

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

SBU : Greases & Lubricants
P-43, Hide Road Extension,
Kolkata – 700 088
India

NOTICE INVITING TENDER

- | | | | |
|-----|-----------------------|---|---|
| 1 | Type of Tender | : | Public On-Line Tender |
| 2 | Tender No. | : | GLK/TE17/ 139 |
| 3. | Tender date | : | August 24, 2017 |
| 4. | Tender Due Date | : | September 18, 2017, 15.00 hrs. IST |
| 5. | Item | : | Hydrogenated Castor Oil (HCO) &
12 Hydroxy Stearic Acid (12 HSA) |
| 6. | Quantity | : | HCO - 660 MT
12 HSA - 1160 MT |
| 7. | Validity of Offer | : | 90 days from tender opening date |
| 8. | Earnest Money Deposit | : | As per detailed terms of tender. |
| 9. | Security Deposit | : | As per detailed terms of tender. |
| 10. | Period of Contract | : | <u>One (1) Year</u> from the date of
Purchase order or till execution of the full
quantity whichever is earlier |
| 11. | Tender document | : | Attached |

PRE-QUALIFICATION CRITERIA

- 1.0** The offer of bidders fulfilling the following qualification criteria shall only be considered. The bidders shall furnish the relevant documentary evidence in support as follows :
- 1.1** Minimum annual turnover of Rs. 600 lacs in any of the financial years 2013-14, 2014-15 & 2015-16
- 1.2** Installed manufacturing capacity as a minimum shall be as follows :
- (a) HCO : 5,000 metric tons per annum
 - (b) 12 HSA : 8,000 metric tons per annum
- 1.3** Only actual manufacturers having at least 3 years credential for similar supplies shall be considered.
- 2.0** Pre-qualification of the bidder shall not imply final acceptance of the tender. The bids may be rejected at any point during the techno commercial evaluation or during price evaluation. The decision in regard to acceptance and/or rejection of any/all offers in part/full shall be at the sole discretion of Balmer Lawrie & Co. Ltd., (BL) and decision in this regard shall be binding on the bidder.
- 3.0** Bidders not meeting the above norms shall not be considered eligible for placement of order. However, the company at their discretion, on considerations of supply security issues, may reserve upto 15% of quantity against each location for development order, for which non-qualified parties may also be considered.

All the bidders are requested to fill up the format below and attach relevant information only
Hard copy of said document to be submitted off-line with tendering authority.

TECHNO COMMERCIAL BID FORM			
Bidder's Name :			
SI No.	Pre-Qualification Criteria	Requirement	Bidder's provided information
1	Minimum annual turnover of Rs. 600 lacs in any of the financial years 12-13, 13-14 & 14-15	Bidder to submit reference of the documentary evidence provided for confirming fulfilment of this PQC.	
2	Minimum installed manufacturing capacity of :		
(a)	HCO - 5000 tons per annum	Bidder to give reference of the documentary evidence provided for confirming fulfilment of this PQC.	
(b)	12 H S A - 8000 tons per annum	Bidder to give reference of the documentary evidence provided for confirming fulfilment of this PQC.	
3	Only actual manufacturers having at least 3 years credential for similar supplies shall be considered	Bidder to give reference of the documentary evidence provided for confirming fulfilment of this PQC.	
4	Number of tender locations for which bidder is bidding	Bidder to indicate the locations under this tender where they desire to participate.	Kolkata : Yes / No Silvassa : Yes / No Chennai : Yes / No
5	Item(s) quoted by the bidder	Bidder to mention for which product they have quoted	HCO / 12 HSA
6	EMD	Insert details of EMD submitted off-line with tendering authority.	
7	Product Specification	Bidder to indicate confirmation of meeting tender specification of HCO & 12-HSA in TOTO	
8	Payment terms : 100% payment with minimum 30 days credit from date of acceptance of material at BL's unit. Bills in triplicate along with the copy of relevant Oil Seeds & Oils Bulletin and call-up letter shall be submitted to the concerned unit.	Bidder to indicate confirmation of acceptance of this terms of tender	

SI No.	Pre-Qualification Criteria	Requirement	Bidder's provided information
9	Risk Purchase Clause [Refer clause 4.0 of General Terms & Conditions of tender]	Bidder's confirmation of acceptance of tender terms	
10	Price Reduction Clause [Refer clause 1.2 of General Terms & Conditions of tender]	Bidder's confirmation of acceptance of tender terms	
11	Other terms & conditions of tender	Bidder's confirmation of acceptance of tender terms	

TECHNICAL SPECIFICATIONS**1.0 Hydrogenated Castor Oil (HCO)**

Sl No.	Item Description	Technical Specification	Testing Procedure
1	Appearance	White Flakes	Visual
2	Colour	3 max	Gardner
3	Acid Value (mg KOH / g)	3 max.	IS : 548 PART – 1
4	Saponification Value (mg KOH/g)	(178 – 185)	IS : 548 PART – 1
5	Iodine Value	4 max.	IS : 548 PART – 1
6	TITRE (deg. C)	70 min.	IS : 548 PART – 1
7	Slip melting point (deg. C)	85-88	IS : 548 PART – 1
8	Hydroxyl Value (mg KOH /g)	155 min.	IS : 548 PART – 1
9	12 HSA content	86% min.	GLC
10	Keto-Stearic acid content	2.5%	GLC
11	Iron content	20 ppm max.	AAS
12	Nickel content	10 ppm max.	AAS
13	Material must be free from all extraneous impurities like dust dirt/iron particles and other foreign particles		

2.0 12 - HYDROXY STEARIC ACID (12-HSA)

Sl No.	Item Description	Technical Specification	Testing Procedure
1	Appearance	White to off-white Flakes	Visual
2	Colour	5 max	Gardner
3	Acid Value (mg KOH / g)	178 min.	IS : 548 PART – 1
4	Saponification Value (mg KOH/g)	182 min.	IS : 548 PART – 1
5	Iodine Value	4 max.	IS : 548 PART – 1
6	TITRE (deg. C)	70 min.	IS : 548 PART – 1
7	Slip melting point (deg. C)	72-78	IS : 548 PART – 1
8	Hydroxyl Value (mg KOH /g)	155 min.	IS : 548 PART – 1
9	12 HSA content	86% min.	GLC
10	Keto-Stearic acid content	2.5%	GLC
11	Iron content	20 ppm max.	AAS
12	Nickel content	10 ppm max.	AAS
13	Material must be free from all extraneous impurities like dust dirt/iron particles and other foreign particles		

SPECIAL CONDITIONS OF CONTRACT

1.0 EARNEST MONEY DEPOSIT

1.1 The bidder shall furnish a sum of Rs. 5,00,000.00 (Rupees five lakhs only) as Earnest Money Deposit (EMD) along with the bid against tender covering requirements of BL's Plants at three locations, viz. Kolkata, Silvassa and Chennai, by a/c payee pay order / demand draft / non revocable bank guarantee (as per format prescribed in the tender) from Schedule 'A' bank in favour of **Balmer Lawrie & Co. Limited** payable at **Kolkata**. The earnest money deposit of the unsuccessful bidders will be refunded after finalization of the order. Earnest money deposit of the successful bidder will be retained till security deposit is received at our end. Tenders submitted without EMD shall be rejected. EMD shall not bear any interest. The Bank Guarantee for EMD shall remain in force for the validity period of the offer and shall be extendable on request made by BL prior to expiry of the Bank Guarantee.

1.2 Public Sector Enterprises and MSME / Small scale units registered with National Small Scale Industries Corporation (NSSIC) are exempted from payment of earnest money deposit. Small scale units registered with MSME / NSSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

1.2 EMD will stand reduced for bidders not desirous of participating in tender covering requirements of all three locations / both the products.

For participating at one location, the EMD amount will be reduced to Rs 2,00,000 while for participating at two locations, the EMD amount will be Rs 4,00,000.

Similarly the EMD will be reduced to Rs. 2,00,000 if quoted only for HCO for all three locations and Rs. 3,00,000 for 12 HSA for all three locations.

2.0 SECURITY DEPOSIT

2.1 The successful bidder shall submit within 10 days of issue of LOI / PO an interest free security deposit (SD) towards the satisfactory execution of the order. SD shall be 3.0 % of the total order value. Failure to submit SD shall entitle BL to the right to cancel the order without further recourse to the bidder and forfeit the EMD. SD can also be furnished by a Bank guarantee on a schedule 'A' bank, in the format prescribed in the tender. The SD shall be released after completion of the contract period, subject to satisfactory performance. Failure to comply with the requirements of the order during execution of the order shall make the SD liable for forfeiture.

2.2 Successful bidders who have payment due from BL may also seek to furnish the SD against supplies made. In such case, the bidder shall give an undertaking that the amount equivalent to the SD shall be held back from the amount payable toward supplies made. Amount payable will include all amounts due for payment / due to become payable, at the time of furnishing the SD.

3.0 **QUANTITY**

The plant location-wise tender quantity is detailed below :

PLANT LOCATION	HCO	12 HSA
	MT	MT
KOLKATA	210	480
SILVASSA	270	560
CHENNAI	180	120
	660	1160

The quantity may however vary as per our requirement and the supplier is bound to supply to the designated location / plant as per agreed rate and terms.

4.0 **QUALITY**

Each lot/batch should be accompanied by the manufacturer's test certificate and approval of quality report. Bidders are requested to provide a declaration along with their offer that their product would meet all technical specifications mentioned in 1.0 above.

5.0 **CALL UP AND LEAD TIME**

- 5.1 Deliveries shall be executed based on call-up issued by e-mail from individual unit of BL. Operational control for execution of the order shall be with individual units of BL and bidder shall maintain the necessary coordination in this regard with the respective unit.
- 5.2 Lead time for delivery : Supplies are required to reach concerned unit of BL within 14 (fourteen) DAYS from the date of issuance of call up for Kolkata and Chennai Plant and 7 (seven) DAYS in case of Silvassa.
- 5.3 The supply quantity shall be on Full truck load (FTL) basis. Each supply lot should be minimum 15 MT in case of Kolkata and Chennai, and 9 MT in case of Silvassa.
- 5.3 Intimation of formal call-ups to be placed in subsequent weeks may be given in advance. In such cases also, published price of CCO on date following formal call-up date would be applicable. [Please refer clause 6.2 below under Special Conditions of Contract.]

4.0 **DELIVERY TO PLANTS**

- 4.1 The bidder shall supply the call-up quantity from their factory / warehouse by road transport, conforming to all safety and security regulations. Freight charges quoted by

the bidder shall be for transportation of supplies under this tender to individual unit of BL from vendor's factory / warehouse and shall be inclusive of **loading** and **unloading** expenses at either end.

- 4.2 Orders under this tender will be placed for DELIVERED supplies and Transit Risk for the supplied material and insurance coverage thereof, will be borne by the bidder and BL will not be responsible for in-transit damage / short delivery of material, if any. Necessary support will be provided to bidder by BL in respect of claim on insurance company by the latter.

5.0 ACCEPTANCE QUALITY PLAN

- 5.1 All supplies shall be accompanied by batch-wise test certificate. The company reserves the right to test the received material for conformance of quality. In the event of rejection of material at BL's receiving units after quality testing, the vendor shall be informed about rejections and causes thereof. The vendor may within 3 (three) days of intimation, request for another test at the unit and witness the same, subject to prior arrangement with BL's unit authority. Such testing, if warranted, shall be completed within a period of 7 (Seven) days of intimation of the rejection. Removal of any rejected material shall be the bidder's responsibility. Rejected material shall be removed from BL's unit premises within a period of 10 (ten) days of intimation of rejection to the bidder, if no request for final testing is made to BL. If re-test request is made and rejection is confirmed, removal of such rejected material from BL's unit premises must be made within 7 (seven) days of the re-test. In the event of failure of the vendor to remove rejected material on time, BL reserves the right to dispose the material at the vendor's risk and cost without further reference to the vendor.

6.0 PRICE

- 6.1 The Processing Charges shall be firm and the product Transportation Charges up to respective destination will escalate / de-escalate in terms of cl. no. 1.3 of General Terms & Conditions of this tender, during pendency of the contract. **Processing charges shall include all costs towards procurement of castor oil, processing to HCO/ 12-HSA and packing the products including packing / packaging material.** In addition to Processing Charges and Transportation Charges (inclusive of loading and unloading), the price of castor oil as stated below will be payable.
- 6.2 Price of Castor Commercial will be considered as per Oilseeds & Oils Bulletin [OSOB] of The Bombay Commodity Exchange Ltd. for the day following the date on which BL's call-up is communicated. If the price information is not published on such day, the price reported on subsequent closest day's OSOB to the date of call-up as available will be considered. Copy of OSOB shall be attached with every bill as documentary proof.

7.0 TAXES

- 7.1 The applicable GST must be mentioned clearly as detailed in the on line price schedule. Any mistake in quoting on line will not be considered by us and the offer will be summarily rejected followed by forfeiture of EMD. No correspondence will be made by

us in this regard. Necessary Road permit will be issued by BL as required. (Also refer Clause 3.0 of General Terms and Conditions)

8.0 PAYMENT TERMS

- 8.1 Payment terms : 100% payment with minimum 30 days credit from date of acceptance of material at BL's unit. Bills in triplicate along with the copy of relevant OSOB and call-up letter shall be submitted to the concerned unit.
- 8.2 Mode of payment is by RTGS for which the relevant information should be furnished on placement of order.
- 8.3 Payment will be made ONLY to the bidder. If offer states that payment is to be made to bidder's financier / creditor, the offer will stand rejected.

9.0 PACKING

The packing of HCO / 12 HSA shall be roadworthy and should not be torn out during transit and during loading / unloading. These should be packed preferably with an inner packing so as to avoid any spillage during transit.

10.0 EVALUATION OF BIDS

- 10.1 The evaluation of the price bid will be as per prescribed format. The lowest landed rate quoted by the technically qualified bidder for each destination shall be taken as the L1 price. Similarly, L2, L3, etc prices shall be described for each locations.
- 10.2 The order for each location is proposed to be split in the ratio of 60:40 respectively. Prices shall be first negotiated with the L1 bidder who would be eligible for allotment of 60% of the total quantity. L2 bidder shall be requested to match the price of L1 bidder and if he agrees then 40% of the total quantity shall be allotted to him. In case L2 bidder disagrees to match prices, similar offer shall be successively made to L3, L4, L5,bidders.
- 10.3 If no bidder accepts offer of matching price of L1 bidder, Company retains the option of placing order on L2 upto 40% of the tender quantity at price negotiated below the price quoted by L2 bidder with corresponding increase of order on L1 bidder beyond 60%.
- 10.4 The quantity allocated to each successful bidder shall generally be restricted to not more than 50 % of their rated capacity as declared by the party in the pre-qualification document of bid. In case any of the parties become L1/ L2 and become eligible for being considered for placement of order for quantity more than 50% of their rated capacities, quantity above 50 % of their rated capacities may be distributed to alternate party for the location. The option of distribution, which allows least cost to Balmer Lawrie & Co. Ltd., shall be followed.
- 10.5 Bidders not meeting the Pre-Qualification criteria shall not be considered eligible for placement of order. However, the company at their discretion, on considerations of

supply security issues, may reserve upto 15% of quantity against each grade at each location for development order, for which non-qualified bidders may also be considered. If such development order is placed, the 60:40 splitting of order would be exercised on balance portion of the tendered quantity.

- 10.6 In case bids are received from related companies, only the lowest among such bids shall be considered for evaluation. The other bids of related companies will stand rejected.
- 11.0 Deviation** : Any Deviation in respect of terms & conditions / quality should be mentioned in the deviation sheet as per format of the tender documents.

GENERAL TERMS AND CONDITIONS

1.0 PART ORDER

1.1 Balmer Lawrie & Co. Ltd. (BL) reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

1.2 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.

2.0 PRICE REDUCTION FOR DELAYED DELIVERY

Timely delivery is an essence of the order. In case of delay in delivery of material beyond lead time for delivery, price shall stand reduced by 0.5% of the basic value of the delayed material per week or part thereof subject to a maximum of 5% of the basic value.

3.0 ESCALATION / DE-ESCALATION OF TRANSPORTATION RATE

3.1 Escalation/de-escalation of transportation rate will be applicable based on increase or decrease in diesel price, if any, after Tender Due Date. The reference diesel rate shall be the IOCL diesel price prevailing at respective locations of BL's units on the Tender Due Date. For bid evaluation, it is considered that the quoted Transportation Rate per truck load is based on said prevailing IOCL diesel price. The escalation / de-escalation shall be worked out rounded off to the nearest rupee as per the following formula :

Differential = {0.25 x Original Transportation Rate x (Increase or Decrease in Diesel rate) / Reference Diesel Rate for the location}

3.2 The escalation clause will be applicable only in case of a differential of more than Rs. 2.00 / ltr from the reference diesel rate. For example :

	Diesel Rate [Rs per ltr]	Escalation / De- escalation Transportation Rate [Rs]	Revised Transportation rate [Rs]
Original Transportation Rate per truck – Rs 10,000	51.00 or 52.00	Nil	10,000
Reference Diesel rate [say] – Rs 50.00 per ltr	49.00 or 48.00	Nil	10,000
	47.99	[-] 100.50	9899.50*
	52.01	[+] 100.50	10100.50*

[*Rounded off to the nearest rupee]

4.0 ARBITRATION

- 4.1 Disputes or differences arising out of or in relation to agreement / contract / order shall be referred to the Functional Director of BL who may either act himself 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).
- 4.2 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, has / had expressed views on all or any of the matters in dispute or difference.
- 4.3 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 there under being in force.
- 4.4 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 the 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.
- 4.5 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 claim of the parties.
- 4.6 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 the 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.
- 4.7 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.

5.0 GST FORMALITIES AND COMPLIANCE WITH REGULATIONS

Vendor shall warrant that all goods covered by this agreement / contract shall have been produced, sold, dispatched and delivered in strict compliance with all applicable laws, regulations, labor 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.

Vendor / vendor's nominated transporter shall ensure handing over the road permit issued by us, at the time of delivery of consignment. All unutilized / expired road permits shall be returned to the issuing unit.

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

5.0 RISK PURCHASE

Without prejudice to other provisions in the tender, in the event of the vendor failing to supply within the stipulated lead time, BL shall have the right and option to procure the products from alternate sources, at the risk and cost of the vendor, without further intimation. In case of rejection, if any, and with no request for re-test from vendor against the rejection, if dispatch of replacement material is not made within one week of intimation, BL shall have right to procure the product from alternate sources at the risk and cost of the vendor without further intimation. In case of rejection after re-test, if any, if dispatch of replacement material is not made within one week of intimation of rejection on retest, BL shall have right to procure the product from alternate sources at the risk and cost of the vendor without further intimation.

6.0 FORCE MAJEURE

Any delay in or failure of 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 of such occurrences. The period 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.

7.0 CLARIFICATIONS

In case of any clarification required by the bidders, it must be sought at least 3 working days before the due date of the bid, excluding the due date. Any clarification sought beyond the cut-off date shall not be entertained. Clarifications can be obtained during working hours in person / writing from :

Shri Subimal Ghosh
Executive (Central procurement)
BALMER LAWRIE & CO. LTD.
P-43, Hide Road Extension, Kolkata - 700 088
Phone : (033) 2450 5320 Fax : (033) 2439 2277
e-mail : ghosh.subimal@balmerlawrie.com

8.0 VALIDITY OF OFFER

Your offer should be valid for acceptance upto **90 (ninety) days** from the due date of the tender.

9.0 SUBMISSION OF DOCUMENTS

The following documents in hard copy(ies) are to be submitted in sealed envelope and must reach our office before the due date of the tender

- a) Techno-Commercial Bid Form with relevant documents.
- b) EMD or Notarized and valid MSME/NSIC certificate
- c) An undertaking on Bidder's Company Letter Head stating that no deviation has been taken by them against this tender and is to be signed by the person having Power of Attorney, mentioning full name, designation, cell no. , e-mail id with Company Seal.
- d) Power of Attorney of the Authorized Signatory.
- e) List of deviation as per Deviation Sheet attached elsewhere in the tender document. In case of any deviation, the letter of Undertaking must mention that except the points appeared in this deviation sheet, all other terms and conditions are accepted by the Bidder in TOTO.

10.0 MISC.

Offers received from related companies (definition of related companies as per Company Act of 1946 in India shall apply) shall be considered as one offer.

Offer(s) received after due date and time will not be considered for evaluation and the sealed envelope(s) will not be opened. BL will not take any responsibility for not reaching the offer within the due date and time.

CONDITIONS FOR ONLINE BID SUBMISSION

1.0 Procedure for Bid Submission

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <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 the Tender documents, displayed in eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the 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.

2.0 Registration with e-Procurement platform

For registration and online bid submission bidders 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>

3.0 Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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 - 201301

Contact person:
Ritabrata Chakraborty (Kolkata), +91 8697910411
Email: ritabrata.chakraborty@c1india.com

4.0 Submission of Hard copies

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other

documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. 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.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

5.0 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.

6.0 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.

7.0 Disclaimer Clause

BL nor the service provider (C1 India Pvt. Ltd.) are responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

DEVIATION SHEET

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

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

CONDITIONS FOR ONLINE BID SUBMISSION

1.0 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 below. The bidder would be required to register on the e-procurement market place at <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 the Tender documents, displayed in e-procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, 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 the 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.

2.0 Registration with e-Procurement platform

For registration and online bid submission bidders 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>

3.0 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 - 201301

Contact person : Mr. Ritabrata Chakraborty (Kolkata)

Cell : + 91 97487 08094

e-mail : ritabrata.chakraborty@c1india.com

4.0 Submission of Hard copies

Before submission of bid online, the bidders are requested to submit the technical literature indicating treat level and EMD through courier / e-mail as applicable so as to reach us before opening of tender on-line.

5.0 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.

6.0 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.

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

