

(Regd. Office: 21, N.S.Road, Kolkata-700001)

Ph: 044-25946543 / 6500; Fax: 044-25941156; email : [indhira.t@balmerlawrie.com](mailto:indhira.t@balmerlawrie.com)

Ref :BL/LC/MAN/IILF/LT/201718/0229

Date :05.01.2018

**NOTICE INVITING TENDER**  
**LIMITED TENDER (Under Dual Tendering Mode)**

To  
All Approved Vendors

Dear Sir,  
**Sub: Stall Decoration at IILF 2018**

Sealed offers are invited for carrying out Stall Decoration at IILF 2018 , Chennai as per the details below:

- Refer enclosed tender document.

The tender is proposed to be conducted in Dual Tendering Mode. Accordingly, the above tender will be simultaneously published in company's e-procurement portal at <https://balmerlawrie.eproc.in>. To participate in the above e-portal, the bidder need to obtain **Login & password** through registration at the above e-portal and must hold a valid **Digital Signature Certificate Class-II Or Class-III** to access the tender and submission of bids electronically.

In case your company has the above facility, you can submit your e-bid as above. Otherwise, the sealed envelope containing the complete bid with all the relevant documents super scribing "Offer for Stall Decoration at IILF 2018 " shall be submitted at the following address:

Senior Manager [Commercial & Marketing]  
**BALMER LAWRIE & CO. LTD.**  
SBU Leather Chemicals,  
32, Sathangadu Village, Manali,  
Chennai - 600068.

**Tender Submission:**

1. The tenderers participating in the off-line tender shall send their bids by courier or by post or in person to drop in the Tender Box kept at the above address. However, please note that off-line tender submission is allowed only for a limited period. Hence, it is suggested to get your company registered at our e-portal at the earliest.
2. **The due date for submission of offer** for the above tender is on or before 12.1.2018

The tender details are also available at our company's website [www.balmerlawrie.com](http://www.balmerlawrie.com).

Thanking you,

Yours faithfully,

for Balmer Lawrie & Co. Ltd.,



**T.INDHIRA**

**SR. MANAGER (COMMERCIAL & MARKETING)**

**बामर लॉरी एण्ड कं. लिमिटेड**  
(भारत सरकार का एक प्रतिष्ठान)

**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

(Regd. Office: 21, N.S.Road, Kolkata-700001)

**TENDER NO: BL/LC/MAN/IILF/LT/201718/0229**

**Dated: 05.01.2018**

**Due date: 12.1.2018**

**Sub: Tender Inviting bids / "e" bids for Stall Decoration at IILF 2018 as per specification**

**1. INTRODUCTION**

Balmer Lawrie & Co Ltd. [herein after referred as BL] is a multiple product, multi-location and multi technology conglomerate and manufacture of Leather Chemicals forms one of the core businesses of the company. The company invites bids through **physical form (hard copy) or e-bids (online bids)** for carrying out Stall Decoration in India International Leather Fair (IILF) 2018 to be held at Chennai from 31.1.2018 to 4.2.2018 from competent and experienced contractors.

**2. SPECIFICATION for Stall Decoration – As per Annexure I. Layout design also enclosed.**

**3. TENDER QUANTITY – Estimated qty for each description is given in Annexure I**

**4. CONTRACT PERIOD**

The contractor should hand over the stall decorated up to our satisfaction on 30/1/18 or before 10.00 am on 31.1.18 .

**5. PRICE**

Contractors should submit Price Bid as per Annexure I

Price Bid shall be as per Annexure I which needs to be submitted ONLINE as per the following steps :

Step (1) Bidders shall download all the pages of Annexure 1 (given in pdf format) And take a print out.

Step(2) Rates shall be filled in manually on the print out copy of Annexure I

Step(3) Complete documents to be signed and stamped with company seal

Step(4) All the pages shall be scanned and uploaded in e-portal as softcopy in pdf format and follow the procedure given in e-portal for e-bidding.

**Seal and Signature of the tenderer:**

**Date:**

**TENDER NO: BL/LC/MAN/IILF/LT/201718/0229**

**No Change in the accepted price structure on the basis of landed cost shall be permitted under any circumstances.**

**6. PAYMENT TERMS**

Minimum credit period accepted is 30 days from completion of stall decoration and submission of bill. If the supplier wants to offer a credit period other than 30 days the same should be mentioned in the quote itself. For any change in credit period offered by the supplier, suitable adjustments will be made in arriving at the value of contract for our company.

**7. EVALUATIONS OF BIDS**

The on-line /offline closed bids shall be used for grading the bidders. Evaluation of the price bids of technically qualified bidders will be done and lowest Total Value in the Price Bid shall be taken as L1 price and next lowest as L2 price and so on.

**8. ARBITRATION**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited 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. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

**13. GST TAX FORMALITES & COMPLIANCE WITH REGULATIONS**

Vendor shall warrant that all goods covered by this agreement / contract are dispatched and 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.

**Seal and Signature of the tenderer:**

**Date:**

**TENDER NO: BL/LC/MAN/IILF/LT/201718/0229**

The vendor shall issue the GST invoice so that equivalent amount may be availed as GST / applicable tax credit by BL. Vendor / vendor's nominated transporter shall ensure handing over of the GST paid invoice for availing concerned levy to the Company at the time of delivery of the consignment.

All laws and regulation required to be incorporated in this charter are hereby deemed to be incorporated by these references. BL and / or their authorized 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.

**The processing of invoice should be as per the GST Act. Any penalties due to the non-adherence will be deducted from your invoice.**

**14. ANTI-PROFITEERING CLAUSE:**

GST Act anti-profiteering provisions mandates that any reduction in tax rates or benefits of inputs tax credits be passed on to the customer by way of commensurate reduction in prices. Vendors to take note of the same and pass such benefits to BL while quoting their price.

**15. FORCE MAJEURE**

Any delay in or failure of 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 notice of the concerned Officer of the buyer in writing within 7 days of such occurrences.

The period of time, if any, lost on any of these counts shall not be counted for the contract period. The decision of buyer arrived at after consultation with vendor, shall be final and binding. Such period of time shall be extended by the buyer to enable the vendor to deliver the items within such extended period of time. As soon as the cause of Force Majeure 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 the actual delay incurred in such affected activities. Any such event, whenever it occurs, provided that it prevents, affects or delays the party in performing contractual obligation, shall justify the claim of Force Majeure.

**Seal and Signature of the tenderer:**

**Date:**

## TENDER NO: BL/LC/MAN/IILF/LT/201718/0229

During the pendency of Force Majeure conditions, the Agreement and the obligations there under shall stand suspended provided the notice as required above is given in time. If such event continues beyond 14 days, the parties to this Agreement hereby agree to discuss and decide the course of action to be adopted in this regard including the possibility and manner of terminating the Agreement.

### 16. CONDITIONS / PROCEDURE FOR ON-LINE BID SUBMISSION

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online. **However, offline bids shall also be entertained by the Tender Inviting Authority for this tender.**

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., 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.

### 17. 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>

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST		
(MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
1. Mr. Manisankar(Chennai)	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	+91- 8939284159/044-25946556
2. Mr. Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071
3. Mr. Tirtha Das	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290
4. Mr. Ravi Gaiwal	<a href="mailto:ravi.gaiwal@c1india.com">ravi.gaiwal@c1india.com</a>	+91-022-66865633
5. Mr. Ujjal Mitra	<a href="mailto:ujjal.mitra@c1india.com">ujjal.mitra@c1india.com</a>	+91-8986678058

### 18. Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate before 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.

**Seal and Signature of the tenderer:**

**Date:**

All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt Ltd.

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### **19. 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 eProcurement platform. The Company inviting tender shall not be responsible for any claims / other issues arising out of this.

### **20. 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.

### **21. SUBMISSION OF TENDER DOCUMENT**

BL expects bidders's compliance of bid document without any deviation. Deviation if felt absolutely necessary in respect of terms & conditions / quality should be mentioned in the deviation sheet as per format of the tender documents and furnished along with the offer. BL shall not take cognizance of any deviation stipulated elsewhere in the bid.

**Submission of tender documents shall comprise the following documents:**

1. Copy of our Tender Enquiry No **BL/LC/MAN/IILF/LT/201718/0229** duly signed & stamped on all pages by the authorized signatory as a token of acceptance of tender terms & conditions.
2. Duly filled price bid form as per Annexure- 1 (**only in case of offline price bid submission**)
3. Vendor details as per format given in Annexure-2

**Seal and Signature of the tenderer:**

**Date:**

**TENDER NO: BL/LC/MAN/IILF/LT/201718/0229**

The sealed envelope containing all the above documents super scribing "Offer for Stall Decoration at IILF 2018 ", Ref: Tender Enquiry No BL/LC/MAN/IILF/LT/201718/0229 shall be submitted off-line at the following address:

Senior Manager [Commercial & Marketing]

**BALMER LAWRIE & CO. LTD.**

SBU Leather Chemicals

32, Sathangadu Village, Manali,  
Chennai – 600068.

Phone : 044 – 25946575 / 25946500

Fax : 044 – 25941156

email: indhira.t@balmerlawrie.com

Mobile:9444472137

**22. PRICE BID SUBMISSION**

In case of parties submitting both e-bid as well as normal offer (hard copy), only the e-bid price will be considered.

**23. VALIDITY OF OFFER**

Your offer should be valid for acceptance up to 30.1.2018 from the due date of this tender (ie. From 12.1.2018).

**24. GENERAL**

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.

BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to the Company will be considered applicable at the time of any dispute

It may be noted that if any term is not mentioned in offer, it will be considered as per our tender only.

**Seal and Signature of the tenderer:**

**Date:**

**TENDER NO: BL/LC/MAN/IILF/LT/201718/0229**

It shall be understood that every endeavor has been made to avoid error which may materially affect the basis of the tender and the successful bidder will take upon himself to provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

Offer(s) tenderer(s) may be rejected if a conflict of interest between the tenderer(s) and the company is detected at any stage.

**25. AWARD OF CONTRACT**

The contract will be awarded based on the lowest (L1) quoted tenderer based on the total value of contract provided in Annexure-1/PRICE SCHEDULE in our e-procurement website.

If required, the Company would carry out negotiation with the tenderers and it would be in the interest of the tenderers to give their most competitive rates.

**26. DISCLAIMER CLAUSE**

Neither 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.

**For Balmer Lawrie & Co Ltd**



**Senior Manager (Commercial & Marketing)**

**ENCL:**

**Annexure -1 (Price Bid form- 1 page)**

**Annexure-2 (Vendor form- 1 page)**

**Seal and Signature of the tenderer:**

**Date:**



TENDER NO: BL/LC/MAN/IILF/LT/201718/0229

**Annexure-1**  
**Page (1/2)**

Stall size : 9m x 4 m

S.NO	Description	Quantity	Value
1	<b>FLOORING</b>		
	4inches Raised Wooden platform	9m x 4m = 36sq.mt	
	Vinyl flooring with laminated finish	9m x 4m = 36sq.mt	
	Aluminium skirting	30feet	
2	<b>WALLS</b>		
	Back Wall - 3inches Wooden ply framing with flex finish	9m x 2.5m x 1no = 22.5sq.mt	
	Side Wall - 3inches Wooden ply framing with flex finish	4m x 2.5m x2no's = 20sq.mt	
	Pelmet - 6inches square wooden structure with paint finish	107 Running Feet	
3	<b>ROOMS</b>		
	Pantry Room - Wooden ply framing with paint finish	42sq.ft	
	Meeting Room - Wooden ply framing with paint finish along with semi glass door	64sq.ft	
	Wooden table along with storage with paint finish	8feet x 1.5feet x 2.5feet	
4	<b>FASCIA</b>		
	Curve 1 - 6inches wooden ply framing with paint finish (from left to right)	30feet x 3feet	
	Curve 2 - 6inches wooden ply framing with paint finish (From right to left)	30feet x 4feet	
	MS support with paint finish wooden base	1no	
5	<b>RECEPTION &amp; FURNITURE</b>		
	Reception counter with paint finish & Lock	1No	
	Glass Discussion Table	2No's	
	Chair's	8No's	
	Bar Stool	1No	
	Standing glass discussion table	1No	

**Seal and Signature of the tenderer:**

**Date:**

TENDER NO: BL/LC/MAN/IILF/LT/201718/0229

**Annexure-1**  
**(Page 2/2)**

S.NO	Description	Quantity	Value
6	<b>BRANDING &amp; PRINTING</b>		
	3D Acrylic Inlighting cut letter (Balmer Logo)	1No	
	3D Acrylic Inlighting cut letter (Balmol Logo)	1No	
	Back wall flex - 30feet x 8feet	1No	
	Side wall flex - 13feet x 8feet	2No's	
	Vinyl Sticker Company Name - 1No Product Name - 6No's Company Website - 2No's		
	Sun board with matt finish - 3feet x 4feet	2No's	
	Sun board with matt finish - 1feet x 1feet	4No's	
	Sunboard with matt finish - 2feet x 1.5feet	1No	
7	<b>ELECTRICAL &amp; LIGHTING</b>		
	Electrical wiring for Lights, Plug Points, Plasma TV		
	Concealed LED Lights	40No's	
	Focus Lights	4No's	
8	<b>AUDIO/VIDEO</b>		
	LED TV 4days	1No	
9	<b>PANTYR ITEMS &amp; OTHERS</b>		
	Refrigerator	1No	
	Coffee/Tea Vending Machine with consumables	1No	
	Pantry table - 4feet x 1.5feet x 2.5feet	1No	
	Housekeeping Boy	1No	
10	<b>TRANSPORTATION</b>		
	Fabrication Material Transport Charges		
	<b>TOTAL</b>		
	<b>CGST</b>		
	<b>SGST</b>		
	<b>Gross Total</b>		

**Seal and Signature of the tenderer:**

**Date:**

TENDER NO: BL/LC/MAN/IILF/LT/201718/0229

**Annexure-2**  
**(Page 1/1)**

**Vendor Details**

(Vendor shall fill in all the fields. If not applicable, please mention 'Not Applicable')

1.	Supplier Name	
2.	House No with address 1	
3.	Address 2	
4.	City	
5.	Postal code	
6.	State	
7.	Tel No	
8.	Mob No	
9.	Fax	
10.	Email	
11.	Industry Type*	Domestic / service vendor / MSME*/ SSI* / trader / others (specify it)
12.	If MSME registered, under category SC/ST?	
13.	Contact Person	
14.	Inco terms	
15.	Taxes applicable	
16.	PAN no*	
17.	State code (as per GST)	
18.	GSTIN Registration number*	
19.	Proof of GSTIN Registration number per state (From GSTN website)*	
20.	Vendor's GSP name (GST Suvidha Provider's)	

*\* - relevant registration/certificate copies & statutory documents as per GST requirements shall be submitted.*

**Seal and Signature of the tenderer:**

**Date:**



**Balmer Lawrie & Co. Ltd.**

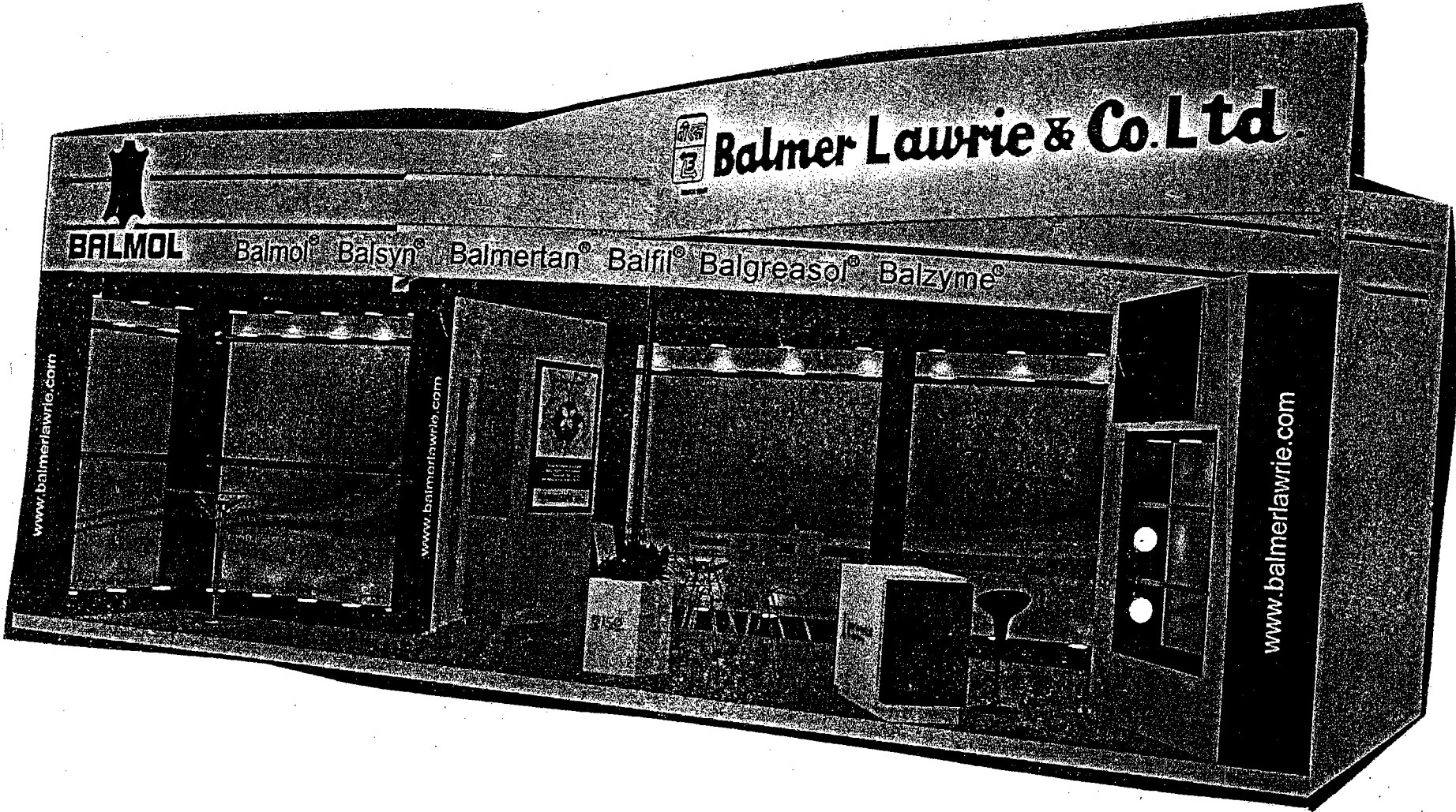
**BALMOL**

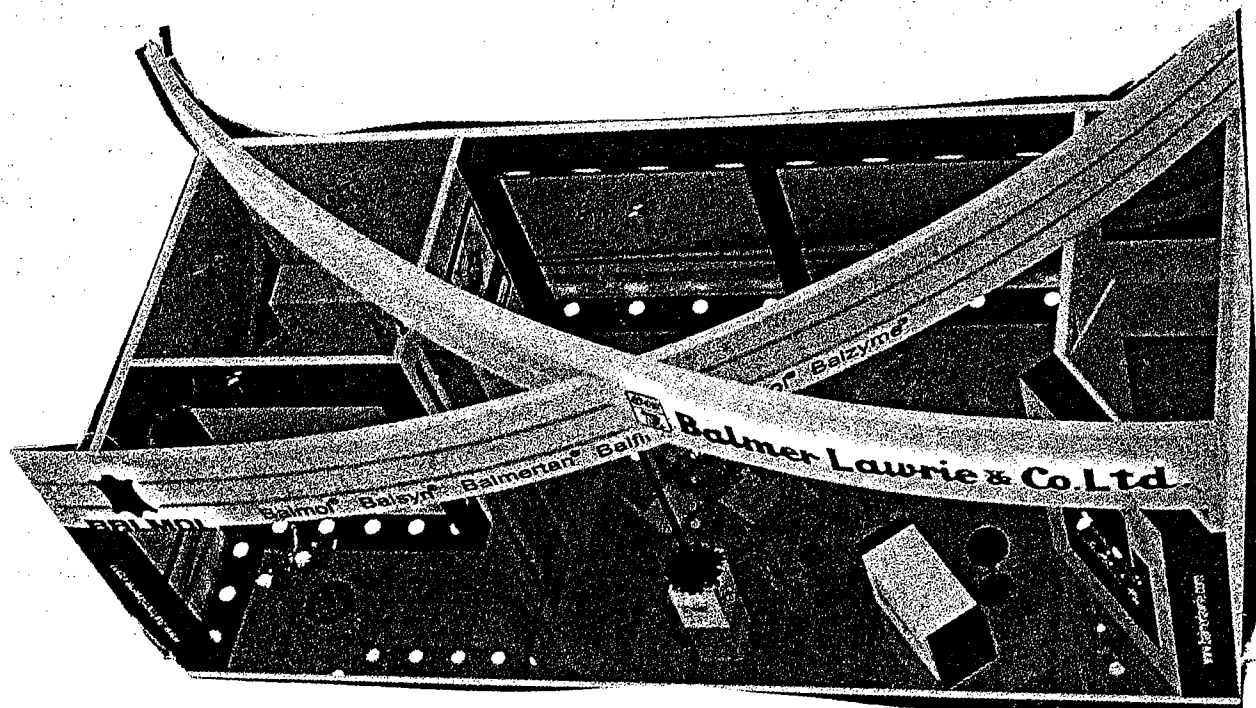
Balmol<sup>®</sup> Balsyn<sup>®</sup> Balmertan<sup>®</sup> Balfil<sup>®</sup> Balgreasol<sup>®</sup> Balzime<sup>®</sup>

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