

Balmer Lawrie & Co.Ltd

Information Technology Division
Kolkata

LIMITED TENDER ENQUIRY NO.:BL/IT/HO/ITCOM/LT/201718/0006 DATE : 25/07/2017 DUE ON : 04/08/2017

SUB: LIMITED TENDER FOR PROCUREMENT OF COMPUTER CONSUMABLES FOR KOLKATA REQUIREMENT

Balmer Lawrie & Co. Ltd. (BL), a Govt. of India Enterprise wishes to procure "Computer Consumables" for Kolkata requirements. Offers are invited from reputed and competent OEM manufacturers / dealers of such manufacturers with capacity to supply of brand new genuine consumable items with following terms and conditions mentioned in this nine paged LIMITED TENDER for a period of one year.

1. CONSUMABLE ITEMS

The items in Annexure-I are indicative by nature and may vary partly or wholly at the sole discretion of BL.

2. VALIDITY OF OFFER

The offer shall remain valid for acceptance for a period of ninety (90) days from date of closing of this E-Tender Document.

3. PREQUALIFICATION CRITERION

The following Pre-qualification criteria would apply. Pre-qualification criterion may be relaxed at the sole discretion of BL. The OEM/bidder should preferably have own local office / franchisee presence in Kolkata.

4. DELIVERY

- 4.1 Deliveries should be completed within two BL working days from the date of ordering. The deliveries shall be made to our Kolkata Office and as informed at the time of placement of the order. No separate delivery charges will be payable under any circumstances.
- 4.2 Post to Delivery of items if it is found to be defective or spurious or malfunctioning will be replaced free of any cost within three working days of BL from the day of intimation to the bidder.

5. EARNEST MONEY & E-TENDER FEES

The E-tenderer will require to submit interest-free Earnest money of ₹5,000/- (Rupees Five Thousand Only) payable by Pay Order / Demand Draft drawn on "Balmer Lawrie & Co. Ltd." Payable at Kolkata. Offers not accompanied with Earnest Money, are liable to be rejected. No E-TENDER fees is payable. EMD for the successful bidders will be refunded at the end of the contract. The Earnest money deposited shall be refunded to the unsuccessful bidder/s on submission of official request. EMD of the successful bidder/s will be confiscated in case of failure to supply the BL ordered item at the contract price / supply of duplicate items during the period of contract. No E-tender fees are payable.

6. TAXES AND DUTIES

Taxes and duties as applicable on the date of delivery shall be payable to you at actual.

7. SUBMISSION OF OFFER

- 7.1 The bidder shall submit his response through bid submission to the e-tender on Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the procurement market place <https://balmerlawrie.eproc.in> and submit their bids online. **No offline bids shall be entertained by the Tender Inviting Authority.** The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc. in the standard formats prescribed in this e-Tender documents displayed in procurement web site. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to this e-Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity.

7.2 Registration with e-Procurement platform

For registration and online bid submission bidder may contact HELP DESK of M/s C1 India Pvt. Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in> Or contacting, Shri Tirtha Das 09163254290, tirtha.das@c1india.com, Shri Tuhin Ghosh - tuhin.ghosh@c1india.com Cell 08981165071 / Shri Siva Kumar (Chennai)- siva.kumar@c1india.com Cell 09042773377, Shri Ravi Gaiwal (Mumbai) - ravi.gaiwal@c1india.com Cell 09619379192

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

7.4 Submission of Hard copies :

After submission of the bid online, the bidders are requested to submit the demand drafts / Bank Guarantee towards tender fees and / EMD in a separately sealed envelope mentioning the Tender No along with other documents in a separate envelope mentioning the Tender No as required, to the Tender inviting Authority latest by the due date. **Under no circumstances HARD COPY of Price Bid should be submitted offline.**

7.5 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.

7.6 Bid Submission Acknowledgement :

7.6.1 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 not available for the Tender Inviting Authority for processing.

7.6.2 Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for correctness / authenticity.

8 Disclaimer Clause :

Neither Balmer Lawrie & Co. Ltd. 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 or to split the orders without assigning any cause. Incomplete offers are liable to be rejected. No deviation is allowed.

The last date of submission of the required documents is till fifteen hundred (1500) hours IST on 04/08/2017.

The last date of E-Bidding is till Eighteen hundred (1800) hours IST on 04/08/2017.

Note - Bids of any E-tenderer may be rejected if a conflict of interest between the E-tenderer and the company is detected at any stage. Clarifications can be obtained in person/writing from the undersigned during working hours on any date before the last date of submission of E-tender.

LIMITED TENDER FOR PROCUREMENT OF COMPUTER CONSUMABLES FOR KOLKATA REQUIREMENT
TECHNO COMMERCIAL BID : ACCEPTANCE OF COMMERCIAL TERMS

Shri P.M. Dutta,
 Sr. Manager (IT),
 Balmer Lawrie & Co. Ltd.,
 21, Netaji Subhas Road,
 Kolkata 700 001.

We are glad to submit our Techno-Commercial offer for "**LIMITED TENDER FOR PROCUREMENT OF COMPUTER CONSUMABLES FOR KOLKATA REQUIREMENT**" against your Tender Enquiry No. BL/IT/HO/ITCOM/LT/201718/0006, Dated 25/07/2017 .

1. PARTICULARS OF COMPANY

- 1.1 Name of company : *(Please enclose certificate of Incorporation)*
- 1.2 Nature of Business : OEM / Dealer / Distributor.
(enclose authorization certificate from OEM)
- 1.3 Full address :
 1.3.1 Registered Office :
 1.3.2 Dealing Office :
- 1.4 Phone :
- 1.5 Fax :
- 1.6 E-mail :
 1.6.1 Contact Person
 1.6.1.1 Name :
 1.6.1.2 Mobile No. :



2. DETAILS OF CERTIFICATES

Sl. No.	Particulars	Registration Nos.	Remarks
1	Income Tax		Copy Of Registration Certificate / Pan card
2	Central Sales Tax		Copy Of Registration Certificate
3	WB GST No.		Copy Of Registration Certificate
4	VAT		Copy Of Registration Certificate
5	Service Tax		Copy Of Registration Certificate
6	Provident Fund		Copy Of Registration Certificate

Note : Please attach copy of latest certificates.

3. DETAILS OF BANKER (for EFT)

1	Name of the Bank	
2	Name of the Branch	
3	Branch Code	
4	Address	
5	City Name	
6	Telephone No. of Bank	
7	IFSC Code No.	
8	Type of account (SB, Current or Cash Credit with code)	
9	Account No. (as appearing on cheque book)	

Note : Submit cancelled / photocopy of Cheque leaf issued by the bank specified above

4. ANNUAL TURNOVER (TO) AND PROFIT AFTER TAX (PAT)

					(₹/ Lakhs)
Sl.No.		FY 2014-15	FY 2015-16	FY 2016-17	Remarks
1	TO				

Note : Please submit annual reports.

5. OTHER INFORMATIONS

1	Is the Manufacturing unit (Principal in case of dealers / distributors) ISO 9001 certified	Yes	No
2	Is the company a sick / potentially sick company?	Yes	No
3	Has the company been black listed by any Public Sector Enterprise?	Yes	No
4	Does the company have business with any other unit(s) of BL (If yes, attach details).	Yes	No

We agree to all the "Terms and Conditions" set in the LIMITED TENDER Enquiry No. **BL/IT/HO/ITCOM/LT/201718/0006** Dated 25/07/2017 and submit herewith a signed and sealed copy of the "e-Tender Notice No. _____", as our token of acceptance of all terms and conditions of the Tender. We also hereby confirm maintainability of all the quoted price fixed for a period of one year this e-Tender. Confirmation of the specifications as given in **Annexure-I**.

(Signature of Authorized Signatory with stamp)



Name (in block letters) :

Date :

Place :

Enclosed : 1. Copy of e-Tender Notice No BL/IT/HO/ITCOM/LT/201718/0006, Dated 25/07/2017 duly signed and sealed.

LIMITED TENDER FOR PROCUREMENT OF COMPUTER CONSUMABLES FOR KOLKATA REQUIREMENT

PRICE BID (TO BE SUBMITTED ONLINE ONLY)

Shri P.M.Dutta
Sr. Manager (IT),
Balmer Lawrie & Co. Ltd.,
21, N.S. Road,
Kolkata 700 001.

We are glad to submit our best price offer for "LIMITED TENDER FOR PROCUREMENT OF COMPUTER CONSUMABLES FOR KOLKATA REQUIREMENT" against your E-tender Enquiry No. BL/IT/HO/ITCOM/LT/201718/0006, Dated 25/07/2017.

1.0 BASIC PRICE PER UNIT DELIVERED (TO BE FILLED IN ONLINE ONLY)

As per Annexure-I

- Note :** 1 Detailed specifications of the item quoted should be clearly stated.
2 This document is an integral part of the "Techno Commercial Bid".

(Signature & Office Seal of Authorized Signatory)



Date :

Place:

DAT 24 GB	
OEM HP Ultrium (C7972A) 400GB	
Total Storage LTO Ultrium 5 IBM With Barcode(1.5TB uncompressed, 3TB Compressed)	
USB Flash Drive (HP/SONY/TRANSEND)	32 GB
	64 GB
External HDD USB 3.0 (SEAGATE/LENEVO/TOSHIBA)	1TB
	2TB
CD / DVD DISK (R,RW) in Plastic jewel case	SONY CD 700MB (CD-R)
	SONY CD 700MB (CD-RW)
	SONY DVD 4.7GB (DVD-R)
	SONY DVD 4.7GB (DVD-RW)
CABLES	USB to PS2
	HDMI to VGA Converter Dongle
	VGA to HDMI Converter Dongle
	HDMI to VGA Converter
	VGA to HDMI Converter
	VGA Cable (1.5m.)
	SATA Cable(1.5m.)
	VGA splitter(1 to 4 I/O)
	SONY HDMI Cable (2m)
8 Port Unmanaged Switch	
16 Port Unmanaged Switch	
24 Port Unmanaged Switch	
Multi USB Hub 4Ports	
Multi USB Hub 8Ports	
CD /DVD DISK (R,RW) in Plastic jewel case	SONY CDR (700MB)
	SONY CD-RW (700MB)
	SONY DVD-R (4.7GB)
	SONY DVD-RW (4.7GB)
Cordless Keyboard & Scroll Mouse(Logitech/MicroSoft)	Cordless Keyboard with cordless Mouse (Logitech / Microsoft) combo
	Only Cordless Keyboard (Logitech)
	Only Cordless Mouse (Logitech)
	USB wired Keyboard (Logitech / TVS / Amkette)
	USB wired Scroll Mouse (Logitech / HP / Lenevo)
	Non Static Mouse Pad
Scroll Optical Mouse(Microsoft / Logitech)	Optical USB Scroll Mouse(Logitech)

Accessories	Spike Guard (1X5)
	Logitech Presenter R400
	Logitech Presenter R800
	Multimedia Speaker(Logitech/JBL)
Laptop Adapter	Wipro INPUT 230 VAC, 2A Output 19VDC 4AMP
	HCL POWER ADAPTER 230V INPUT. Output 20V 3.25A 65W(P.No. AEAD0171)
Laptop Battery	Wipro BATTERY PACK SPARE OF MS1432 (P.No. 137483)
	HCL (BATTERY M 74 ORION (P.No.BK004125)
Inkjet Cartridges with water proof Ink (full Volume)	920 (Black & Color), 950 (Black), 951 (Y,M,C), 934 (Black), 935 (Y,M,C), 702 (black), 22 (Color), 901 (Black & Color), 970 (Black), 971 (Y,M,C), HP 901XL (Black), HP 4268 (Black), HP 4268 (Color), HP 7108 (Black) ,
High Density Polyester Ribbon Cartridge	MSP 245 MSP 355
Laser Toner Cartridges (full volume)	305A(Black),305(COL-Y,M,C), 410A (Black & Color)

