

**SBU : Greases & Lubricants**  
**P-43, HIDE ROAD EXTENSION**  
**KOLKATA – 700 088**

**Tender Enquiry No.** : GLK/TE17/119, dated 21<sup>st</sup> July,2017  
**Due Date** : July 31<sup>st</sup> 2017, 15.00 hours IST

**Sub Supply of Non-Tearable, Weatherproof Drum Labels**

**1.0 Introduction**

Balmer Lawrie & Co. Ltd. [hereinafter referred to as BL] invites online Bids from manufacturers having adequate infrastructural facilities along with financial capabilities.

**2.0 Contract period**

The contract period shall be for 6 months from the placement of LOI / Purchase order or till the completion of the order quantity whichever is earlier. The contract can be extended on mutual agreement for another period of Six (06) months or otherwise agreed upon.

**3.0 Tender quantity**

Our estimated quantities for sizes of labels are given below. The quantities mentioned here are only indicative and would vary based on actual requirement and there could be changes in grade-wise quantities also.

**Labels :**

Sl.No.	Usage on	Description	Sizes	Qty (+/- 20%) in Nos	No of Artwork
1	Grease Barrels	Self Adhesive Pre-printed labels	170 mm x 180 mm	50,000	1
2	Oil Barrels	Self Adhesive Pre-printed labels	170 mm x 200 mm	50,000	1
3	Pails/containers	Self Adhesive Pre-printed labels	150 mm x 90 mm	50,000	1

Note : Bidders may participate in one or more grades as mentioned above.

**4.0 Scope of Work**

- 4.1 Scope of supply various labels will include, manufacture of labels conforming to BL Specifications, Quality Checks, Packing, Forwarding and delivery at BL's plant at Kolkata.
- 4.2 The supplier has to produce the labels along with ribbons as per the sizes & specifications as mentioned in the tender document. The artwork for printing labels shall be provided by BL.
- 4.3 Existing suppliers of BL, if successful in tender, shall commence supply within 7 days on issuance of LOI by BL as per Call – ups. Successful tenderers who have not supplied similar

labels to BL earlier shall commence supply within 14 days from the date of issuance of LOI by BL as per Call – ups.

#### 5.0 **Earnest Money Deposit ( EMD )**

Bidders are required to pay an EMD amount of Rs. 5,000 (Rupees Five thousand only) by way of Demand draft / A/C Payee pay order along with the Technical bid. The DD should be drawn in favour of “**Balmer Lawrie & Co. Ltd**” payable in Kolkata. EMD in the form of Bank Guarantee as per the company’s specified format may also be submitted in lieu of DD.

EMD of the unsuccessful Tenderers will be refunded after finalization of Tender. EMD shall not bear any interest. EMD of successful tender may be retained as part of security Deposit.

Public Sector Undertakings and registered MSME/ NSIC/ SSI units are exempted from payment of EMD. However, they should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

Technical bid received from tenderers’ without EMD will not be considered.

#### 6.0 **Security Deposit (SD)**

The successful bidders are required to submit SD for an amount equivalent to 2.5% of order value (basic), subject to minimum of Rs. 5,000 (Rupees Five thousand only), to be deposited in the form of DD/pay order/ bank Guarantee within 15 days from the date of receipt of LOI/PO.

In case of failure to furnish SD within the stipulated time, BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder. No interest shall be payable on security deposit and the same will be refunded to the successful tenderer on the completion of contract to the company’s satisfaction.

Public Sector Undertakings and registered MSME/ NSIC/ SSI units are exempted from payment of SD.

#### 7.0 **Delivery Schedule**

All deliveries are to be made within due date as indicated in our call-ups. The due date indicated will be 10 days or more from date of call up.

#### 8.0 **Packing of containers**

labels shall be given in roll form, packed properly with identification tags and quantity details.

#### 9.0 **Quality Assurance**

The vendor shall be responsible for complete quality assurance of the labels with required printed matter thereon. The test report shall be provided for each supply. Any defective supply reaching our works shall be taken back by the vendor **within 7 days** of our intimation. No credit for material or processing charges shall be payable on such supplies.

#### 10.0 **Liquidated damages clause**

In case of failure to deliver the materials as per our call ups, a Grace period of 5 (five) days will be permissible over & above due date. Failure to supply within the grace period the vendor has to pay a pre-determined liquidated damage @ 0.5% per week (or part thereof) subject to a maximum of **5%** of the contract value of the delayed supply value (on Call up qty).

#### 11.0 **Risk purchase clause**

If any vendor fails to supply the labels as per delivery schedule, BL reserve the right to get the labels procured from any other alternate sources at the risk of failed vendor and the differential cost will be recovered from their invoices / SD.

#### 12.0 **Price**

- a) Vendors are required to quote strictly as per the price bid format. Prices shall be fixed during the contractual period, no changes of basic rate & transportation rate is permissible.
- b) Price bid evaluation will be based on the grade wise landed cost per labels which includes material cost, conversion cost, freight & Sales Tax component.
- c) Statutory levies such as GST will be payable as applicable at the time of delivery.
- d) Please do not indicate 'Extra', 'Extra at actuals', 'Actuals' etc. Quote exact amount.

#### 13.0 **Colour Requirement**

- a) **Five colour printing with Varnish coating for protection against UV rays.**
- b) Successful bidders need to approve sample before taking batch production within 7 days after getting PO/LOI.

#### 14.0 **Taxes & duties :**

All applicable statutory levies, duties and taxes like GST % to be mentioned clearly in the offer.

#### 15.0 **Validity**

The offers shall remain valid for acceptance for a period of 30 days from the due date of the tender.

#### 16.0 **Payment terms**

All payments will be released within 30 days from the receipt of materials at BL's plant.

#### 17.0 **Approval of Sample**

Based on approved sample label of each grades, successful tenderer should undertake regular manufacturing. In case of delay by successful tenderers, in getting the samples approved, BL reserves the right to reduce order quantity or cancel the entire order quantity already awarded to them.

#### 18.0 **Basis of selection and Allocation of order qty**

The basis of selection of vendors and allocation of order quantity for each pack size shall be as under.

- a) The price offers of only those vendors to be considered, those who are agreed to supply labels as per our technical specifications as well as tender terms only without any deviations.
- b) The on-line closed bids shall be used for grading the bidders. The lowest quoted bidder in the on-line closed bids for each grades shall be designated as "L1" & 100% quantity of that grade shall be allocated to them.
- c) The bidders have no right to claim / disclaim or dispute anything during / in this process.

#### 19.0 **Compliance with Regulations**

Vendor shall warrant that all goods and services covered by this agreement/contract shall have been produced, sold, supplied, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreements, working conditions and technical codes and requirements as applicable from time to time. The Vendor shall execute and deliver such documents as may be required to effect or to evidence such compliance.

All laws and regulations required to be incorporated in this charter are hereby deemed to be incorporated by these references. BL and their authorized representatives disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture and / or supply of goods /services covered by this agreement/contract.

The vendor shall issue the excise paid invoice so that equivalent amount may be availed as Cenvat credit by BL, if applicable. Concessional form pertaining to Sales Tax shall be issued to the vendor by BL, if applicable.

#### 20.0 **Termination of contract**

In the event of dissatisfactory performance, BL reserves the right to terminate the contract without any notice. In this eventuality, the Security Deposit will be forfeited.

#### 21.0 **Force Majeure**

Any delay in or failure of the performance of either party hereto shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays, failure of performance is caused by occurrences such as Acts of God or an enemy, decrees of any government or governmental authority, acts of war, rebellion, sabotage or fires, floods, explosions, riots, or strikes. The Vendor shall keep records of the circumstances referred to above and bring these to the notice of the concerned officer of the buyer in writing within 7 days on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the contract period. The decision of the buyer arrived at after consultation with the vendor, shall be final and binding. Such period of time shall be extended by the buyer to enable the Vendor to deliver the items within such extended period of time.

As soon as the cause of Force Majeure been removed, the party whose liability to perform its obligation has been affected shall notify the other of such cessation and inform the other party the actual delay incurred in such affected activities. Any such event, whenever it occurs, provided that it prevents, affects or delays the party in performing contractual obligation, shall justify the claim of Force Majeure.

#### 22.0 **Arbitration/ Jurisdiction**

Disputes or differences arising out of or in relation to agreement/ contract shall be referred to the Chairman and Managing Director (C&MD) of BL who may either act himself/herself as Sole Arbitrator or nominate some officer of BL to act as an Arbitrator to adjudicate the disputes and differences between the parties (except those in respect of which the decision of any person is by the contract expressed to be final and binding).

The supplier shall not be entitled to raise any objection to the appointment of such officer of BL as the sole arbitrator on the ground that the said officer is an officer of BL or that he/she in the course of duties as an officer of BL he/she has/had expressed views on all or any of the matters in dispute or difference.

The award of the arbitrator shall be final, conclusive and binding on all the Parties to the agreement subject to the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules made under for the time being in force.

The award shall be made in writing and published by the Arbitrator within six months of entering upon the reference or within such further time mutually extended by the parties. The arbitrator shall have power to order and direct the parties to abide by, observe and perform all such

directions as the arbitrator may think fit and proper to issue having regard to the fact that the arbitration proceedings have to be completed within the specified period solely on the principles of Natural Justice.

The arbitrator shall have power to make one or more awards whether interim or otherwise in respect of the dispute and differences and in particular shall make separate awards in respect of each claim or cross claims of the parties.

The arbitrator shall be entitled to direct any of the parties to pay the costs of arbitration in such manner and to such extent as a arbitrator may in his discretion determine and shall also be entitled to require one or both the parties to deposit funds in such proportions to meet the arbitration expenses. The parties to arbitration whenever called upon to do so shall be bound to comply with such direction without any demur.

Notwithstanding anything contained in any other law, the Parties hereby agree that the courts in the city of Kolkata alone shall have jurisdiction in respect of all or anything arising under this agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the courts in the city of Kolkata only.

23.0 **Registration with eProcurement platform**

For registration and online bid submission bidders may contact HELP DESK of M/s C1India Pvt., Ltd., or they can register themselves online by logging in to the website

<https://balmerlawrie.govtprocurement.com>

24.0 **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.

All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk **of C1 India Pvt Ltd.**

M/s C1 India Pvt Ltd.  
C104, Sector 2, Noida – 201 301

Name	E-mails	Phone Numbers
1. Mr. Tirtha Das	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290
2. Mr. Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071

25.0 **Bid Submission Acknowledgement**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

26.0 **Submission of Hard copies :**

- a) All bidders are required to submit the hard copies of the following in a **sealed envelope**.
- b) Duly stamped and signed tender document. Each and every page of the tender document should be signed by the authorised signatory as a token of acceptance of terms & conditions of the tender.
- c) EMD / Copy of valid MSME/NSIC/SSI certificate as applicable.
- d) Deviation sheet if any. In case there is no deviation, please mark 'No Deviation' & submit the same along with Technical bid.

Arnab Ghatak  
Senior Manager (Central Procurement)

**Balmer Lawrie & Co. Ltd.**  
P-43, Hide Road Extension, Kolkata - 700 088.

27.0 **Corrigendum to tender**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's 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.

28.0 **General**

BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

29.0 **Disclaimer Clause**

Neither the Company (BL) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

The company reserves the right to accept or reject any or all offers. Bids of any/all may be rejected by the company at any point of time if there any conflict of interest between the bidder/bidders and the company is detected. Incomplete offers are also liable to be rejected summarily.

for **Balmer Lawrie & Co. Ltd**

**(Arnab Ghatak)**  
**Sr. Manager (Central Procurement)**

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e-mail : ghatak.a@balmerlawrie.com

Technical Specification

SL. NO.	<u>ITEM</u>
1.	Self adhesive PREPRINTED labels Size-170mm X 180mm as per approved artwork 5 colour water proof printing with Varnish coating for protection against UV rays . AVERY FASSON BASE material (Material Code LMD 7450), 74 microns with strong HM adhesive. DYNIC Japanese 100% smudge proof / water proof ink ribbons for printing on above labels and matching the length of sticker rolls.
2.	Self adhesive PREPRINTED labels Size-170mm X 200mm as per approved artwork 5 colour water proof printing with Varnish coating for protection against UV rays . AVERY FASSON BASE material (Material Code LMD 7450), 74 microns with strong HM adhesive. DYNIC Japanese 100% smudge proof / water proof ink ribbons for printing on above labels and matching the length of sticker rolls.
3.	Self adhesive PREPRINTED labels Size-150mm X 90mm as per approved artwork 5 colour water proof printing with Varnish coating for protection against UV rays . AVERY FASSON BASE material (Material Code LMD 7450), 74 microns with strong HM adhesive. DYNIC Japanese 100% smudge proof / water proof ink ribbons for printing on above labels and matching the length of sticker rolls.



## DEVIATION SHEET

Bidders shall submit list of deviations in their offer from terms of the tender in the following format.

Sl. No	Clause No. of Tender Documents	Tender Requirements	Deviation

**Balmerol**  
LUBRICANTS  
a Balmer-Laurie Brand