

TENDER

FOR

PRINTING & SUPPLY OF APPROXIMATE 13000 NOS. OF CALENDAR – 2018

OF

BALMER LAWRIE & CO. LTD.

CORPORATE HEAD OFFICE

KOLKATA

TENDER REF. NO. – ADMIN/CALENDAR – 2018

TENDER NO. – 19/2017-2018

TENDER DATE – 16/11/2017

DUE ON 26/11/2017 BY 3:00 PM

UN-PRICED BID (PART - I)

C O N T E N T S

<u>PART</u>	<u>SUBJECT</u>
PART - I (Un-priced)	NOTICE INVITING TENDER
	GENERAL CONDITIONS OF CONTRACT
	SPECIAL CONDITIONS OF CONTRACT
	FORM OF TENDER (UN PRICED)
PART - II (Priced)	PRICE SCHEDULE

**NOTICE INVITING TENDER
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DUE ON 26/11/2017 BY 3:00 PM.**

BALMER LAWRIE & CO. LTD. invites sealed tenders from competent and experienced printers with sound technical and financial capabilities for printing and supply of approximate 13000 Balmer Lawrie Calendar – 2018.

SCOPE OF WORK

- i. The Scope of work of this tender consists of printing and supply of approximate 13000 Calendars with the variance of 10% to 15%.
- ii. While printer has to arrange for delivery of Calendars to our Corporate Head office and other units based in Kolkata but Courier Company will collect calendars for outstation. Actual quantity will be intimated in due course.
- iii. Delivery of Calendars for outstations will be sent through Courier. In that case Courier service provider will be engaged by the Company separately. The materials should be packed in such a manner so that damages of the consignment can be avoided.
- iv. The printer should have the responsibility to get the challan signed by the BL Official / Courier Company to enable us to make payment.

COMPLETION PERIOD

The first proof will have to be handed over within three working days from the date of the work order and artwork. The total calendar will have to be dispatched to Balmer Lawrie units in Kolkata / handed over to courier company within 15 (fifteen) days from the date of approval of the first proof.

TENDER DOCUMENTS

Tender Documents comprise of two parts viz. Part-I (Un-priced) and Part-II (Price). The Un-priced Part consists of Notice Inviting Tender, General Condition of Contract, Special Condition of Contract and Form of Tender (Un-priced). The Priced Part consists of Price Schedule and Form of Tender (Priced).

PRE-QUALIFICATION CRITERIA

Average annual Turnover of the tenderers for the last 3 (three) financial years (2014-15, 2015-16 & 2016-17) shall not be less than Rs.3 Crore.

The tenderer should have successfully executed similar work of value as below during last 3 (Three) years.

- 3 works costing not less than Rs.30 Lakh OR
- 2 works each costing not less Rs.20 Lakh OR
- 1 work costing not less than Rs.10 Lakh

Completion Certificates / copy of Order issued by Tenderer's Clients should be enclosed as supportive document.

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TENDER SUBMISSION

Tender to be submitted in two separate sealed covers, one cover containing Part-I (Un-priced Bid) and the other cover containing Part - II (Priced Bid) duly super scribed UN-PRICED / PRICED BID, Tender Number and Name of the Work. 'UN-PRICED' Bid should be kept free of any price figures, while 'PRICED' Bid should be filled in with the price figures only. Detailed offer complete in all respects should be addressed to Head(Administration&CSR), Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700001 and dropped in the sealed tender box to be available at Administration Department, Ground Floor, 21 Netaji Subhas Road, Kolkata – 700001 by 26th November, 2017 at 3:00 pm.

EARNEST MONEY DEPOSIT

A sum of Rs.10000.00 (INR Ten thousand only) should be accompanied with Part - I (Un-priced Bid) in the form of Pay Order / Bank Draft in favour of BALMER LAWRIE & CO. LTD. payable at KOLKATA. Bids / Offer not accompanied with the requisite EMD or bid accompanied with inadequate value, shall not be entertained. In case of award of work, the EMD shall be converted into Security Deposit and shall be released within three months of successful completion of contractual job. EMD of unsuccessful applicants will be returned after finalization of the contract.

VALIDITY OF OFFER

Tenderers shall keep their offer valid for a period of 60 Days from the date of opening of Technical bid.

NON-CONFORMANCE

Tenders not conforming to the above-mentioned requirements are liable to be rejected.

RIGHT OF ACCEPTANCE / REJECTION

Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.

Note;-

[1] Bids of any tender may be rejected if a conflict of interest between the bidder and the company is detected at any stage.

[2] BL reserves the right to cancel the tender / offers without assigning any reason whatsoever.

[3] Company reserves the right to increase the requirement of calendar or number may be reduced during the period of the contract.

For Balmer Lawrie & Co. Ltd.

(Dilip Kumar Das)
Head (Administration & CSR)

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**GENERAL CONDITIONS OF CONTRACT FOR PRINTING & SUPPLY OF
13000 NOS. CALENDAR – 2018**

1.0 This is only a Price Enquiry and not an order.

2.0 Two Bid System

Bidders are required to submit offer in two parts namely 'Un-priced' & 'Priced'. Each part shall be submitted in separate envelope marked 'Un-priced' / 'Priced' as applicable. Both of above envelopes (after duly sealed) are to be kept in a large common envelope and the same is to be submitted to us by the due date.

Tender documents to be returned / forwarded (duly signed by bidder) along with the tender will be as follows:

<u>Sr.No.</u>	<u>Document</u>	<u>No of copies to be submitted</u>	
		Un-priced Bid	Priced Bid
2.1	Tender Document	1	Nil
2.2	Price details	Nil	1
3.0	Validity		
3.1	Quoted prices shall be valid for a period of 60 days from the date of opening of Technical Bid.		
3.2	Detailed literature along with pamphlets and performance certificates as applicable shall be attached to the offer.		
4.0	Testing / Inspection:		

Items will be subject to inspection by BL / authorized representatives as mutually agreed between the Purchaser and the Supplier.

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Other Conditions

5.1 BL reserves the right to reject offers not meeting its Technical requirements and commercial Conditions.

5.2 BL shall not be bound to accept the issued tender and reserves right to reject any tender in part or in full without assigning any reason. Decision of BL in this connection shall be final.

6.0 TERMS & CONDITIONS

6.1 Firm Prices. On placement of order, prices will remain firm till complete execution.

6.2 Delayed Delivery

Delivery is the essence of Work order. In case of delay in execution of the order beyond contractual delivery date as stipulated in the order by BL at its opinion can

Either

i) Accept the delayed delivery on price reduced by sum equivalent to One percent (1 %) of the total contract value per week.

Or

ii) Cancel the order in part or full and get the job done for such cancelled quantities from elsewhere on account at the risk of the printer without prejudice to its right under (i) above in respect of goods delivered. All costs and expenses incurred by BL, if any, resulting from cancellation of order shall be recovered from the printer.

6.3 Terms of payment

Payment shall be made after 30 days on receipt of material in good condition against submission of following documents along with Bill / Invoice:

i) Delivery Challan / lorry receipt duly acknowledged by the Administration Department / Unit representatives.

ii) Inspection / Clearance Report on the quantity of job completed.

iii) Acknowledgement / Receipt after handing over the consignment to the Courier Co. for outstation delivery.

For delayed suppliers, bills will be reduced by the amount as per clause No. – 6.2 above (delayed delivery).

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**SPECIAL CONDITIONS OF TENDER FOR PRINTING & SUPPLY OF
13000 NOS. CALENDAR – 2018**

The special terms & condition as stated hereunder shall be read in conjunction with General Conditions of Tender:

- (1) No price escalation on cost of materials shall be entertained.
- (2) The work is of urgent in nature and must be completed within 15 days from the date of placement of order or Letter of Intent.
- (3) Rates & Taxes, as applicable shall be paid extra. Please follow price bid.
- (4) The works shall be carried out strictly in accordance with the specification as given in Price Bid Documents. Any defects in the work if found on account of materials as also workmanship to be rectified or redone by the Contractor at their own cost.
- (5) The undersigned shall not be bound to accept the lowest or any other tender and reserves the right to accept or to reject the tenders without assigning any reason whatsoever.
- (6) The quantity of work allotted to the printer / vendor must be completed in all respect within the specified time as mentioned in the Tender. Any spillage of work beyond the stipulated time shall attract delay penalty @ 1% of the total value of the contract per week basis subject to 10% of Total Work Order value. Since the proper delivery schedule is the main essence of the order, in case of delay beyond two weeks, Company reserves the right to cancel the order and forfeit the EMD thereof.
- (7) Photo Copy of Pan Card / Trade License shall be attached.
- (8) Your rate should include loading, unloading & carrying charges of the materials to the destination as specified above.
- (9) The company shall not be bound to accept the issued tender and reserves right to reject any tender in part or full. Decision of Company in this connection shall be final.

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

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OF

BALMER LAWRIE & CO. LTD.

CORPORATE HEAD OFFICE

KOLKATA

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PRICED BID (PART - II)

Balmer Lawrie & Co. Ltd.

PART – II

(To be filled in by the Tenderer on Letter head)

BILL OF QUANTITY FOR PRINTING & SUPPLY OF 13000 NOS. OF
CALENDAR – 2018 FOR BALMER LAWRIE & CO. LTD.

Specification and Price Bid

The Calendar will be a six page wall calendar with a fly leaf – (6+1) pages

2. Size of the Calendar: 17"X24"(wXh) - Finish Size
3. The Paper specs are as follows:
 - a) 170 GSM Matt Imported Art Paper for six pages
 - b) 120 GSM Maplitho paper for Flyleaf
4. Printing: 4 Colour offset although one side printing
5. Fabrication: Metal Wire-O- Clip locking with hard board binding.
6. Hanger: Strong metal wire – O – binding with non-corrosive hanging rod of 2mm diameter.
7. Packing & Delivery: Silky Bags – 10 Calendars to be packed in Silky Bags. 10 such bags in a carton duly strapped suitable for transportation to various destinations.

Basic Price: - Rs. _____ per calendar

Rates & Taxes :- _____

Net Price Rs _____ per calendar (Rupees _____)

SERVICE TAX AS APPLICABLE

Signature of the authorized person/s with designation and Office seal.

FORM OF TENDER (Un-Priced)

(To be filled in by the Tenderer on Letter head)

Date: _____

Head (Administration & CSR)
Balmer Lawrie & Co. Ltd.
Administration Department
21 Netaji Subhas Road
Kolkata – 700001.

Dear Sir,

Having examined the Tender Document (Tender Ref. No.- Admin./Calendar 2018 and Tender No.- 19/2017-2018, dated 16/11/2017 consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, Form of Tender, Price Schedule and having understood the provisions of the said Tender Document, and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. to the work tendered for in connection with the printing and supply of 13000 Nos. of Corporate Calendar – 2018 study of things whatsoever necessary or relative to the formulation of the tender and performance of work I/We hereby submit our tender offer for the performance of proposed work in accordance with the terms and conditions as mentioned in the Tender Document at the rate(s) quoted by me/us in the accompanying price schedule based on the Schedule of Works included within the Tender Document.

If the work is awarded to me/us, I/We undertake to perform the work in accordance with the Tender Document and accept the terms and conditions of the Tender as will be laid down therein. Failing which, Balmer Lawrie & Co. Ltd. shall be at liberty, without further reference to me/us and without prejudice to any of its rights or remedies, to terminate the Agreement and/or to forfeit the earnest money deposited in terms thereof.

I/We have annexed / attached to this tender the following documents in Duplicate:

- i. Tender Document in sealed envelope (Two copies) each of Part I (Un-priced) and Part II (Priced) duly filled with Annexure.
- ii. Set of Tender Document, as issued duly signed.
- iii. Original Power of Attorney or other proof of authority of the person who has signed the Tender or Copy of Power of Attorney or other authority duly attested by a Gazetted Officer in proof of authority of the person who has signed the tender, annexed with Part - I.
- iv. Photo Copy of Pan Card / Trade License
- v. Turnover of the tenders for the last 3 years shall not be less than Rs.3 Crore

vi. Copy of WO as per clause pre-qualification criteria

- 3 works costing not less than Rs.30 Lakh OR
- 2 works each costing not less Rs20 Lakh OR
- 1 work costing not less than Rs.10 Lakh

vii. Any additional documents as asked for.

I/We hereby undertake that the statements made herein and the information given in the Annexure referred to above are true in all respects and that in the event of any such statement or information being found to be incorrect in any particular, the same be construed to be a misrepresentation entitling Balmer Lawrie & Co. Ltd. to avoid any resultant contract.

I/We further undertake as and when called upon by Balmer Lawrie & Co. Ltd. to produce, for its inspection, original(s) of the document(s) of which copies have been annexed hereto.

I/We confirm having Deposited Earnest Money of _____ (INR _____ only) in the form of Pay Order / Bank Guarantee No.-

_____ Dated _____ on _____

_____ Bank _____

Branch.

Dated this _____ day of _____ 2016.

Yours faithfully,

For _____

Signature[s] of the Tenderer[s] with Date & Official Seal

Name [in block letters]:- _____

Designation: - _____

Address: - _____