

E – Tender Enquiry no. : GLK/TE17/247  
Due on 18.12.17 at 15:00 hours



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

## **E-PROCUREMENT TENDER ENQUIRY**

GLK/TE17/247  
Dated 07.12.2017

Dear Sirs,

**Sub : e procurement e- Tender Enquiry for Supply of Sulphurised Karanja Oil (S.K.O)**

Balmer Lawrie & Co. Ltd. [BL] intends to procure Sulphurised Karanja Oil (S.K.O) from manufacturers/ traders of repute for production of greases and lubricants at its Kolkata and Silvassa plant.

Accordingly, **On Line Tenders** are invited for supply of following quantities from competent and experienced vendors with sound infrastructure, technical and financial capabilities.

<b>LOCATIONS</b>	<b>QUANTITY</b>
Kolkata	30 MT
Silvassa	10 MT

### **1. 0 PRODUCT SPECIFICATION**

The specification of Sulphurised Karanja Oil (S.K.O) shall be as per annexure 1. No deviation is accepted by us

### **2. 0 DELIVERY SCHEDULE**

- 2.1) The material must reach to our respective plants strictly within 12 days from the date of call up.
- 2.2) Immediately after dispatch of the materials, the supplier must forward the scan copies the following documents to

for Kolkata : Shri Subimal Ghosh at [ghosh.subimal@balmerlawrie.com](mailto:ghosh.subimal@balmerlawrie.com)

for Silvassa : Shri Shobhit Kumar Srivastava : [srivastava.sk@balmerlawrie.com](mailto:srivastava.sk@balmerlawrie.com)

- a) Commercial Invoice
- b) Road Challan
- c) Consignment Note issued by the transporter
- d) Truck No

- e) Contact number of the transporter/mobile no of the truck driver for tracking the consignment by us.

**2.3** Delivery is the essence for the order. It is understood that the vendors must have taken due consideration while quoting the same. The materials are to be delivered to our respective plants against call up during the period from Jan 2018 to Mar,18

### **3.0 SPECIAL CONDITIONS OF CONTRACT**

#### **3.1 EARNEST MONEY DEPOSIT (EMD)**

The tenderer shall be required to furnish a sum of **Rs 15,000 (Rupees fifteen thousand only)** as EMD along with the tender by a/c payee pay order / demand draft / non revocable bank guarantee from Schedule "A" bank in favour of **Balmer Lawrie & Co. Limited, Kolkata**. EMD of the successful bidder shall be retained as a part of security deposit till receipt of the same in complete. Tenders submitted without EMD may be rejected. The EMD of the unsuccessful bidders will be refunded after finalization of the order. EMD shall bear no interest.

Small scale units registered with National small scale industries Corporation are exempted from payment of EMD, and they should enclose a copy of their valid registration certificate to make their quotation eligible for consideration.

Public Sector Undertakings / Enterprises and registered small scale units NSIC/MSMED are exempted from payment of earnest money deposit. However, registered Small scale units should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

#### **3.2 SECURITY DEPOSIT (SD)**

The successful bidder shall submit within 10 days of issue of LOI / PO whichever is earlier an interest free SD towards the satisfactory execution of the order. **SD shall be 2.5% of the total order value.** Failure to submit SD shall entitle BL to cancel the order and EMD will be forfeited. SD may be furnished by a Bank guarantee on a scheduled 'A' bank. The SD shall be released after completion of the contractual period/ supply of ordered quantity. Failure to comply with the requirements of the execution of the order shall make the SD liable for forfeiture.

Successful bidders who have payment-dues from the company may furnish the dues as SD for the execution of the order. In such case, the bidder shall give an undertaking that the amount equivalent to the SD shall be held back from the payment-dues.

Small scale units registered with National small scale industries Corporation are exempted from payment of SD, and they should enclose a copy of their valid registration certificate to make their quotation eligible for consideration.

#### **3.3 ACCEPTANCE OF QUALITY PLAN**

All supplies shall be accompanied with batch test certificate.

The company reserves the right to test the received material at the works laboratory for conformance to quality. In the event of rejection of material after receiving due to such quality testing, the vendor shall be informed about rejections and causes thereof. The supplier, thereafter if so desires, may request for another test at our works and witness the same, subject to prior agreement by our respective plant authority. Such repeat testing, if warranted, shall be completed within a period of 7 (seven) days of the intimation of the rejection. Removal of any rejected material shall be the supplier's responsibility. Such material shall be removed from our plant premises within a period of 14 (Fourteen) days of intimation of rejection to the vendor, Request for repeat testing shall be submitted within 3 (three) days of intimation of the rejection. Failure to comply with this requirement shall entitle BL to dispose of the material at the vendor's risk and cost.

**In the event of rejection of material, it shall be the vendor's responsibility to replace the material within a time of 10 days from date of intimation of rejection. In case of request for retest from vendor and confirmation of rejection, replacement to be made within 7 days of such confirmation.**

#### **4.0 PRICE**

The price quoted shall be firm for the total duration of the contract. The price quoted shall be strictly as per the format enclosed with the tender document. All taxes and duties shall be paid at actual against documentary evidence.

The goods shall be dispatched on Freight Paid basis by a suitable mode of transport so as to ensure the delivery of material within the stipulated time period, conforming to all safety, security regulations, transit insurance and transport the product to our plant, at its own risk & cost. Charges for loading at supplier's factory/ warehouse and unloading at our plant shall be paid by the supplier to the transporter and shall be included in their freight charges. The break up for freight charges shall be clearly spelt out in the bid.

#### **4.1 PAYMENT TERMS**

Payment terms shall be 30 days from the date of receipt of material at our plant in good condition and submission of invoice along with all the relevant documents.

#### **4.2 RISK PURCHASE CLAUSE**

Without prejudice to other provisions in the tender, in the event vendor fails to supply within the stipulated lead time as stated in clause 2.0 ( delivery Schedule), the buyer shall have the option to procure the product from alternate source(s), and any increase in cost to the buyer, on account of such procurement, shall be recovered from the seller.

#### **5.0 GENERAL CONDITIONS OF CONTRACT**

## **5.1 PART ORDER**

BL reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason. The decision in regard to acceptance and/or rejection of any/all offers in part/full shall be at the sole discretion of BL, and decision in this regard shall be binding on the bidder.

## **5.2 PRICE REDUCTION FOR DELAYED DELIVERY**

Timely delivery is the essence of the order. In case of delay in supplying the material at BL plant beyond the lead time, price shall stand reduced to a predetermined sum equivalent to 0.5% of the value of the delayed material per week or part thereof subject to a maximum of 5% of the value of the material delayed.

## **5.3 ARBITRATION**

Disputes or differences arising out of or in relation to agreement/ contract shall be referred to the Chairman & Managing Director (C&MD) 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).

The vendor 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. He / She has/had expressed views on all or any of the matters in dispute or difference.

The award of the arbitrator shall be final, conclusive and binding on all the Parties to the agreement subject to the provisions of the Arbitration Act, 1996 and the rules made thereunder for the time being in force.

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 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.

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 claims or cross claims of the parties.

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 a 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.

Notwithstanding anything contained in any other law, the Parties hereby agree that the jurisdiction of the order / contract/ agreement shall lie solely with the high court in the city of Kolkata alone. The court shall have jurisdiction in respect of all or anything arising under this agreement and any award or awards made by the sole arbitrator shall be filed in this court.

#### **5.4 GST FORMALITIES AND COMPLIANCE WITH REGULATIONS**

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

All unutilized / expired road permits shall be returned to the issuing unit.

All laws and regulations required to be incorporated in this character are hereby deemed to be incorporated by these references. BL and their authorised 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.

#### **6.0 FORCE MAJEURE**

Any delay in or failure of the 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 BL in writing within 7 days on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the contract period. The decision of the Owner arrived at after consultation with the vendor, shall be final and binding. Such a determined period of time be extended by BL to enable the Vendor to deliver the items within such extended period of time.

As soon as the cause of Force Majeure has 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 through such notice the actual delay incurred in such affected activities. Any such event which is Force Majeure, wherever it occurs, provided that it prevents, affects or delays the parties in performing contractual obligation shall justify the affected parties claim or Force Majeure.

#### **7.0 VALIDITY**

The offers shall remain valid for a period of 30 days from the due date of the tender.

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## **8.0 SUBMISSION OF OFFER**

- 8.1 Offer must be submitted on line. Last date for submission on line bid **18.12.17 at 15:00 Hours.**
- 8.2 Following hard copies are to be sent to our office address in Kolkata so as to reach before the due date of the tender
- a) EMD / Exemption documents
  - b) Confirmation of Technical Specification (Annexure I) duly filled up, signed and stamped.
  - c) Any other documents, if any.
  - d) Vendors who are quoting for the first time must submit a sample so as to reach our office before opening of bid.
- 8.2 It is assumed that the vendors will not take any deviation. However, in case of any, the same should be spelt specifically against the clause no of the tender document. In case of no mention of such, it will be assumed that the vendor is in agreement with the tender terms in TOTO and no alteration / deviation on account of any reason will be accepted after opening of the tender.
- 8.3 Offers received from related companies (definition of related companies as per company act shall apply) shall be considered as one offer.
- 8.4 Clarifications can be obtained in person / writing during working hours before the last date of submission of bids.

Thanking You,

Yours Faithfully  
for **Balmer Lawrie & Co. Limited**

**( S.Ghosh )**  
**Executive ( CP)**

**ANNEXURE - I****Technical Specifications of SULPHURISED KARANJA OIL ( S K O )**

S. No	Test	Limits / Ranges	Test Method
1*	Appearance @ 25 °C	Homogeneous Viscous Liquid	Visual
2*	Colour	Dark	Visual
3*	Odour	Sulphurised Odour free from H <sub>2</sub> S	Sensory
4*	Kin. Viscosity @ 100 °C, cSt	80 – 120	ASTM D - 445
5*	TAN mg KOH/gm	15.0 max.	ASTM D - 974
6*	Ash % wt.	0.10 max.	ASTM D - 482
7*	Sulphur % wt.	9.0 min	ASTM D - 129
8*	Copper strip corrosion @ 100 °C for 24 hrs. on a 10% wt. blend in 150 SN	1 max.	ASTM D - 130
9.	<b>Performance Test</b>		
	i) * Stability of 10% wt. blend in 150 SN	No sign of separation after 24 hrs. at room temperature	-----
	ii) Separation on centrifuging at 1500 rpm for ½ hr.	2.0 % max. Sedimentation	-----
10.	Spectroscopic Examination	Should conform to standard	IR / FTIR

**Note**

- Vendors must submit Batch Test Reports along with every consignment.
- Reporting of Parameters marked with \* is mandatory for every batch.
- Vendor to confirm that consignment would meet the other parameters.

**Signature** :**Name** :**Designation** :**Name of Company** :**Full Address** :**Date** :

**CONDITIONS FOR ONLINE BID SUBMISSION****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.

**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>

**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.

Name	E-mails	Phone Numbers
1. Mr. Tirtha Das(Kolkata)	<a href="mailto:tirtha[dot]das[at]c1india[dot]com">tirtha[dot]das[at]c1india[dot]com</a>	+91-9163254290
2. Mr. Tuhin Ghosh(Kolkata)	<a href="mailto:tuhin[dot]ghosh[at]c1india[dot]com">tuhin[dot]ghosh[at]c1india[dot]com</a>	+91-8981165071
3. Mr. Partha Ghosh(Kolkata)	<a href="mailto:partha[dot]ghosh[at]c1india[dot]com">partha[dot]ghosh[at]c1india[dot]com</a>	+91-8811093299
4. Mr. CH.Mani Sankar (Chennai)	<a href="mailto:chikkavarapu[dot]manisankar[at]c1india[dot]com">chikkavarapu[dot]manisankar[at]c1india[dot]com</a>	+91-8939284159
5. Ms. Ujwala Shimpi (Mumbai)	<a href="mailto:ujwala[dot]shimpi[at]c1india[dot]com">ujwala[dot]shimpi[at]c1india[dot]com</a>	+91-022- 66865608

**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



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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