

BalmerLawrie& Co. Ltd. Container Freight Station, [Chennai]

Tender No : BLC/CFS/Chairs/18



**BALMERLAWRIE & CO. LTD.**

CONTAINER FREIGHT STATION

*[No.32, Sattangadu Village, Manali, Chennai-600068*

*Phone No 25941813 /25942557, Fax No. 25941863*

*E-mail: [shankar.vb@balmerlawrie.com](mailto:shankar.vb@balmerlawrie.com)*

CIN - L15492WB1924GOI004835

TENDER NO: BLC/CFS/Chairs/18

Dt.08.11.17

Tender Document for

Supply of office chairs

**DUE DATE & TIME: [ 22/11/2017 at 14:00 Hrs ]**

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**NOTICE INVITING TENDER**

M/s. BALMER LAWRIE & CO. LTD., invites sealed offers from reputed & experienced vendors for Supply office chairs at our Container Freight Station, Manali, Chennai 68.

The Single bid tender document may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above during the normal office hours.

**Only those vendors who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender. The parties who are not registered with us, are requested to get the registration done by collecting requisite vendor registration form from our office prior to submission of tender. Once the registration process is completed, the said vendor would be able to submit their bid.**

Tender in a sealed envelope super scribing TENDER NO.BLC/CFS/Chairs/18 Dt.08.11.2017 "Tender for supply of office chairs " shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 14.00 hrs of 22.11.17 with covering envelope addressed to:

THE CHIEF MANAGER  
BALMER LAWRIE & CO.LTD  
CONTAINER FREIGHT STATION  
MANALI, CHENNAI 600 068

S.No	Description	Details
		<b>Supply of office chairs</b>
1	Name of Work	
2	Tender No	<b>BLC/CFS/Chairs/18</b>
3	Validity Of Offer	<b>30 days from the date of opening the tender</b>
4	Delivery Period	<b>2 weeks from the date of placement of order</b>
5	Submission of Tender :	
	a. Starts on	<b>08.11.2017</b>
	b. Closes on	<b>22.11.2017 at 14.00 Hrs</b>
7	Opening of Tenders	<b>22.11.2017</b>

**1. VERIFICATION OF DOCUMENTS**

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for proper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

### **SPECIAL INSTRUCTIONS TO THE BIDDER**

#### **Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

#### **1. Filling of Tender Documents**

- 3.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced on for verification by Balmer Lawrie.

### **SCOPE OF WORK**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from vendor's scope.

The successful tenderer shall have to undertake the following work:

#### **Detailed Scope of work:**

**Supply of office chairs with chairs made up of moulded foam for seat and back rest. Slight curve for lambar support, PU arm rest at Container Freight Station Manali Chennai 68 as per technical specifications given below:**

#### **General Specifications**

Quantity: 6 Nos.

Seat: Made up of moulded foam and back rest

Support : Single steel pipe made up of 16G 1" Round pipe full round below the seat

Frame: Powder Coated Frame

## **GENERAL TERMS AND CONDITIONS**

### **1. Experience**

- a) One year experience in supply or repair of furniture ending 30<sup>th</sup> Sept 2017 (Please attach proof of purchase orders)
- b) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

### **2. Submission Of Bids**

The Single Bid tender documents may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above During the normal office hours. The rates are to be filled only as per given format.

### **3. Tender Opening**

Bid will be opened as per due date mentioned in the Tender.

### **3. Acceptance of offers**

- 3.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 3.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 3.3 Balmer Lawrie would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 3.4 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 3.5 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

### **4. Negotiations**

- 4.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 4.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

**5. Price Variation**

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.
- 6.2 The quoted rates shall be valid for a period of minimum 30 days from the date of opening the price Bid.

**6. Notification of Award**

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of intent on the successful bidder(s).

**7. Delivery Period**

The material shall be supplied within 2 weeks from the date of placement of order.

**8. Payment Terms**

100% payment on receipt of materials along with submission of certified bills immediately.

**9. Contact Person**

For any clarification / Queries you may please contact R. Raghupathi, Chief Manager(CFS) or V. Bhavani Shankar, Senior Manager (Commercial) Balmer Lawrie & Co. Ltd., CFS, Chennai, Phone 044-25940643.

**10. Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration and Conciliation 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.

**DECLARATION**

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No :BLC/CFS/Chairs/~~xx~~18 and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

**NNEXURE – A**

**PARTICULARS OF THE TENDERER'S ORGANISATION**

<b>S. No</b>	<b>Description</b>	<b>Tenderers Details</b>
<b>1</b>	Name of the Tenderer	
<b>2</b>	Address of the Registered Office	
<b>3</b>	Address of the branch / office quoting against the Tender	
<b>4</b>	Year of commencement of business	
<b>5</b>	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP	
<b>6</b>	Registration No. (Under companies Act )	
<b>7</b>	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
<b>8</b>	Income Tax PAN no.	
<b>9</b>	Whether copy of PAN enclosed / uploaded	
<b>10</b>	Whether copy of latest Income Tax Return uploaded	
<b>11</b>	GST Registration. No.	
<b>12</b>	Whether copy of GST Registration certificate Uploaded	
<b>13</b>	Name of the Banker	
<b>14</b>	Whether registered under MSMED Act	
<b>15</b>	In case registered under MSMED provide registration number and copy of registration certificate.	
<b>16</b>	MSMED Bidder must state whether they belong to SC/ST category	

**Price Bid**

**Sub: Tender for Supply of office chairs**

Sl No	Description of work	Qty	Unit rate	Total amount
<b>1</b>	Supply of office chairs made up of moulded foam for seat and back rest slight curve for lumber support PU arm rest with single steel pipe made up of 16G 1" round pipe full round below the seat with powder coated frame as per specifications given in the scope of work of Page No.4 including loading, transport and unloading at our site	6 Nos.		
	CGST @			
	SGST @			
	<b>Total Amount</b>			

Date:

Signature of Tenderer with Seal

Place:

Name & Address

Telephone No