

TENDER
FOR
DESPATCH OF DAILY MAIL BY COURIER SERVICE
FOR
M/s. BALMER LAWRIE & CO. LTD
AT
21 NETAJI SUBHAS ROAD
KOLKATA – 700 001

TENDER REF. – ADMIN/117 (COURIER)
TENDER NO. – 21/2017-18 DATED 15.11.2017
DUE ON 28.11.2017 BY 3.00 PM



Issued by –
Balmer Lawrie & Co. Ltd.
Administration Department
21, Netaji Subhas Road
Kolkata – 700 001

NOTICE INVITING TENDER
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M/s. BALMER LAWRIE & CO. LTD. invite sealed tenders from the competent and experienced Courier Service Agencies having requisite amenities for dispatch by Air of daily mail from our office to various offices around the city / country.

SCOPE OF WORK

1. An approximate 400 nos. of consignments per month to be delivered within city and different offices in India.
2. The authorized representative of the Courier Service will collect the consignments from our office.
3. The tender will be valid for 3 (Three) years.
4. The Courier Service will arrange to deliver the consignments within 24/48 hours from date of collection.
5. The Courier Service will furnish proof of delivery of consignment after getting signature of the recipient, his/her name and telephone number and submit along with invoice.
6. The Courier Service will return the undelivered consignments with justification and without any additional cost.

TENDER DOCUMENTS

Tender comprises two aspects. One part consists of General Condition of contact; Special condition of contact etc. and second part consists of Price Schedule.

TAX CERTIFICATE

Courier Service should provide all necessary papers related to Registration, ESI, Provident Fund, GSTIN etc.

VALIDITY OF OFFER

Submitted tender shall remain valid for acceptance for a period of sixty days from the date of opening of tender.

NON-CONFORMANCE

Tenders not conforming to the requirements are liable for rejection.

PAYMENT TERMS

Payment will be made within 30 days from date of submission of the Invoice with proof of receipt of the consignments to various offices.

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RIGHT OF ACCEPTENCE / REJECTION

- a) Mere issue of tender documents and submission of offer does not necessarily qualify for consideration of offer M/s. Balmer Lawrie & Co. Ltd reserves the right to accept.
- b) Submission of incomplete tender will not be considered nor shall the company entertain any queries / persons whatsoever, on the subject.

GENERAL TERMS & CONDITIONS

- a) The offer should inclusive of all rates and taxes, duties the Government of Statutory authorities and or any other duties.
- b) The offer should be a firm price contact. No price escalation will be entertained during the contractual period.
- c) While offering, please be informed that in the event of your non-compliance to any of the stipulations as specified here in above, Company also reserved the right to take appropriate action including termination of contact.
- d) The Courier Service shall abide by the security regulation at site promulgated by the Company from time to time.
- e) An interest free Earnest Money Deposit (EMD) of Rs.10000/- (Rupees Ten thousand only) is required to be deposited by the tenderer by Pay Order / Bank Draft executed by any scheduled Bank drawn in favor of M/s. Balmer Lawrie & Co. Ltd. payable at Kolkata. The same amount shall be refunded to the un-successful bidder as soon as the order shall be placed on successful bidder. However, EMD shall be refunded to successful bidder after completion of period.
- f) The Vendor / Courier agency should have turnover of Rs.2000/- crores plus (Rupees two thousand crores only) for the last three years i.e., 2014-15, 2015-16, 2016-17.
- g) The Courier vendor should have own logistics solution and own vehicles for transportations of consignment across the country. The vendor / courier agency may be required to submit the documents for the same.

DELIVERY

The Successful vendor has to deliver the consignment within 24/48 hours from the date of receipt of documents from our office. They also will be submit proof of delivery of consignment after getting signature of the recipient, his/her name and telephone number and submit along with invoice.

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Tender to be submitted in a sealed cover containing stamped and signed copy of Tender Document, copy of Tax Certificates, etc. for evaluation and priced part shall be filled up with price figures only in the given schedule.

Detailed offer complete in all respects as stipulated in the tender should reach to the office of HEAD (Administration & CSR), Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Kolkata – 700 001 latest by 3.00pm on or before 28/11/2017.

Telex / Telegraphic / Fax offers shall not be accepted.

The Company will not accept any responsibility for any delay in respect or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.

For further clarification on Tender Documents, please contact office of the HEAD (Administration & CSR), Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Kolkata – 700 001. Phone no. (033) 2222 5416.

Please acknowledge receipt and confirmed your participation in this tender.

Thanking you,

Yours faithfully,

For Balmer Lawrie & Co. Ltd.

(Dilip Kumar Das)

Head (Administration & CSR)

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FORM OF TENDER

[TO BE FILLED IN BY THE TENDERER]

Head (Administration & CSR)
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas Road,
Kolkata – 700 001.

Dear Sir,

Sub. – Tender for Courier Service against your Tender Ref. – Admin/117 (Courier), Tender No. 21/2017-18 dated 15/11/2017

Having examined the subject Tender Documents consisting of Notice inviting Tender, General conditions of Contact, Special Condition of contact, Price Schedule and having understood the provisions of the said Tender Document and having thoroughly studied the requirements of Balmer Lawrie & Co. Ltd. For Courier Services.

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 or any part thereof 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.

Thanking you,

Yours faithfully

[Name & Address of Firm] : _____

Contact Nos. : _____

Contact Person : _____

Designation : _____

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[TO BE FILLED IN / FURNISHED BY THE TENDERER]

- [a] I/We have annexed to this tender the following documents.
- [b] Tender document in sealed envelope duly filled in with Annexure.
- [c] Set of Tender document, as issued duly signed.
- [d] 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 in proof of authority of the person who has signed the tender.
- [e] Copy of up to date Income Tax of Clearance certificate.
- [f] Copy of GSTIN Registration certificate.
- [g] Photocopy of Pan Card / Trade license.
- [h] Turnover of your concern for the last three financial year i.e. 2014-15, 2015-16, 2016-17 over Rs.2000 crores or else will be rejected.
- [i] 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.

Yours faithfully,

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

Witness : -

Signature with Date :

Name [in BLOCK Letter] :

Occupation :

Address :

Name and Designation of Authorized person :

Signing the tender on behalf of Tenderer[s] :

Full Name and Address of the Tenderer[s] :

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PRICE BID

RATE PER 500 GMS.	
FUEL SUCHARGE	
CAF CHARGES	
GSTIN	
RATE PER 500 GMS.	

Signature of the Tenderer with Stamp