



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

www.balmerlawrie.com

SBU – Industrial Packaging,
5, J. N. Heredia Marg, Ballard Estate,
Mumbai- 400001, India
Tel. No. 091 - 022 –66258209/66258188
Fax No. 091 - 022– 66258200

NOTICE INVITING TENDER

Tender No. 0100LE0999 dated 02.02.2018.

Due date of Tender : 12.02.2018 at 12:00 hrs

Online Two Bid basis e-Tender is invited for providing 1000 KVA D.G set on Hire Basis to our Plant located at Navi Mumbai through Balmer Lawrie e-procurement Portal <https://balmerlawrie.eproc.in>.

The above tender is being conducted through Balmer Lawrie e. procurement Portal <https://balmerlawrie.eproc.in>.

The bidder should get themselves registered in Balmer Lawrie Web Portal through C1 India for online e-bidding.

Contact details

Balmer Lawrie & Co.Ltd. SBU-Industrial Packaging, 5, J .N. Heredia Marg, Ballard Estate Mumbai – 400 001.	C1 India Pvt.Ltd. 603,Coral Classic,20 th Road, Near Ambedkar Park, Chembur Mumbai-400 071
Contact Persons: 1. Mr Amlan Gupta-Landline- 02266258188-Mob.9987499905 gupta.amlan@balmerlawrie.com 2. Mr. A S Das Mob: 7600067189 Land Line No.022 66258215 e.mail:das.as@balmerlawrie.com	Contact Persons: 1.Mr. Ujwala Shimpi,Land No 022 66865608Email – ujwala.shimpi@c1india.com 2. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com 3. Mr.Tuhin Ghosh,Mob.08981165071 Email – tuhin.ghosh@c1india.com 4.Mr.CH.ManiSankar(Chennai),+91- 8939284159Email– chikkavarapu.manisankar@c1india.com 5. Mr.Partha Ghosh,Mob.0 08811093299Email – partha.ghosh@c1india.com

Signature & Seal of Tenderer

Introduction:

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases and Specialty Lubricants, Corporate Travel and Logistic Services. It also has significant presence in most other business. It operates, viz, Performance Chemical, Logistic Infrastructures etc. In Industrial Packaging, we are the leading manufacturer of MS Drums, holding the largest market share in India. The Company has a distributed manufacturing base with factories in Mumbai, Chennai, Chittoor, Silvassa, Asaoti, Kolkata and Taloja. Our Plants are ISO Certified and conforms to Safety, Health and environment norms.

A. Instructions for bidders

1. Please Refer to Annexure –III for detailed Technical Specifications.
3. The tender is invited in online Two Bid E-System. The tender document consists of Un-Priced Bid (Technical Bid) & Price Bid.
4. Important points to be noted

5.1 Due date for submission of bids **12.02.2018 at 12:00 hrs.**

5.25.2 Technical Bid opening **12.02.2018 at 12:30 hrs.**

Kindly refer Annexure- X for 'Conditions for Online Bid Submission'

All Bids are to be completed and returned in accordance with tender requirements within the duration as mentioned.

The term **BL**" wherever mentioned in the tender document refers to **"Balmer Lawrie & Co. Ltd."**

BL would be the Purchaser/Owner for the tendered item/services.

The successful bidder will be the Supplier/Contractor.

The Site of Delivery of material/service would be to our Barrel Manufacturing Plant at **Balmer Lawrie & Co. Ltd., Industrial Packaging,**
SBU Industrial Packaging
G-15,16,17,MIDC,Taloja,
Navi Mumbai, District-Raigad [Maharashtra]-410208.

This document is the Tender.

The Acceptance of the Order by the successful bidder will form the contract.

Signature & Seal of Tenderer

6. Bid Security / Earnest Money Deposit(EMD)/ Bid Bond – As per Annexure V

7. Bidders to note the Bid Rejection Criteria as detailed in Clause no. 9.4

MSME/SSI UNITS WITH VALID REGISTRATION WITH NATIONAL SMALL INDUSTRIES CORPORATION LIMITED (NSIC / MSME), FOR THE ITEM TENDERED ARE EXEMPTED FROM PAYMENT OF EARNEST MONEY DEPOSIT.

NOTE :- Bidder having NSIC/MSME Registration needs to attach copy of valid Certificate applicable for the tendered item.

Format of Tender

Tender documents consists of:

Sr.No.	Contents	Annexure
1	General Information	I
2	Un-Price Bid (Pre-Qualification Criteria)	II
3	Scope of supply/Work	III
4	Special Terms and Conditions	IV
5	General Terms and Conditions	V
6	Vendor's Obligation	VI
7	Material & Workmanship	VII
8	Price Bid	VIII
9	Format for Bank Guarantee for Security Deposit	IX
10	Conditions for online bid submission	X
11	Supplier Code of Conduct	XI
12	GST compliance undertaking	XII
13	Details of Bidder	XIII

9.0 The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

Signature & Seal of Tenderer

9.1 Due Date for Submission of Bids

The copies of documentary proof that cannot be uploaded in the e-procurement portal must be submitted hard copies in separate envelope to Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India on or before the due date and time.

9.2 Late Bids

No bidding can be done online after the bid closing date & time.

9.3 Bid Validity

The offer shall remain valid for a period of three months from the date of opening of the Un-Price Bid (Technical Bid).

9.4 Bid Rejection Criteria

A bid may be rejected if

- i. The bidder fails to send the Earnest Money Deposit (EMD) amount before due date & time in separate envelope at Mumbai office.
- ii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance of the work.
- iii. Conflict of interest between the bidder and the Company is detected at any stage.

9.5 Clarifications

Clarifications that the Bidder needs to have on the tender specification can be sought from BL in writing by email within one week from the date of issue of this enquiry. All clarifications shall be by e-mail (Only email queries shall be replied)

ANNEXURE-I

GENERAL INFORMATION

This tender document is prepared to define the scope of activities/supplies. All pages of this document issued at the time of execution, shall form the integral part of the contract.

TENDERER SHALL SUBMIT FOLLOWING INFORMATION:

➤ Confirmation on the scope as detailed out in this tender.

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 as well as in BL-website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Unless otherwise agreed to in terms of the purchase order, the price shall be:
Firm and not subject to escalation for any reason whatsoever till execution of entire order even though it might be necessary for the order execution to take longer than the delivery period specified in the order for any reason whatsoever.

ANNEXURE -II

PRE-QUALIFICATION / TECHNICAL BID CRITERIA

(Opening of the Un-Price Bid : 12.02.2018 at 12.30 Hrs)

The interested bidders have to fulfill online / provide documentary proof for the information provided as detailed below.

ELIGIBILITY & EXPERIENCE OF THE BIDDER

- A) **Experience** : The Bidder should have minimum experience of **3 years** in operating in plant & preference would be given to bidder having experience in light Engineering manufacturing Unit.
- B) **Annual Turnover**: The Bidder should have minimum average annual turnover of **Rs.15.00 lacs** in the last three years. (2014-15, 2015-16 & 2016-17)
- C) **Minimum Requirement** : The bidder should own **minimum 2 nos of D.G. Sets of 1000 KVA** capacity not older than **2014 model**.
- D) The Bidder should have executed at least **one order** with a value of **Rs. 10 lacs** of the tendered item as specified in the **past 2 years**.
- E) The Bidder should have PAN No, Goods & Service Tax No, ESI & PF Number.

Bidder may kindly refer following list of documents are required to be submitted online against Pre-Qualification Criteria.

(If bidder is in the process of obtaining the above registration, they will have to mention accordingly with supporting documents).

Only those bidders who meet the above Pre-qualification criteria will be considered for opening of the Priced Bid.

PRE-QUALIFYING CRITERIA CLAUSE	DOCUMENT TO BE UPLOADED / SUBMITTED
A	CERTIFICATE OF INCORPORATION / SERVICE LICENCE
B	AUDITED PUBLISHED ANNUAL REPORT (PROFIT & LOSS A/C) OR CHARTERED ACCOUNTANT CERTIFICATION
C	COPY OF MANUFACTURER CERTIFICATE WITH MODEL NO & YEAR
D	COPY OF PURCHASE ORDER
E	COPY OF PAN, GOODS & SERVICE TAX, ESI & PF REGISTRATION
F	EMD BY WAY OF DEMAND DRAFT /PAY ORDER / BANK TRANSFER

Signature & Seal of Tenderer

ANNEXURE-III

SCOPE OF SUPPLY

Bidder shall give separate offer for New Generator on hire basis with not older than Year of Mfg. 2014 Model.

**A) DG Set with Acoustic Enclosure & Manual Operation by operator
Qty.01**

The following 415V D.G. Sets of prime power rating (As per ISO 8528-1) shall be supplied, in accordance with this specification, standards stated herein.
415V, 1000 KVA, 0.8 PF., Diesel Generator Set in acoustic enclosure, complete with all the auxiliaries, ACB with bus duct, Control panels, exhaust system, etc.

Hiring Period : March 2018 to February 2020 extendable by further one year on mutual consent

Timing for operation : 9.00 am to 9.00 pm.

Plant Load Details:

- 15 Base Load :1050 KVA
- 16 Connected Load :1500 KVA
- 17 Contract Demand :1034 KVA.
- 18 Transformer Capacity: 750 KVA.

1. Scope shall include the following:

D.G. Set complete with Engine, Main Generator Control & Protection Panel, ACB with bus duct, Engine Control Panel, electronic governor, starting system, Air intake system, fuel supply system, lubrication system, turbocharger, exhaust system with silencer, cooling system, earthing system, etc.

Alternator suitable for the above mentioned Diesel generator complete with RTD's, (Winding +Bearing) AC brushless excitor coupling between engine and alternator.

Current Transformers in Alternator neutral for protections of Alternator.

Following Panels for DG Set.

- a) Engine Panel and Control & Monitoring Panel
- b) Main Control & Protection Panel for Generator: MCP shall be supplied separately & located in sub-station.
- c) Excitor Panel with AVR
- d) Engine Starting system with Batteries and Charger System, DC Distribution Boards
 - Batteries mounted in a separate stands for DC supply for controls and other requirements.
 - Battery Charger (trickle as well as boost charger) with required metering and protection for charging above batteries.
- e) AMF Panel
- f) Synchronizing System

ACB with bus duct connection within acoustic enclosure as required by statutory agencies.

Signature & Seal of Tenderer

Cabling:

All inter connected cabling will be in scope of supply

Erection / Installation and Commissioning of DG Sets.

1. First fill of lubricants & consumables including fuel oil for commissioning till performance guarantee test will be borne by owner.
2. Set of service tools & tackles for maintenance will be provided by Owner.
3. Minor civil works like grouting chipping, drilling holes, Civil works for earthing & cable laying etc.
4. All the protection, monitoring and recording equipment will be taken care by owner.

Engineering Services:

The Vendor shall provide engineering services, which shall include, but not necessarily be limited to the following:

5. Designing of Ventilation system for DG acoustic enclosure.
6. Preparation of DG Room layout with all the DG set auxiliaries, housing Fuel system, lube oil system etc.
7. Providing expediting services for smooth Operation ,Maintenance and quality assurance with respect to IMS Quality standards
8. Providing DG operator at site as per required shift timing (9,00 am to 9.00 pm)

Exclusions from DG Vendor's scope.

- Civil work for DG Room foundations if necessary.
- Fire fighting system of DG Room
- Lightning Protection for DG Room
- Illumination / Area Lighting of DG Room.
- 415V DG Breaker panels PMCC/MCC.(IN built with existing Panel)
- Power & Control Cables inbuilt with mains supply.
- Fuel Diesel will be Supplied by us for daily running of DG set.

2 Technical Requirements & Operational Requirements

- A The diesel generator (prime power rating) set shall be rated at site ambient temperature & environmental conditions.
- B. The D.G.Set shall be capable of delivering continuously at the generator terminals, at 0.8 p.f. lag, when operating under the site and ambient conditions.
- C. D.G.Set shall be capable of satisfactorily providing an output 10 % in excess of the rated output at the same speed for one hour in 12 hours continuous running.
- D. The design parameters of the generator and excitation system shall be so chosen that the set is stable while running at any load between no-load and full load, sudden loss of load and also during starting of motors.

Signature & Seal of Tenderer

- E. Under transient operating condition, the time of return to within $\pm 3\%$ of steady state voltage. Transient voltage dip limited to 20 %

The diesel engine set shall be provided in an acoustic enclosure as per norms laid down by Pollution Board / statutory authorities. The enclosure shall be suitable for the environmental conditions at site and shall be designed to prevent the ingress of dust, sand and moisture.

DG System Operation

The Diesel Generator Sets shall be suitable for manual start and auto start. In Manual start the Diesel Generator shall be started manually by an operator. In auto start the Diesel Generator shall start on receiving an impulse from under voltage relay.

Manual Test Mode

Facility for manually starting the diesel generator sets for routine testing shall be provided. This shall be done by putting the AUTO / MANUAL Selector switch in Manual Position and by pressing the Push Button on engine control panel. The scheme of operation shall be such that the closing impulse for Generator breaker shall not be extended.

FOR PLANT LOAD

Normally the Transformer – (distribution transformer (Grid)) shall feed entire plant load and DGs shall be off and all Bus coupler of the main panel (PMCC) located in Main substation shall be closed.

Accessories/Equipment:

DG Sets shall comprise of following Main Equipment / Accessories. Vendor shall also include any other Accessories / Equipments required for the satisfactory operation of DG Set as mentioned above.

Diesel Engine:

The diesel engine shall be multi cylinder, four stroke, totally enclosed, prime rating, direct fuel injection, turbo charged, compression ignitions and closed circuit water cooled.

One common base frame shall be provided for mounting the engine, with fly wheel and alternator, complete with foundation bolts, levelling screws, anti vibration pads.

The normal speed of the engine shall preferably be 1500 RPM and the direction of rotation shall be clearly marked on the set.

The engine shall run steadily at any load to full load within its rated load.

The engine shall have 120% overspeed withstanding capability & overspeed trip shall be set at 115% of rated speed.

Signature & Seal of Tenderer

Alternator:

Alternators shall be industrial type, provided with insulation Class of 'H' with temperature rise limited to class 'F' and Degree of protection of enclosure shall be IP 23. Alternators shall be provided with followings: haft.

Voltage Regulation:

$\pm 0.5\%$ regulation (steady state) shall be performed by a solid state type AVR (Automatic Voltage Regulator). The response of regulator shall be such that the generator voltage is recovered to set value on application or rejection of rated load at rated PF within a period of 0.5 sec.

Further adjusting the set voltage upto $\pm 5\%$ of rated voltage shall be possible by the potentiometer provided for the purpose.

Short circuit current:

The Generator shall withstand short circuit current equivalent to its sub transient reactance for 3 sec. The Excitation System shall be designed to maintain this short circuit current.

Overload Capacity:

The Generator & its excitation system shall withstand the 10% overloads for 1 hour in 12 hour intervals. The stator winding withstands even higher overloads for short duration such as 1.5 times rating for 30secs and also withstands the stresses caused by the maximum asymmetrical short circuit current. Generator & its excitation system shall withstand over speed of 120%

Tropicalization:

The complete generator shall be provided with the universal tropicalization suitable for operation in humid and dry tropical climate.

Exhaust :

Exhaust system shall consist of Expansion Bellows, insulated exhaust manifold, silencers and other miscellaneous piping materials as required. Supply of total exhaust system inclusive of chimney as required by Pollution Board.

Acoustic Enclosure:

The enclosure shall be designed for installation in open air conditions and should have aesthetic looks.

Signature & Seal of Tenderer

Suitable acoustic enclosure / insulation with forced ventilation shall be provided for maintaining the sound level. Maximum level of sound at 1metre from generating source shall be 75dB(A) or as per the norms laid down by statutory authorities.

This enclosure shall conform to the requirement of the pollution control norms of respective locations. Lighting arrangement inside the enclosure shall be provided.

Fuel System:

Engine shall be suitable for HSD fuel as per IS 1460: 2000. Fuel system of D.G. & shall be equipped with adequate tank size to run the set for consentaneous shift operation. Also should have Filter of suitable type & capacity to supply fuel oil at rated output (Duplex filter preferred).

Lubrication System:

Force Feed Lubrication System by means of engine driven oil pump, replaceable, suitable type full flow oil filter and automatic lube oil temperature control shall be included for lubrication of engine. The oil service tank shall be provided. Hand pump shall be included to enable oil to be supplied to all parts before starting the engine.

Cooling:

Engine shall be Radiator cooled type. The jacket cooling water shall be circulated by engine/ electric motor driven pump. One standby pump shall also be provided in the case of electric motor driven pump.

The cooling water system shall comprise heat exchanger, make up tank with filling vent, drain connection, isolating valve, gauge glass and low level alarm device, pumps, flow indicator, etc.

Make up cooling water temperature shall be 35 °C.

Air intake/Ventilation:

Vendor to offer an arrangement so that clean and cool charge air is available near the turbochargers. The various auxiliaries like air intake silencer, filters, dry type air cleaners and fans which are required shall be included.

An efficient air intake silencer shall be provided for reducing intake noise to acceptable levels.

Control Panels for D.G.Sets: Will be in our scope

Battery & Battery Charger Panel:

Individual Battery & Battery charger system shall be provided for D.G.Set start up system.

Batteries shall be of 24 V lead acid battery (SMF) / bank of adequate ampere hour capacity for DG set (at 10 hours discharge rate for supplying control power to control panel and starting power to engine starting motor).

Synchronizing Feature:

Synchronizing feature shall be provided in Main Control Panel (MCP) for DG Set which will run in parallel mode with any other source (Applicable for DG).

Signature & Seal of Tenderer

Instrumentation & control

The measurement and controls shall be provided for efficient operation of the process as well as for safety of equipment and operating personnel.

The equipment shall be provided with all instruments necessary for checking the performance continuously. All meters shall be fixed on a common instrumentation panel mounted directly on the engine frame. Instrument system shall include all standard instruments coming as a part of engine.

3 Statutory Approval:

All statutory approvals as if necessary will be obtained by BL and necessary documents required for the same has to be furnished by the owner of the DG Set.

NOTE:

- a. Hiring charges will be payable from the day the D.G. Set is commissioned at our plant to the date of intimation for removal of the D.G.Set from our plant.
- b. Transportation:
 - i. To and Fro transportation cost to be borne by the successful bidder.
 - ii. Loading from your plant and unloading at your plant to be borne by the successful bidder.
 - iii. Unloading at our plant and loading at our plant will be borne by BL.
 - iv. Unloading/Loading at our plant will be done under supervision of the successful bidder.
- c. Repair and maintenance including spares, lubricating oil and services charges, if any, to be borne by the successful bidder.
 - i. DG Set operator should be available during DG Set running hours.
 - ii. Operator charges for D. G. Operation beyond stipulated 12 hours working will be paid as per the formula given below.
Per hour rate= Operator Charge per month ÷ [26 X 12] X 2
 - iii. Model No / Year (1000 KVA DG Set with Acoustic Enclosure) should be specified by the vendor.
 - iv. Minimum operating efficiency of 80%

The Vendor can visit our Plant at Taloja to assess the actual requirement before submitting their offer.

Signature & Seal of Tenderer

ANNEXURE-IV

SPECIAL TERMS & CONDITIONS

1. **The tender would be finalized on the basis of Composite Lowest (L1) Total cost for 3 years as per Annexure- VIII.**
2. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
3. **Purpose of Contract:**
This contract is Providing 1000 KVA D.G.Set on Hire basis as per Annexure-III
 - i) All the rates given in the Price Bid should be expressed both in words and in figures and where there is difference between two, and rates given in the words will be authentic.
 - ii) Bidder should quote in the Price Bid format. Your quotation should contain all the elements as per price bid format.
 - iii) The lowest bidder will be decided on the lowest landed cost for the items mentioned in the scope of supply.
4. The tenderer is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the tenderer will not be acceptable.
5. **Period of Contract:** March 2018 to February-2020, extendable by further one year n mutual consent.

Installation to be completed within 7 days from the date of Purchase Order.
6. **Tender Evaluation**

The tender would be finalized on the basis of Composite (L1) lowest Total cost for 2(Two) years as per Annexure- VIII.
7. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.
8. **The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates.**
9. In case of unsatisfactory performance of the successful tenderer (s) either in relation to quality of material or adherence to delivery schedule, Company reserves its right to cancel part or whole of the order and forfeit such amounts, as the Company may deem reasonable due to the loss of goodwill, business and goods due to such

Signature & Seal of Tenderer

unsatisfactory performance, from the security deposit (s) deposited by the successful bidder.

10. **Safety**

The successful bidder should ensure necessary safety gears (like hand gloves / safety shoes/ helmet etc.,) are provided to their employees to perform any work related to the supplied items and work at BL's premises without any accident. In case of any accident/ injury to any of their employee, the bidder must bear all the required cost for the treatment/ hospitalization and absolve the Company for any such cost during the pendency of contract or in future. The successful bidder should ensure proper statutory safeguards against such eventualities

11. **Statutory Compliance**

The successful bidder should take coverage under the Workmen's Compensation Act for the workmen employed by them for any work related to the supplied items. The successful bidder should also ensure that all compliances under PF/ESI/Contract Labor Registration etc. as applicable are complied with

12. In case of unsatisfactory performance of the successful bidder (s) either in relation to quality of material/service or adherence of specified delivery schedule, Company reserves its right to cancel part or whole of the order and forfeit such amounts, as the Company may deem reasonable due to the loss of goodwill, business and goods due to such unsatisfactory performance, from the security deposit (s) deposited by the successful bidder (s).

ANNEXURE-V

Signature & Seal of Tenderer

GENERAL TERMS & CONDITIONS

1. Introduction

The bidder means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

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

2. Scope of Supply

Scope of Supply for the tender shall be as mentioned in Annexure- III.

Reference for Documentation

Purchase Order Number must appear on all correspondence, invoices, packing and on any documents or papers connected with the order.

3. Confirmation of Order

The successful bidder shall acknowledge the receipt of purchase order within 3 days following the mailing of this order in writing or through email and shall thereby confirm his acceptance of purchase order in entirety without exceptions. In case no confirmation is received from the successful bidder on the acceptance of the Purchase order within the above period, then it is deemed that the successful bidder has accepted the purchase order.

Submission of tender will mean that the bidder have fully understood and accepted the terms and conditions of tender. Any subsequent revision on the same will not be considered and may lead to rejection of tender.

4. **Earnest Money Deposit:** Earnest Money Deposit {EMD} of **Rs.15000.00** [Rupees Fifteen Thousand only] is to be paid by Demand Draft payable at Mumbai in favour of "Balmer Lawrie & Co. Ltd." **Earnest Money Deposit can also be made directly to our Standard Chartered Bank (Account No. 222-0-526803-6, NEFT Code - IFSC "SCBL0036046) through electronic transfer and proof of transfer of funds deposited with us.** Cheque and any other form of payment are not acceptable towards EMD. EMD will be refunded by cheque to unsuccessful bidders after finalization of tender. For accepted bidders, EMD of successful bidder will be adjusted towards Security Deposit against the Contract order placed on them. EMD will carry no interest. Linking with earlier transactions/adjustments with pending bills or any other amount payable by the Company is not allowed.

EMD is liable to forfeiture if :

- a) In the event of withdrawal of offers during validity period of the offer.
- b) Non acceptance of Contract Order.
- c) Non confirmation of acceptance of Contract order within the stipulated time.
- d) Any unilateral revision made by the bidder during the validity period of offer.

Signature & Seal of Tenderer

- e) Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.
- f) Non submission of Security Deposit.

OFFERS RECEIVED WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED.

5. **Small Scale Units registered with National Small Industries Corporation Limited (NSIC / MSME), for item tendered are exempted from payment of Earnest Money Deposit. Complete set of NSIC/MSME documents are to be submitted**
6. **Validity of Quotation:** The quotation should be valid for the Company's acceptance for a **period of 90 days** (excluding the due date) from the date of opening of the un-price bid.
7. **Sub-Contracting :** The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior written consent.
8. **PAYMENT TERMS**
Payment will be made within 30 days from the date of receipt of certified bill on monthly billing basis.
9. **SECURITY DEPOSIT:**
Security Deposit amount of 5 % of the basic order value to be deposited by the successful Bidder in the form of Pay order / Demand Draft in favour of Balmer Lawrie & Co. Ltd, payable at Mumbai. (Ballard Estate Office,5 J.N.Heredia Marg,Mumbai-400 001 or Bank Guarantee **valid for 39 months** in BL's format (**Annexure-IX**) only. The Security Deposit may be submitted within 15 days of receipt of the Purchase Order. **Security Deposit can also be made directly to our Standard Chartered Bank (Account No. 222-0-526803-6, NEFT Code - IFSC "SCBL0036046) through electronic transfer and proof of transfer of funds deposited with us.**
Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.
- The Security Deposit will not bear any interest.
 - EMD of the successful bidder will be adjusted in Security Deposit.
 - Security Deposit is liable for forfeiture, if
 - Successful bidder fails to supply tendered item as per delivery period.
 - Successful bidder violates the tender condition,
 - Security Deposit will be refunded only after successful completion of the contract.
10. **LIQUIDATED DAMAGES FOR DELAY IN DELIVERY / QUALITY PROBLEMS**
Successful bidder shall have to pay to the company by way of liquidated damages and not as penalty an amount equal to 0.5 % of the value of the contract so delayed

Signature & Seal of Tenderer

for each week or part thereof such delay in delivery, subject to maximum of 5% of the total order value.

11. ARBITRATION

If any dispute or difference arises between the Parties inter alia in respect of the interpretation of this Agreement or of the rights or liabilities of either in respect of anything done or omitted or to be done or omitted hereunder, the Parties shall endeavour to settle such dispute amicably.

If not, such dispute or difference shall be referred for adjudication at Mumbai to a sole arbitrator to be appointed by Head[IP], Balmer Lawrie & Co Ltd.

The place of Arbitration shall be Mumbai, India. The arbitration proceedings shall be in the English language. Cost of Arbitration shall be equally shared between the Parties. It is expected that the arbitral award shall be a speaking award setting out reasons thereof. In making the award, the arbitrator(s) shall be bound by the intention of the Parties insofar as the same can be ascertained from this Agreement.

12. FORCE MAJEURE CLAUSE

If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions or acts of God (hereinafter referred to as events) then provided notice of the happening any such events if given by either party to the other within 21 days from the date of occurrence thereof neither party shall be by reason of such event be entitled to terminate this contract nor shall either party have any claim for damage against the other in respect of such non performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and decision of the Head (IP), Balmer Lawrie & Co. Ltd., as to whether the deliveries has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for period exceeding 60 days, either party may at its option terminate the agreement.

13. Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

14. Delay in Delivery

The bidder shall try to complete the delivery as mentioned in the scope of work within the stipulated time. Delays in delivery or completion will attract Liquidated damages as mentioned in Clause no. 10.

15 Sub-Contracts

The successful bidder shall not assign the Contract in whole or part without obtaining the prior written consent of BL. The bidder shall, notwithstanding the consent and assignment, remain jointly and severally liable and responsible to BL together with the assignee, for and in respect of the due performance of the contract and the bidder's obligations there under.

Signature & Seal of Tenderer

16. Modification

BL shall have the right to request changes or modifications in the technical documents and/or specifications comprised in the Contract, subject to the successful Bidder's approval thereto. BL shall bear any additional cost and shall be entitled to the benefit of any reduced cost resultant upon any such change or modification.

BL will also have the right to request changes or modification due to technical reason , it will be subjected to the successful Bidder's approval thereto.

17. Price

The rate given in the offer should be expressed both in words and figures and where there is a difference between the two; rate given in words will be taken as authentic.

Unless otherwise agreed to in terms of the purchase order, the price shall be:

Firm and not subject to escalation for any reason whatsoever till execution of entire order even though it might be necessary for the order execution to take longer than the delivery period specified in the order for any reason whatsoever

18. Control Regulations

Successful bidder warrants that all goods/service covered by this order have been produced, sold, despatched, delivered and furnished in strict compliance with all applicable laws regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods/service covered in the order. The Bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

19. Non Performance Penalty.

In case of Breakdown of D.G.Set and non- supply of Power to our Plant, an amount will be recovered at double the hourly rate multiplied by number of hours of breakdown as per the hourly calculation mentioned below.

(Hourly rate = (Monthly rent÷26 days) ÷12 hours.

20. Termination

Without prejudice to BL's right to price adjustment by way of discount or any other right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if :

- i. The bidder fails to comply with any material term of the Contract.
- ii. The bidder informs BL of its inability to deliver the Components/Items or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver the Components/Items or any part thereof within the stipulated Delivery Period and/or to replace /rectify any rejected or defective Components/Items promptly.
- iv. The bidder becomes bankrupt or goes into liquidation.
- v. The bidder makes a general assignment for the benefit of creditors.

Signature & Seal of Tenderer

- vi. A receiver is appointed for any substantial property owned by the bidder.
- vii. The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately discontinue the work on the Contract.

On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. The EMD / Security Deposit will be forfeited.

I/We accept all your terms and conditions as stated above

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE-VI

VENDORS OBLIGATION

[1] GENERAL OBLIGATIONS:

The works as completed by the Vendor shall be wholly in accordance with the Contract and fit for the purposes for which they are intended, as defined in the Contract. The works shall include any work, which is necessary to satisfy M/s.Balmer Lawrie's requirements. Vendors proposal and schedules, or is implied by the Contract, or arises from any obligation of the Vendor, and all works not mentioned in the Contract but which may be inferred to be necessary for stability or completion or the safe, reliable and efficient operation of the works.

The Vendor shall execute and complete the works, within the time for completion, and shall remedy any defects within the Contract Period. The Vendor shall provide all superintendence, labour, Materials, Vendors Equipment, Temporary works and all other things, whether of a temporary or permanent nature, required in and for such execution, completion and remedying of defects.

The Vendor shall take full responsibility for the adequacy, stability and safety of all Site operations, of all methods of construction and of all Works, irrespective of any approval or consent by the M/s.Balmer Lawrie's Representative.

[2] VENDORS REPRESENTATIVE:

Unless the Vendors Representative is named in the contract, the Contractor shall, within 14 days of the Effective date, submit to the M/s.Balmer Lawrie's Representative for consent, the name and particulars of the person the Vendor proposes to appoint. The Vendor shall not revoke the appointment of the Vendors Representative without the prior consent of the M/s.Balmer Lawrie's Representative.

The Vendors Representative shall give his whole time to execution of the Works. Except as otherwise stated in the Contract, the Vendors Representative shall receive (on behalf of the Vendor) all notices, instructions, consents, approvals, certificates, determinations and other communications under the Contract. Whenever the Vendors Representative is to be absent from the Site, a suitable replacement person shall be appointed, and M/s.Balmer Lawrie's Representative shall be notified accordingly.

The Vendors Representative may delegate, to any person, any of his powers, functions and authorities, and may at any time revoke any such delegation. Any such delegation or revocation shall be in writing and shall not take effect until the M/s.Balmer Lawrie's Representative has received prior notice signed by the Vendors Representative, specifying the powers, Functions and authorities being delegated or revoked. The Vendors Representative and such persons shall be fluent in the language for day to day communications.

[3] COORDINATION OF THE WORKS:

The Vendor shall be responsible for the coordination and proper execution of the works, including coordination of other contractors to the extent specified in the M/s. Balmer Lawrie's requirements. The Vendor shall, as specified in the M/s.Balmer

Signature & Seal of Tenderer

Lawrie's requirements, afford all reasonable opportunities for carrying out their work to:

Any other contractors employed by the M/s.Balmer Lawrie's and their workmen, The workmen of the M/s.Balmer Lawrie's , and The workmen of any legally constituted public authorities who may be employed in the execution on or near the site of any work not included in the Contract, which the M/s.Balmer Lawrie's may require.

The Vendor shall obtain, coordinate and submit to the M/s.Balmer Lawrie's Representative for his information all details (including details of work to be carried out off the site) from subcontractors and suppliers. The Vendor shall be responsible for the locations of their work or materials, in order to ensure that there is no conflict with the work or materials, in order to ensure that there is no conflict with the work of other subcontractors, the Vendor or other contractors.

[4] SUBCONTRACTORS:

The Vendor shall not subcontract the whole of the Works. Unless otherwise stated. The Vendor shall not be required to obtain consent for purchase of Materials or for subcontracts for which the Subcontractor is named in the Contract; The prior consent of the M/s.Balmer Lawrie's Representative shall be obtained to other proposed Subcontractors; The Vendor shall notify M/s.Balmer Lawrie's Representative of each proposed Subcontractor not less than 7 days before the intended date of such Subcontractor commencing work on the site and; The Vendor shall be responsible for observance by all Subcontractors of all the provisions of the Contract. The Vendor shall be responsible for the acts or defaults of any Subcontractor, his agents or employees, as fully as if they were the acts or defaults of the Vendor, his agents or employees.

[5] VENDORS EQUIPMENT :

Unless otherwise stated, the contractor shall provide all contractors equipment necessary to complete the works. All Vendors equipment shall, when brought on to the site, be deemed to be exclusively intended for the execution of the works. The Vendor shall not remove from the site any such equipment without the consent of the M/s.Balmer Lawrie's Representative.

[6] CLEARANCE OF SITE :

During the execution of the works, the Vendor shall keep the site free from all unnecessary obstruction, and shall store or dispose of any contractor's equipment or surplus materials. The Vendor shall clear away and remove from the site any wreckage, rubbish or temporary works no longer required.

Upon the issue of any taking over certificate, the Vendor shall clear away and remove, form the part of the site and works to which such taking over certificate refers, all the Vendors equipment, surplus material, wreckage, rubbish and Temporary works. The Vendor shall leave such part of the site and the works in a clean and safe condition to the satisfaction of the M/s.Balmer Lawrie's Representative. Except that, the Vendor shall be entitled to retain on site, until the expiry of the contract period, such Vendors equipment, materials and temporary works as required by him for the purpose of fulfilling his obligations under the contract.

Signature & Seal of Tenderer

ANNEXURE-VII

MATERIAL AND WORKMANSHIP

[1] MANNER OF EXECUTION :

All materials supplied and all work to be done shall be executed, in the manner set out in the contract. Where the manner of execution is not set out in the contract, the work shall be executed in a proper, workmanlike and careful manner, with properly equipped facilities and non-hazardous materials, and in accordance with recognized good practice.

[2] DELIVERY TO SITE :

The Vendor shall be responsible for procurement, transport, receiving, unloading and safe keeping of all materials, Vendors equipment and other things required for the completion of the works.

[3] REJECTION :

If, as a result of inspection, examination or testing, M/s.Balmer Lawrie's Representative decides that any material or workmanship is defective or otherwise not in accordance with the contract, M/s.Balmer Lawrie's Representative may reject such material or workmanship and shall notify the Vendor promptly, stating his reasons. The Vendor shall then promptly make good the defect and ensure that the rejected item complies with the contract.

ANNEXURE- VIII

PRICE BID – to be filled by BIDDER

S.No.	Description	UOM	Per month rate for the 1 st year	Per month rate for the 2 nd year
A	“Providing one no. 1000 KVA Diesel Generator set with <u>manual operation</u> as per Annexure-III on hire- Basis rate/month	Per month		
B	Operator Charge for 12 hrs working X 26 days. [Rs.]	Per month		
C	Total Cost[A+B]	Per month		
D	Total Cost per year[C X 12 months]	Per Year		
E.	GST if any (%)			
F.	Total Cost[D+E]			

(NOTE: 1.Evaluation of L1 bidder will be done on composite basis for 2(Two) years on considering monthly Rent & Operator Charges.

2. The rental charges should be inclusive of all consumable, repair & maintenance required for smooth running of the D.G.

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Special Terms and Conditions and General Terms & Conditions** as laid down in the Tender Documents.

Signature	
Company Seal	
Name	
Designation	
Company	
Date	

Signature & Seal of Tenderer

ANNEXURE- IX

(To be provided by successful bidder only)

**Proforma of the Bank Guarantee
(Security Deposit)**

**Balmer Lawrie & Co. Ltd.
5, J N Heredia Marg,
Ballard Estate,
Mumbai – 400 001.**

Dear Sir,

That Messrs. /Mr. _____ (set out full name and a Bidder and constitution of the Contractor) (hereinafter referred to as “the Contractor”) filed their / his / its quotation against your Tender being Tender No. _____ dated _____(hereinafter referred as “the said Tender”) for the Supply of “D.G.Set on Hire basis” and in pursuance thereto an Order being No. _____ dated (hereinafter referred to as “the Order”) was issued by you to the Contractor.

The conditions of the said Tender, inter alia, require that the Contractor shall pay a sum of Rs. (Rupees only) as full security deposit (hereinafter referred to as “the security deposit”) in the form therein mentioned. The form of payment of security deposit includes a guarantee to be executed by a Scheduled Indian Bank.

The said Messrs. / Mr. _____ (set out full name of the Contractor) have / has approached us and at their / his / its request and in consideration of the premises. We _____ (set out full name of the Bank) having our office, inter alia at _____ (state the address of the Bank) has agreed to give such guarantee in the manner following:

1. We, _____ (set out full name of the Bank), hereby undertake and agree with you if default is made by Messrs. / Mr. _____ (set out full name of the Contractor), in performing any of the terms and conditions of the Tender and / or Order or in payment of the security deposit or any other or in payment of money payable to you, We, _____ (set out full name of the Bank) shall merely on demand from you without demur or protest shall pay you the said amount Rs. 000.00 (only) or such portion thereof not exceeding the said sum as you may demand from time to time.

2. We, _____ (set out full name of the Bank), further agree with you that you shall have the fullest liberty to without our consent and without affecting in any manner our obligations hereunder to adopt any mode for realization of your dues from the Contractor and/or to vary any of the Terms and Conditions of your Contract with the said Messrs. / Mr. _____ (set out full name of the contractor) or to extend time of performance by Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by you against Contractor and to forbear or enforce any of the terms and conditions relating to the Contract and We, _____ (set out full name of the Bank) shall not be relieved from our liability by reason of any such variation, or any indulgence to be given by you to the Contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing us.

3. Your right to recover the said sum of Rs. 000.00 (Rupees only) from us in the manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes is / are pending before any Officer, tribunal, court or any other authority or authorities.

Signature & Seal of Tenderer

4. The guarantee herein contained shall not be determined or affect by liquidation or winding up, dissolution or change of constitution or insolvency of the said Messrs. / Mr. _____ (set out the full name of the Contractors), but shall in all respect, and for all purposes be binding and operative until payment of all the money due to you in respect of such liabilities is paid.

5. Our liability under this guarantee is restricted to Rs. 00.00 (Rupees only)

6. Our guarantee shall remain in force and effect until _____ (set out the date of Expiry) and unless a claim or demand in writing is made against us under this guarantee before the expiry of six months from the aforesaid date i.e. _____ (set out last date of Claim period), the said Guarantee all your rights under this guarantee shall be forfeited and We, _____ (set out full name of the Bank) shall be relieved and discharged from all liabilities there by.

7. We, _____ (set out full name of the Bank) undertake not to revoke this Guarantee during its currency except with your previous consent in writing.

8. We, _____ (set out full name of the Bank) have power to issue this Guarantee in your favor under our Memorandum and Articles of Association and the undersigned has full power to execute / sign this Guarantee under the Power of the Attorney dated the _____ day of _____ Two Thousand _____ granted by the Bank.

Yours faithfully,

Dated:

ANNEXURE-X

CONDITIONS FOR ONLINE BID SUBMISSION

Pre-Requisites Before Login to System(Software requirements.)

Minimum System Requirements:

- Pentium III or Later Processor

- Minimum of 128 MB of RAM

- Minimum 1 USB port (If Certificate is in USB Token)

- DSC Dongle driver should be installed before logging in

- Reliable Internet Connectivity

- Certificate with full chain

- Certificate should not be expired it should be valid certificate

Operating System:

- Windows 2000 Professional

- Windows XP

Browser Version:

- Internet Explorer Versions 6.0 SP2 and above

Java Component:

- Go to Control panel>Add/Remove Programs>

- Check whether Java Runtime Environment is installed on your machine or not.

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 in the Catalogue.

Registration with e.Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd.

Contact Nos. and email IDs for C1 India helpdesk officers

1. Mr. Ujwala Shimpi, Land No 022 66865608 Email – ujwala.shimpi@c1india.com

2. Mr. Tirtha Das, Mob 09163254290 Email - tirtha.das@c1india.com

3. Mr.Tuhin Ghosh, Mob.08981165071 Email – tuhin.ghosh@c1india.com

Signature & Seal of Tenderer

**4. Mr. CH. Mani Sankar (Chennai), +91-8939284159 Email –
chikkavarapu.manisankar@c1india.com**

5. Mr. Partha Ghosh, Mob. 0 08811093299 Email – partha.ghosh@c1india.com

Or

1. Mr Amlan Gupta-Landline-02266258188-Mob.9987499905

gupta.amlan@balmerlawrie.com

2. Mr. A S Das Mob: 7600067189

Land Line No.022 66258215

e.mail:das.as@balmerlawrie.com

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate (Class III) 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.

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 the due date at our Ballard Estate Office. The bidder shall furnish the Demand Draft 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.

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.

Signature & Seal of Tenderer

ANNEXURE XI

SUPPLIER CODE OF CONDUCT

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co. Ltd.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. Ltd. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Ltd. Compliance Program. In such event Balmer Lawrie & Co. Ltd. expects the supplier to accept such reasonable changes

The supplier declares herewith:

Legal Compliance

- To comply with the laws of the applicable legal system(s).

Prohibition of corruption and bribery

- To tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

Respect for the basic human rights of employees

- To promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- To respect the personal dignity, privacy and rights of each individual;
- To refuse to employ or make anyone work against his will;
- To refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- To prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- To provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- To comply with the maximum number of working hours laid down in the applicable laws;
- To recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.

Prohibition of child labor

- To employ no workers under the age of 18;

Health and safety of employees

- To take responsibility for the health and safety of its employees;
- To control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- To provide training and ensure that employees are educated in health and safety issues;
- To set up or use a reasonable occupational health & safety management system;

Environmental Protection

- To act in accordance with the applicable statutory and international standards regarding environmental protection;
- To minimize environmental pollution and make continuous improvements in environmental protection;
- To set up or use a reasonable environmental management system;

Supply Chain

- To use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
- To comply with the principles of non discrimination with regard to supplier selection and treatment.

Signature & Seal of Tenderer

ANNEXURE – XI

GST Compliance

[1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-VIII attached

[2] Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor

[3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].

[4] Vendors are required to raise invoice as per the GST tax structure.

[5] Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.

[6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.

[7] Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

ANNEXURE – XII

DETAILS OF BIDDER

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	Minority Indicator	
19	GSTIN Registration Number	
20	HSN /SAC Code for Supply/Service	
21	GST rate (in %) applicable for Supply/Service to be provided.	
22	Composition Scheme Applicable	Yes / No
23	Proof of GSTIN Registration No. per state [From GSTN website]	
24	Vendor's GSP name [GST Suvidha Provider's]	
25	Exemption No.	
26	Exemption Percentage	
27	Exemption Reason	
28	Exempt From	
29	Exempt To	

Signature & Seal of Tenderer