



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

SINCE 1867 www.balmerlawrie.com

**SBU – Industrial Packaging,**  
**5, J. N. Heredia Marg, Ballard Estate,**  
**Mumbai- 400001, India**  
**Tel. No. 091 - 022 –66258208/66258191**  
**Fax No. 091 - 022– 66258200**

**NOTICE INVITING TENDER**

**Tender No. 0100LE0880 dated 22.8.2017**

**Due date of Tender: 28.8.2017 at 11:00 hrs.**  
**Opening of Price Bid: 28.8.2017 at 11:30 hrs.**

**Online Single Bid e-Tender is invited for** for “Hiring of mid sized Public vehicle (MUV Non A/c) Six Seaters model of 2013 or later” on monthly hire basis for a period of one year [extendable for further period of one year with mutual consent] for Official use at our Industrial Packaging Plant at Taloja (Navi Mumbai) through Balmer Lawrie e. procurement Portal <https://balmerlawrie.eproc.in>

**The bidder should be registered in BalmerLawrie Web Portal through C1 India for online e.bidding.**

**Contact details**

<b>Balmer Lawrie &amp; Co.Ltd.</b> <b>SBU-Industrial Packaging,</b> <b>5, J .N. Heredia Marg, Ballard Estate</b> <b>Mumbai – 400 001.</b>	<b>C1 India Pvt.Ltd.</b> <b>603,Coral Classic,20<sup>th</sup> Road,</b> <b>Near Ambedkar Park,Chembur</b> <b>Mumbai-400 071</b>
<b>Contact Persons:</b> 1.Shri Nayan Yadav,Mob.08879294183 Land Line No.022 66258191 e.mail: Yadav.nd@balmerlawrie.com  2.Smt A Couto,Mob.09004002269 Land Line No.022 66258208 e.mail: <a href="mailto:amanda.c@balmerlawrie.com">amanda.c@balmerlawrie.com</a>	<b>Contact Persons:</b> 1. Mr. Tuhin Ghosh, Mob 08981165071 Email – <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a> 2. Mr. Tirtha Das, Mob 9163254290 email - <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a> 3. Mr. Ravi Gaiwal, Tel +9619379192 Email - <a href="mailto:ravi.gaiwal@c1india.com">ravi.gaiwal@c1india.com</a> 4. Mr. Siva Kumar, Mob. +91 9042773377 Email – <a href="mailto:siva.kumar@c1india.com">siva.kumar@c1india.com</a>

## 1. Introduction

Balmer Lawrie & Co. Ltd under the Ministry of Petroleum & Natural Gas is a Government of India Enterprise with its corporate office at 21, Netaji Subhas Road, Kolkata-700 001. Industrial Packaging is a Strategic Business Unit of the company manufacturing steel drums.

### A. Instructions for bidders

1. The online e-tender is invited **in Single-Bid System**. The tender document consists of **Price Bid.** **Please Refer to Annexure – I for detailed Scope of Work.**
2. The tender is invited **in Single-Bid System** through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc.in>. The tender document consists of **Price Bid.**
3. All documents required in the tender can be scanned and submitted online through appropriate forms as attached in the tender.
4. Important points to be noted

4.1 Due date for submission of bids : 28.8.2017 at 11:00 hrs.

4.2 Price Bid Opening : 28.8.2017 at 11:30 hrs

All Bids are to be completed and submitted online in accordance with tender requirements within the duration as mentioned. The bidders are requested to bid online within the tender announcement date and tender closing date and time as mentioned in the tender document.

The term "**BL**" wherever mentioned in the tender document refers to "**Balmer Lawrie & Co. Ltd.**"

BL would be the Purchaser/Owner for the tendered item.

The successful bidder will be the Supplier.

This document is the Tender.

The Acceptance of the Order by the successful bidder will form the contract.

5. Bid Security / Earnest Money Deposit (EMD) / Bid Bond – As per Clause no. 1 of the Special Terms & Conditions of this Tender document

**MSEs HAVING VALID REGISTRATION AS PER PROVISION OF THE PUBLIC PROCUREMENT POLICY 2012 I.E. REGISTRATION WITH THE SPECIFIC DEPARTMENT [ \*NSIC / MSME / DIC / .....] SPECIFIED BY MSME DIRECTORATE ARE EXEMPTED FROM PAYMENT OF EARNEST MONEY DEPOSIT. \*HOWEVER, MSEs REGISTERED WITH NSIC NEED TO HAVE REGISTRATION UNDER SINGLE POINT REGISTRATION SCHEME OF NSIC TO BE ELIGIBLE FOR SUCH EXEMPTION.**

NOTE: - Bidder having NSIC/MSME/DIC Registration needs to attach complete set of copies of valid Certificate applicable for the tendered item/service.

## 6. 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/ newspapers. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

## 7. Format of Tender Document

Tender Documents consist of:

- A. Instruction for bidders
- B. Special Terms & Conditions
- C. General Terms & Conditions
- D. Annexure I – Scope of Work
- E. Annexure II – GST Compliance
- F. Annexure III - Details of Vendors
- G. Annexure IV – Additional details of Vendor
- H. Annexure V – Price Bid
- I. Annexure VI – Address of Balmer Lawrie location
- J. Annexure VII - Bank Details for SWIFT/RTGS Transfers
- K. Annexure VIII - Conditions for Online Bid submission
- L. Annexure IX- Code of Conduct for Balmer Lawrie & Co. Suppliers

The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

## 8. Late Bids

No bidding is admissible in the E.Proc platform after the bid closing date.

## 9. Bid Validity

The offer shall remain valid for a period of **three months** from the date of opening of the Price Bid which will be normally one month from opening of Technical Bid.

## 10. Clarifications

Clarifications that the Bidder needs to have on the tender specification can be sought from BL in writing within one week from the date of issue of this enquiry.

All clarifications shall be by e-mail (*Only email queries shall be replied*)

## 11. Bid Rejection Criteria

A bid may be rejected if

- i. If the bidder fails to send the Earnest Money Deposit (EMD)/Bid Bond amount within the bid due date.
- ii. If the bidder does not submit the required details as specified [Annexures III & IV ]
- iii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
- iv. Conflict of interest between the bidder and the Company is detected at any stage.

## 12. Opening of Price Bid

The price bids of bidders with valid offers as set by BL shall only be opened.

## 13. Complete Scope of Work

The complete scope of work has been defined in Annexure I of the tender document.

#### 14. Tender Documents and Deviations

It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. Deviation from technical specifications, as given in the tender document Annexure-I would invite immediate disqualification from further consideration of the bid.

#### 15. Language of Bids

The Bid prepared by the bidder, all documents attached to and/or relating to the bid and all correspondence exchanged by the Bidder and BL shall be written in English language only. Any printed literature furnished by the bidder may be written in any other language **provided that this literature is accompanied by an authenticated English translation, in which case, for purpose of interpreting the Bid, the English translation shall govern.**

#### 16. Preparation and submission of Tender Documents

The bidders are required to fill the tender document in a format as outlined below in the E.Proc platform:

##### a. Price Bid (Annexure V is Price Bid)

The lowest bidder will be decided based on the Composite lowest Price in Indian Rupee, for the service mentioned in the scope of work.

The Price bid should not contain any information other than the price. The price is to be mentioned in both Figures and words and where there is a difference between the two, rate given in words will be taken as authentic.

**b. After submission of bid online, the bidders are requested to submit the demand drafts / bank guarantee towards tender fees and / EMD along with hard copies of other documents which cannot be uploaded as required, to the Tender Inviting Authority before the due date at our Ballard Estate Office.**

### B. SPECIAL TERMS & CONDITIONS

#### 1. Earnest Money Deposit (EMD)/BID BOND

Earnest Money Deposit Amount to be deposited in the form of Pay order / Demand Draft in Favour of Balmer Lawrie & Co. Ltd, payable at Mumbai for **INR 5,000.00** (Rs. Five thousand only). Bidders have to submit Earnest Money Deposit by Demand Draft/Pay order/Bank Transfer in favour of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India.** The Demand Draft/Pay order has to be made from a **Scheduled Indian Bank.** The EMD/Bid Bond if remitted by bank transfer should have been credited to our Bank Account on the day prior to the Due date for the tender. BL's bank details to facilitate bank transfer are given in Annexure-VII to this tender. Cheque / Cash payment is **not acceptable towards EMD / Bid Bond.**

- a) OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED
- b) For the successful bidder, the EMD will be refunded only after they submit the necessary Security Deposit against the work order placed on them. EMD will carry no interest.
- c) For the unsuccessful bidders, the EMD will be refunded only after the successful bidder has accepted the Purchase order and the acknowledgement of the same has been received by BL.
- d) Linking of EMD amount with earlier transactions / adjustments with pending bills or any other amount payable by the company is not allowed.

#### 2. EMD is liable to forfeiture in the event of:

- a) Withdrawal of offers during validity period of the offer
- b) Non acceptance of orders by the bidder within the stipulated time after placement of LOI / order
- c) Any unilateral revision made by the bidder during the validity period of the offer
- d) Non execution of the prescribed documents after acceptance of the contract
- e) Non submission of Security Deposit

### 3. **Security Deposit (SD)**

Security Deposit amount of 5% of the basic order value to be deposited by the successful Bidder in the form of Pay order / Demand Draft in favour of Balmer Lawrie & Co. Ltd, payable at Mumbai. (Ballard Estate Office,5 J.N.Heredia Marg,Mumbai-400 001.

The Security Deposit to be submitted within 10 days of receipt of the Purchase Order. **Security Deposit can also be made directly to our Standard Chartered Bank (Account No. 222-0-526803-6, NEFT Code - IFSC "SCBL0036046) through electronic transfer and proof of transfer of funds deposited with us.**

Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.

- The Security Deposit will not bear any interest and shall be refunded to successful bidder, only on successful delivery of the tendered service.
    - All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.
    - EMD of the successful bidder will be adjusted in Security Deposit.
4. Security Deposit is liable for forfeiture, if
- (a) Non service after Acceptance of Purchase Order.
  - (b) Successful Bidder fails to deliver the service as per the terms & condition of the Purchase Order.
  - (c) Successful bidder violates the tender condition,
  - (d) If the performance of the bidder is found to be unsatisfactory.

### 5. **Payment Terms:**

Monthly payment shall be released only on the basis of actual running verified by the Officer o the Company within 7 days from the date of submission of the monthly bill. TDS would be deducted at the prevailing rates time to time from the monthly running bill.

Acceptance of any differential terms of payment offered by a bidder as against the terms specified in this document will be solely at the discretion of BL.

6. The bidder is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the bidder will not be acceptable.
7. Period of Contact  
September, 2017 to August, 2018 [Further extendable for one year with mutual consent].
8. Tender Evaluation - The tender would be finalized on the basis of Composite Lowest quoted bidder.

### 9. **Risk Purchase**

In case services are not effected as per given schedule,, we reserve the right to cancel the order placed on you, and get the job done from any other source and the deduction on account of penalty as well as excess amount to be incurred by us, would be recovered from the party's due payments or security amount held with us.

### 10. **Award of Contract**

BL shall place the Purchase order on the Composite Lowest Quoted Bidder and as such it would be in the interest of the bidders to quote their most competitive price.

The basis for calculation of composite price will be as follows :-

- Extra kms will be 500 kms per month
- Driver's allowance over and above normal 12 hrs of duty will be 60 hrs per month
- Outstation Allowance will be 1 day per month
- Weekly off days/holidays will be 2 days per month.

**The above estimation is only for arriving at composite price and is subject to change as per the actual usage of the vehicle.**

**Negotiations, if held will be only with the lowest bidder.**

During negotiations or in the revised offer only downward revised rates shall be valid for considerations.

The Contractor will be required to confirm the negotiations in writing within the time stipulated. If the Contractors fail to comply with this requirement, Company reserves the right to evaluate his tender at its discretion based on their original rates.

11. Bidders not registered under GST are not eligible for participating in this tender. Registered bidders to mandatorily provide the provisional GST Number as per Annexure II and also provide proof of such registration. Offers received from bidders who are not registered under GST, will not be considered for any evaluation against this tender.
12. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.
13. **Engine Oil/Gear Oil/wear and tear parts and complete vehicle maintenance for smooth running of the vehicle will be on contractors account.**
14. RC Book of the vehicle is preferred to be in the name of the bidder/Proprietor of the firm, if not, consent letter from the original owner to be submitted for engagement of the vehicle for the full time period.
15. Upto date Road Tax, PUC and Insurance certificates, GSTN proof & PAN of the bidder are to be submitted alongwith the tender form.
16. The driver running the car should have valid driving licence and the vehicle should be registered with concerned authorities of Central/State Government (RTO). At any point of time, the vehicle should carry valid road permit (tourist), pollution control certificate, necessary insurance policy papers. All above statutory requirements to be carried out by the person/contractor to their own account.
17. Vehicle should carry 2 kgs ABC Dry Powder Fire Extinguishers and should be refilled before expiry.
18. If the hired vehicle is not in running condition, replacement vehicle will be provided at no extra cost. In the event of non replacement, the Company may hire a similar type of vehicle from the market at the market rate and the differential (if any) will be recovered from contractors account.
19. The normal duty hours of the driver will be from 10.00 am to 10.00 pm. The vehicle may be used on holidays/weekly off days. Total km/day will be calculated considering starting point from BL Housing Complex, Nerul to ending point at BL Housing Complex, Nerul. After the days work, vehicle to be stationed at our Housing Complex, Nerul, Navi Mumbai.
20. You will have to provide an experienced driver and the driver should be covered by adequate accident insurance policy. In the event of any accident causing personal injury to the driver or the vehicle, the Company will not be liable for payment of any compensation/claims whatsoever.
21. The vehicle shall be kept neat and clean and in perfect running condition provided with basic amenities like neat and clean upholstery. Regular servicing and maintenance of the vehicle as required as well as replacement of parts, if required, will be to contractors account and will be carried out by the contractor.
22. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed in uniform and well behaved. He must carry a mobile phone in working condition, for which, no separate payment shall be made by the Company.
23. A daily record indicating time and mileage for the vehicle shall be maintained separately in a log book and he has to obtain the signature of users against each entry. At the end of the month, copy of the relevant pages of the log book to be submitted alongwith the bill.

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- 24 The cost of fuel will be to contractors account. Escalation/de-escalation in the fuel price will be provided by the Company with a minimum increase/decrease of Rs.1/- per ltr as per Company's formula which is as follows :-

Increase in cost (Rs./km) = Revised fuel price (-) Current fuel price (/) fuel efficiency (km/ltr)  
(assuming fuel efficiency of the vehicle provided is minimum 10 km/ltr).

Decrease in cost (Rs./km) = Revised fuel price (-) Current fuel price (/) fuel efficiency (km/ltr)  
(assuming fuel efficiency of the vehicle provided is minimum 10 km/ltr).

**Increase and Decrease in the fuel price will be applicable on the quoted rate [2000 kms per month and extra kms i.e. Sr.Nos. 1 & 2 of Price Bid format].**

- 25 The fuel price on the date of award of contract will be considered as the basic price for calculation of escalation/de-escalation.
- 26 Toll, Parking charges if any will be reimbursable on production of certified documentary evidence.
27. No enhancement / escalation of rates except escalation/de-escalation in cost of fuel [Refer Point No. 23 above] would be entertained during the validity period of contract.
28. No extra manpower/employee will be provided for delivering any material, document, spare parts, etc.
29. If vehicle goes for passing, maintenance or any other work in such event the contractor has to provide alternate vehicle or if alternate vehicle is not provided pro rata amount will be deducted from the bill.
30. Any accidental damage to the vehicle/driver while performing official duty to be taken care by the successful contractor.
31. In the event of the award of the tender and prior to execution of the contract, the successful contractor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicle being offered for hire and particulars with photograph of the driver dedicated to the vehicle.
32. No fresh conditions apart from those mentioned above will be accepted. Tenders with conditions will be treated as rejected.
- 33 The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.

**34. HSE Clause**

a	<p><b>DRUG FREE WORKPLACE</b></p> <p>All Contractor employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at any time in BL's workplace or during hours of employment. Contractor's employees are expected to report to work free from the influence of illegal drugs and to remain free from such influence while on BL's premises or while performing any work for BL off premises. If any Contractor employee engages in any of the activities stated above, the employee is subject to appropriate disciplinary action by the Contractor (including, but not limited to , unpaid suspension and termination). In addition, Contractor is required to report such activities to BL authorities immediately on detection of such event.</p>
b.	<p><b>ALCOHOL-FREE WORKPLACE</b></p> <p>Contractor employees are prohibited from the use or possession of alcohol at any time in the workplace or during hours of employment. Contractor employees are expected to report to work free from the influence of alcohol and to remain free from such influence while on BL's premises or while performing any work for BL off premises. Employees</p>

	who violate this policy will be subject to disciplinary action (including, but not limited to, unpaid suspension and termination) by the Contractor.
c.	<b>SMOKE-FREE WORKPLACE</b> For the health, safety and protection of all employees of BL as well as Contractual employees, smoking is not permitted anywhere in BL's premises, including but not limited to the lobbies, elevators, stairwells, corridors, restrooms, lounges, public areas, and all other building/plant spaces.

## C. GENERAL TERMS AND CONDITIONS

### 1. Introduction

The bidder means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

### 2. Scope of Work

Scope of work for the tender shall be as mentioned in Annexure I.

### 3. Reference for Documentation

Purchase Order Number must appear on all correspondence, invoices, packing and on any documents or papers connected with the order.

### 4. Confirmation of Order

The successful bidder shall acknowledge the receipt of purchase order within 10 days following the mailing of this order in writing or through email and shall thereby confirm his acceptance of purchase order in entirety without exceptions

### 5. Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

### 6. Rejection of Bids

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any state. BL reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reason. The decision of BL in this connection will be final.

### 7. Delays

Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered.

### 8. Delay due to Force Majeure

In the event of causes of force Majeure occurring within the agreed delivery terms, the delivery dates can be extended by the tenderer on receipt of application from the bidder within stipulated delivery period. Only those causes that depend on natural calamities, civil wars, national strikes and strikes /lockout at Bidder's works which have duration of more than seven consecutive calendar days are considered the causes of Force Majeure. The bidder must advise BL by a registered letter duly certified by local chamber of commerce or statutory authorities, the beginning and end of cause of delay immediately, but in no case later than 10 days from the beginning and end of such cause of Force majeure condition as defined above.



BL reserves the right to ask Bidder to suspend despatches of goods/materials covered by this order for such period as they may think fit in the event of strikes, accidents or other causes beyond BL's control.

#### 9. Sub-Contracts

The successful bidder shall not assign the Contract in whole or part without obtaining the prior written consent of BL. The bidder shall, notwithstanding the consent and assignment, remain jointly and severally liable and responsible to BL together with the assignee, for and in respect of the due in respect of the due performance of the contract and the bidder's obligations there under.

#### 10. Control Regulations

Successful bidder warrants that all goods/materials covered by this order have been produced, sold, despatched, delivered and furnished in strict compliance with all applicable laws regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods covered in the order. The Bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

#### 11. Termination

Without prejudice to BL's right to price adjustment by way of discount or any other right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if :

- i. The bidder fails to comply with any material term of the Contract.
- ii. The bidder informs BL of its inability to deliver the item or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver the item within the stipulated Delivery Period and/or to replace any rejected or defective item promptly.
- iv. The bidder becomes bankrupt or goes into liquidation.
- v. The bidder makes a general assignment for the benefit of creditors.
- vi. A receiver is appointed for any substantial property owned by the bidder.
- vii. The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately stop supply.

On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. The EMD / Security Deposit will be forfeited

#### 12. Arbitration

Any dispute or difference arising under this Contract shall be referred under jurisdiction of **Kolkata** to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and the provisions of Arbitration 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 award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at **Kolkata** will have exclusive jurisdiction to settle any dispute arising out of this contract.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**Annexure-I**

**D. SCOPE OF WORK**

**HIRING OF MID SIZED PUBLIC VEHICLE MUV NON A/C) WITH DRIVER HAVING COMMERCIAL NUMBER PLATE [YELLOW/BLACK].**

**[SUMO / BALERO / TRAVERA / SCORPIO OR ANY VEHICLE OF SIMILAR TYPE]**

**CAPACITY - SIX SEATERS [ EXCLUDING DRIVER]**

**MODEL - YEAR 2013 OR LATER**

**PERIOD OF CONTRACT : ONE YEAR. EXTENDABLE FOR FURTHER PERIOD OF ONE YEAR WITH MUTUAL CONSENT.**

**Scope of Work**

Sr.No.	Job
1	Vehicle will start from BL Housing Complex, Nerul, Navi Mumbai and daily pick/drop off Employees from Kharghar/ any pick up point on the way to plant
2	During office working hours, pick up and drop service to be provided as per requirement to staff, Service Engg/technician or any other authorized persons of the Company.
3	Providing services for sending out spare parts, material to the vendors/customers and also pick up and drop of material from the vendors/customers to BL. The weight of the material will not be more than 500 kgs at a given time.
3	Providing service for submission/collection of cheques, documents etc from respective department, offices, agencies, customers etc
4	In case of emergency, vehicle will be used for taking the injured person for hospitalization.

**ANNEXURE II**

**E. GST Compliances**

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-III attached
- [2] Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor
- [3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Vendors are required to raise invoice as per the GST tax structure.
- [5] Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.
- [6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.
- [7] Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**ANNEXURE-III**

**F. DETAILS OF VENDOR**

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	Minority Indicator	
19	GSTIN Registration Number	
20	HSN /SAC Code for Supply/Service	
21	GST rate (in %) applicable for Supply/Service to be provided.	
22	Composition Scheme Applicable	Yes / No
23	Proof of GSTIN Registration No. per state [From GSTN website]	
24	Vendor's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From	
29	Exempt To	

**ANNEXURE - IV**

**G. ADDITIONAL DETAILS OF THE VENDOR**

[1]	Name of the Contractor	
[2]	Address, Telephone no./ Cell no.	
[3]	Type of Business	Proprietary / Partnership / etc
[4]	Income Tax Returns Last FY – 2014-15 2015-16  PAN Number	
[5]	Experience of the contractor in number of years for providing vehicle on hire. (Attach documentary evidence). Minimum 3 years experience is a must.	
[6]	Offered Vehicle details  (i) Manufacturing year (Not prior to 2013)  (ii) Registration number  (iii) Attach photograph of the offered vehicle.  [Proof of (i)(ii)(iii) to be attached.	

Seal &  
Signature of the Tenderer

Place :

Date :

**ANNEXURE- V**

**H. PRICE BID – to be filled by BIDDER**

Sr.No.	Description	UOM	Estimated monthly basis of composite value calculation	Unit Rate (Rs.)	Total value (Rs.)
1.	For 3000 km per month (inclusive of outstation kms)	LS	Month		
2.	Extra kms over and above 3000 kms	km	500		
3.	Driver's allowance payable over and above the Normal 12 hrs of duty	hr	60		
4.	Outstation Allowance per day	day	1		
5.	Rate for weekly off days/holidays	day	2		

**Note :**

- Present fuel price = Rs.\_\_\_\_ per ltr

**The above estimation is only for arriving at composite price and is subject to change as per the actual usage of the vehicle.**

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Special Terms and Conditions and General Terms & Conditions** as laid down in the Tender Documents.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**ANNEXURE – VI**

**I. ADDRESS OF BALMER LAWRIE PLANT**

**Balmer Lawrie & Co Ltd,  
Industrial Packaging  
G 15,16,17, MIDC,  
Taloja,  
District – Raigad (Maharashtra) – 410208**

**ANNEXURE - VII**

**J BANK DETAILS FOR SWIFT/RTGS TRANSFERS**

1	Name	BALMER LAWRIE & CO. LTD.,
2	Supplier Code	
3	Permanent Account Number (PAN)	AABCB0984E
4	<b>Particulars of the Bank Account</b>	
	A. Name of the Bank	<b>Standard Chartered Bank</b>
	B. Name of the Branch	M.G. Road
	C. Branch Code	29
	D. Address	90, M.G. Road, Mumbai-400001, India
	E. City Name	Mumbai
	F. Telephone No.	+9122 22683300
	G. <b>NEFT/RTGS IFSC</b> Code	<b>SCBL0036046</b>
	H. 9 digit MICR code appearing on the cheque book	400036002
	I. <b>SWIFT CODE</b>	SCBLINBBXXX
	J. Type of Account	Current
	K. Account No. appearing on the cheque	<b>222-0-526803-6</b>
5	Vendor's e mail id	



**K. CONDITIONS FOR ONLINE BID SUBMISSION**

**ANNEXURE - VIII**

**Pre-Requisites Before Login to System (Software requirements.)**

**Minimum System Requirements:**

- P 4 or Later Processor
- Minimum of 1 GB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

**Operating System:**

- Windows 7,8,10

**Browser Version:**

- Internet Explorer Versions 11

**Java Component:**

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) is installed on your machine or not.

**Procedure for Bid Submission**

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue.

**Registration with e-Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. Contact Nos. and email IDs for C1 India helpdesk officers

1. Mr. Tirtha Das, Mob 9163254290 email - [tirtha.das@c1india.com](mailto:tirtha.das@c1india.com)
2. Mr. Tuhin Ghosh, Mob 08981165071 Email – [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)
3. Mr. Ravi Gaiwal, Tel +9619379192 Email - [ravi.gaiwal@c1india.com](mailto:ravi.gaiwal@c1india.com)
4. Mr. Siva Kumar, Mob. +91 9042773377 Email – [siva.kumar@c1india.com](mailto:siva.kumar@c1india.com)

Or

**Balmer Lawrie's officials.**

**Contact nos. and e.mail ID's**

1. Shri Nayan Jadhav ,Mob.8879294183 Land Line No.022 66258191 e.mail: [yadav.nd@balmerlawrie.com](mailto:yadav.nd@balmerlawrie.com)
2. Smt Amanda Couto ,Mob.9004002269 Land Line No.022 66258208 e.mail: [amanda.c@balmerlawrie.com](mailto:amanda.c@balmerlawrie.com)

**Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate (Class II) 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.

**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.

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

**Disclaimer Clause:**

The Company (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.

**Annexure - IX**

**L. CODE OF CONDUCT FOR BALMER LAWRIE & CO. SUPPLIERS.**

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

**The supplier declares herewith:**

**f Legal compliance**

- o to comply with the laws of the applicable legal system(s).

**f Prohibition of corruption and bribery**

- o to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

**f Respect for the basic human rights of employees**

- o to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- o to respect the personal dignity, privacy and rights of each individual; o to refuse to employ or make anyone work against his will;
- o to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- o to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
  - o to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
  - o to comply with the maximum number of working hours laid down in the applicable laws;
  - o to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.

**f Prohibition of child labor**

- o to employ no workers under the age of 18;

**f Health and safety of employees**

- o to take responsibility for the health and safety of its employees;
- o to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- o to provide training and ensure that employees are educated in health and safety issues;
- o to set up or use a reasonable occupational health & safety management system;

**f Environmental protection**

- o to act in accordance with the applicable statutory and international standards regarding environmental protection;
- o to minimize environmental pollution and make continuous improvements in environmental protection;
- o to set up or use a reasonable environmental management system;

**f Supply chain**

- o to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
- o to comply with the principles of non-discrimination with regard to supplier selection and treatment.