable to the Vendor.
- 12) Print order for BL and BLIL Annual Reports would be issued by the Company Secretary, BL and BLIL respectively upon receipt of final dummy Annual Reports of the respective companies.
- 13) If there is any increase or decrease in no. of pages (inside text) as compared to the no. of pages mentioned in the Tender, then the incremental/reduced cost shall be arrived at on a pro-rata basis and shall be adjusted with the Bill of the selected Printer.
- 14) Payment would be made after delivery of Annual Reports of BL and BLIL and within thirty days from the date of receipt of proper bill with Receipted Challan from the Printer by the respective companies.
- 15) The Tender, both the price / un-priced bid, in Form I, II and III (duly filled-in and signed) shall need to be submitted latest on 3<sup>rd</sup> July , 2017 by 5 p.m.

Any Tender received after the above time-line would not be accepted.

- 16) Any Printer with adverse performance on previous assignment(s) either with BL or BLIL, **shall not be considered** for the purpose of this Tender.
- 17) Earnest Money Deposit (EMD) is required for all Tender based purchase by the Company as per rule. So, Rs.12500/- (Rupees Twelve Thousand and Five Hundred Only) EMD Amount is to be provided by the Tenderer at the time of submission of the Tender in the form of Pay Order / Demand Draft or Bank Guarantee in favour of the "Balmer Lawrie & Co. Ltd.". The EMD shall be free of interest and would be refundable only on placement of Order(s) on the successful Tenderer and in the case of the latter; the EMD shall be adjusted against final bill Letter(s) of intent and acceptance thereof by the supplier or on expiry of validity of offer and non-acceptance of the Tender offer / cancellation of Tender.
- 18) In case of MSME/Start-up Vendors relevant Government Circulars/Guidelines w.r.t. Purchase Preference will be applicable.