

**BALMER LAWRIE & CO. LTD**  
A GOVERNMENT OF INDIA ENTERPRISE  
**SBU: Greases & Lubricants**  
SURVEY NO 201/1 SAYLI SILVASSA-396230

GLS/TE17/118 Dt 5/12/17

**TENDER ENQUIRY**

**Due on 15/12/17**

**till 5.00 PM**

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir

**Subject:-** Sub : Online "e" bidding for Supply of White Flute Corrugated Cardboard Cartons for packaging of 900 ML& 1 Liter oil Containers in 2 artworks on annual fixed price-contract basis.

Balmer Lawrie & Co. Ltd. [BL] is a leading manufacturer of Greases & Lubricants in India. The company intends to procure **5 ply White Flute Corrugated Cardboard Cartons with three color offset printing** from competent and experienced manufacturers with sound infrastructural, technical and financial capabilities. The intending suppliers should have made similar supplies to reputed industries / organizations.

Online bids are invited for supply of cartons as per the details given below:

**1 PRODUCT SPECIFICATION & QUANTITY**

Specifications: Please refer **Annexure – I**

**Quantity : 70000 Nos.** [two artworks]

**\*\*Note:** Qtys mentioned above are only notional value, however the actual quantities may get varied based on actual requirement..

Please refer attached Annexure I for further technical detail.

**2. PERIOD OF CONTRACT**

The period of supply shall be for One Year from the date of issuing LOI/PO. In case the full quantity is supplied prior to this date the contract shall stand closed. However, the extension of the contract can be done through mutual agreement for another 6 months.

**3. Earnest Money Deposit (EMD) and Security Deposit (SD)**

Tender must be accompanied by EMD of Rs10,000/- [Rupees Fifteen thousand only] by Bank Draft or Pay Order drawn in favour of Balmer Lawrie & Co. Ltd. Payable at Silvassa. No interest will be payable on EMD. Offers not accompanied with EMD will not be considered. Payment by cheque will not be accepted. The EMD will be returned to unsuccessful bidder within 7 days of placement of order. EMD of the successful bidder shall be converted into Security Deposit if any.

Small Scale Units registered with National Small Scale Industries Corporation are exempted from payment of EMD. Small scale units registered with National Small Scale Industries Corporation should enclose a copy of their valid registration certificate to make their quotation eligible for consideration.

**4. DELIVERY**

a. Supplies should commence within 10 days of placement of LOI / purchase order whichever is earlier. All subsequent deliveries shall be made as per our call-up within 10 days. Normally our call ups will be placed during the first week or within the first 10 days in a month





b. The deliveries shall be made to the following address:

**Balmer Lawrie & Co. Ltd.,**  
**SURVEY NO. 201/1, SAYLI**  
**SILVASSA-396230**

d. Cost of delivery shall include transportation, loading/ unloading charges, **affixing stickers on cartons** if any. The bidders are advised to include these charges while quoting their price in the price bid.

e. **RISK PURCHASE**

Without prejudice to other provisions in the tender, in the event supplier fails to supply within the stipulated time, BL shall have the option to procure the material from alternate sources with prior intimation to supplier, at the risk and the additional cost borne by the supplier.

**5 PAYMENT TERMS**

Payments shall be effected within 30 days of receipt of bills with all necessary documents.

**6 SPECIAL CONDITIONS OF CONTRACT**

**ART WORK & PRINTING** The cartons shall be printed in **three color offset printing** as per 2 Nos of artwork provided by us. The successful bidder should collect the artwork and get a sample carton approved before commencing delivery. Printing on the cartons should be neat, legible, uniform and in the color shades specified by us. The printing ink should be of good quality so that printing matter does not get smudged /distorted or get erased during the process of filling / handling.

The artwork shall be provided by us in CD / printouts/ E Mail etc before taking production run. In case we design a new artwork, the same should be ready for printing **within 7 days of handing over the artworks [2 Artworks]**.

**Art works for more than aforesaid art works will be reimbursed by Balmer Lawrie** and vendors may quote for the additional art works separately.

**7 QUALITY ASSURANCE**

i.) All supplies made shall be accompanied by test certificate conforming to our specification. Issue of test certificate will not prejudice our right to carry out further checks and decide whether the material supplied is meeting our specification. The vendor shall be responsible for quality assurance for the material. The vendor shall use proper operating practices to ensure all quality parameters so that supplies meet the requirements as specified in the tender.

ii.) Any defective supply reaching our works shall be taken back by the vendor within 7 days of informing the same. Otherwise BL shall have right to dispose off the defective material at the risk and cost of the supplier.

iii.) BL reserves the right to test the quality of the cartons on random sample basis at Indian Institute of Packaging to check the conformity to tender specification.

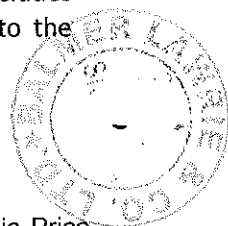
a. **Affixing stickers:** As and when required, vendors may be asked to affix stickers provided by the BL for specific grades. No additional cost would be paid by the BL for this.

**8 Price:** Vendors are requested to quote strictly as per the price bid format as mentioned in e- Tender. The price bid evaluation will be based on the net landed cost per carton which includes basic price, GST and Freight. No Development cost of artwork would be paid separately to the vendor

**9. Basis of selection and Allocation & splitting of order qty :**

The basis of selection of vendors and splitting the orders ( on totality basis ) shall be as under.

a) Price bid evaluation will be based on the landed cost per carton which includes Basic Price , freight charges & CST component. In future if Sale Tax status get altered for any vendor during the contractual period , accordingly supplier has to accommodate the conversion charges keeping in the view of Net Landed rate should not get affected . Conversion charges include complete operation



expenses including expense towards procurement of RM. Vendors are required to quote the freight / delivery charges as a separate cost component and NOT to include in the conversion charges.

b) The on-line closed bids shall be used for grading the bidders. The lowest quoted bidder in the on-line closed bids shall be designated as " L1" and the next lowest quoted bidder as "L2" and so on in the grading system.

c) BL at its own discretion may give an opportunity for the L2 bidder to match the net landed cost of L1 bidder and if it is agreed, then the order will be placed on both the bidders in the ratio of 60:40 between L1 and L2.

If L2 bidder does not match with L1 offer, then the L3 bidder will be given the opportunity to match with L1 price and so on.

In case none of the bidders are willing to match the L1 price, BL at its sole discretion shall decide to

a) Either place 100% order on L1 bidder.

b) Or place order less than 40% of the tender quantity on L2 bidder and balance order on L1 bidder.

The bidders have no right to claim / disclaim or dispute anything during / in this process.

#### 10 Price escalation/ de-escalation:

**This is fixed price annual contract so price escalation/de-escalation would not be considered during the contract period. Vendor has to take provision for the same in Basic Price only. We request you to quote accordingly.**

#### 13. CONDITIONS FOR ONLINE BID SUBMISSION

##### **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.

##### **Registration with eProcurement 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>

##### **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

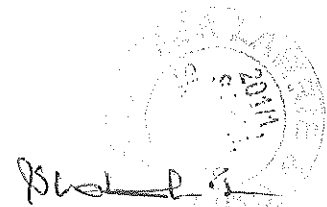
Contact person:

**Mr. Tuhin Ghosh (Kolkata), +91- 8981165071**

**Email: [tuhin.ghosh@c1india.com](mailto:tuhin.ghosh@c1india.com)**

##### **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 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.

**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.

**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.

**14 ACCEPTANCE OF OFFER**

Incomplete offers and offers of bidders not meeting our specifications are liable to be rejected. Offers will be evaluated separately for each type of carton.

**15 TERMINATION OF CONTRACT**

The company at its sole discretion may terminate the contract by giving one month's notice to the supplier. Any breach of the conditions of contract shall make the contract liable for termination without any notice.

**The last date of submission of ONLINE offer is 15/12/17 Till 5.00 PM**

f/Balmer Lawrie & Co. Ltd



SHOBHIT SRIVASTAVA  
Manager-Purchase  
Ph. No. 09898896501

