



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

TENDER ENQUIRY DOCUMENT

Sub: Limited Tender Enquiry for various **Balmerol® branded sales promotional Item** for Balmer Lawrie & Co. Ltd.

Tender No. : GLK/TE17/308
Tender Price : Nil
Date of Notificación : 08.02.2018
Last date and time for receipt of tender : 17.02.2018 at 02:30 hrs IST

Introduction

Balmer Lawrie & Co. Ltd. [hereinafter referred to as BL] invites online Bids **(Two Bid System)** only from BL registered vendors who are manufacturers /Resellers/converters having adequate infrastructural facilities along with financial capabilities and ready to supply Balmerol® branded various Sales Promotion Items as per the

- Specification & Representative image –Annexure A-1,
- General terms & conditions –Annexure A-2,
- Price Schedule –Annexure A-3,
- Conditions for Online Bid Submission attached –Annexure A-4.
- Annexure 5- Form of declaration by the Bidder

You are requested to submit your competitive offer along with samples complete in all respect furnishing above details to us on or before the due date and time.

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co. Ltd.

(Abhishek Tiwari)
Sr. Manager - Brand Promotion & Communication

Encl.: As above

Note:

- BIDDERS ARE ADVISED TO STRICTLY CONFIRM COMPLIANCE TO ALL TENDER CONDITIONS WITHOUT ANY DEVIATION / CONDITIONS IN THEIR OFFER. SUBSEQUENT TO BID SUBMISSION, BALMER LAWRIE MAY NOT SEEK CONFIRMATIONS / CLARIFICATIONS AND ANY /ALL BID(S) NOT IN LINE WITH TENDER CONDITIONS WILL BE LIABLE FOR REJECTION.
- Bidders in their own interest are requested to submit their bids online well in advance of tender closing date to avoid the last minute difficulties.
- Bidders are requested to download the tender document and read all the terms and conditions mentioned therein and seek clarification, if any, from Shri. Abhishek Tiwari.
- **Price Bids received via mail/Fax/hard copy will be summarily rejected**



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Annexure- A1 Specifications



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Balmerol® Branded Hexagon Pen		
Sl. No.	Parameters	Quantity
1	1. Shape –Hexagon Body – Metallic Red close to Brand colours of Balmerol® Logo. 2. Size – 14 CM approx. 3 Body –Plastic 4. Clip – Metal 5. Tiptop – Metal 6. Refill – Blue Ink Ball Refill Single colour Balmerol® Logo on the Body (Ref the Image)	15,000 no's
Balmerol® Branded Leather Key Chain		
Sl. No.	Parameters	Quantity
2	1. 10.5cm X 5.5cm, Genuine Leather (Dyed), 1 inch nickel ring, 9mm rivet (nickel), inside fitted salpha board at the back & Eva 3mm at the front. Branding on both sides . 2. Balmerol® logo Branding in form high quality embossing individually packed in a seal king. 3. Packing of 100 Key chains in one Box easy for transport. 4. Representative Picture shown below. Only for Reference	20000 no's
Balmerol® Branded 3-Tier Stainless Steel Tiffin		
Sl. No.	Parameters	Quantity
3	Product - 3-Tier Stainless Steel Tiffin Diameter - 11.5 cm Height - 25 cm with Carrier Weight - 700 Gms Grade/Quality - 202 Grade Gauge - 26G Tolerance - ± 5% in above specs Packing : Individual packing in a poly bag & master packing of 50 Pcs. in a Carton. Branding : Etching of "Balmerol® Lubricants " logo at the bottom of each container Warranty: Replacement against cracking up to 9 months	2500 No's
Balmerol® Branded Coaster Set		
Sl. No.	Parameters	Quantity
4	Coaster Size – 8cm x 8cm. Shape – Square with rounded corner. 4pcs. Coaster Set. Red colour intact with white stitch across. Black rubber below. Made with PU leather. 9cm x 9cm Box Packing with Shrink wrap inside. Branding - Silver foil printing on the Red colour box. Tolerance - ± 5% in above specs Warranty: Replacement against cracking up to 9 months	2200 No's
Balmerol® Branded Coffee Mug		
Sl. No.	Parameters	Quantity
5	1.Coffee Mug Material : Porcelain 2.Colour : White 3.Dimensions of the Mug - Height -10 mm 4.Capacity: 350 ml 5.Finish: Glossy 6.Care Instruction: Microwave & Dishwater safe 7. Design: As per the artwork 8.Colour: 4 colour. Digital printing Package Content: 1 Printed Coffee Mug with thermocol packing for safe transportation.	1500 No's
Balmerol® Branded Product Cut Out		
Sl. No.	Parameters	Quantity
6	1. Printing on 3M™ Scotchcal™ or Equivalent brand vinyl pasted on 2.8 MM good quality sun board. 2. Die cut, vinyl +sun board cut precisely to our design. 3. With a UV matt laminate. 4.Size H 15 x W 12 inch =180 sq. inch /1.25 sq.ft. 5. Printing machine HP Latex / Jet I /Roland or equivalent 6.With Back Side 3 M Two way tape 1" x1" at 4 locations for Installation 7.Package Content: With Box Liner Packing for safe and easy transportation. Tolerance - ± 5% in above specs	10,000 (5,000 x 2 creative)



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

REPRESENTATIVE IMAGES ONLY



Pl. Note

1) The rates quoted will be FOR. The delivery will be at locations as mentioned below.

FOR Destination Rate Required for the following items and locations					
S. No	Item	Kolkata	Chennai	Mumbai	Gurugram
1	REGION wise allocation	25%	25%	25%	25%

Note: Maximum 20% of destination wise quantity reallocation with total tender quantity remaining unchanged to be acceptable to the vendor

- The company reserves the right to alter the number of sales promotion items to be procured based on cost considerations and economy of scale.
- Exact Packing instructions and delivery address will be shared post finalization of order.
- Vendor can bid for all the items or any item/s of their choice
- Artwork in PDF or AI file will be provided by BL over mail /CD
- Vendor needs to take approval on the dummy sample before executing the full production.



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Annexure A-2

General Terms & Conditions

- 1) Before filling up, the complete Tender Specification should be read properly. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning, specification and interpretations, such matter shall be brought to the attention of the company (Balmer Lawrie & Co. Ltd.), at least four days in advance, prior to the date of filling/submission of the Tender. For clarification required, if any, please contact

Shri. Abhishek Tiwari,
Balmer Lawrie & Co. Ltd.
P-43 Hide Road Extension, Kolkata-700088
Tel. No. 033 2450 0158
Fax No. 033 2439 2277
E-Mail: tiwari.abhishek@balmerlawrie.com

2) **Qualification / Eligibility criteria**

The bidders satisfying the following qualification norms shall **only** be considered.

- a. The bidder has to be a Goods and Services Tax Network registered service provider. Submit copy of valid GST registration certificate and indicate GSTN Number.
- b. Successful completion of at least one bulk order for the tendered items/similar items. Submit a copy of purchase order/s of the tendered item or similar item supplied along with successful completion certificate from the principal purchaser of value not less than 2 Lakhs for single P.O or two PO's clubbed together in the same FY. Individual PO copy for all the tendered items are required to be submitted for supplies made in any of the last three FY years namely FY2015-16 , FY2016-17 & FY 2017-18
Minimum one PO per item of value not less than 2 lakhs single PO or two PO's clubbed together in the same FY.
- c. Submit one physical sample for approval for item/s for which bid is submitted. The samples of the bidder shall meet the tender specification and close similarity to the **REFERENCE SAMPLES** maintained by BL, whose visual assessment should be done by bidders BEFORE due date in office hours on any working day at
Shri. Abhishek Tiwari,
Sr. Manger –Brand Promotions & Communications
Balmer Lawrie & Co. Ltd.
P-43 Hide Road Extension, Kolkata-700088
- d. Bidders should have a minimum Annual Turnover of Rs 20 Lakhs per annum, in last three completed financial years namely **14-15, 15-16 & 16-17**. Submit a certified copy of the same.
- e. Bidders are required to submit the samples of unbranded tendered item before the tender due date & the same shall be checked for conformity to our specifications and aesthetics value associated with the item.
- f. Bidder to paste its name on the sample via sticker or other method so it doesn't get destroyed.
- g. For shortlisting quality cleared samples, the sanctioning authority shall appoint a committee.



SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

h. Price Bids will be opened only for bidders whose samples have been shortlisted.

Necessary documents in confirmation of fulfillment of above qualification / eligibility criteria are required to be submitted by the vendor in the form of declaration as per Annexure-I.

3) Financial Evaluation Process :

- a. Vendors are required to quote strictly as per the price bid format.
- b. Please do not indicate 'Extra', 'Extra at actuals', 'Actuals' etc. Quote exact price per unit and taxes.
- c. The on-line closed bids shall be used for grading the bidders .Orders will be placed for 100% quantity on L1 for tendered item as per the specifications and sample shortlisting.
- d. L1 Bidder would be determined separately for each item considering total net outflow to the company.
- e. If two or more L1 rates are quoted than the only L1 bidders will be asked to resubmit their bids in sealed envelope and hard copy within 48 hours.

4) **EMD/SD:** --EMD of **Rs. 10,000** (Rupees. Ten Thousand only) is required to be submitted along with the tender by a single a/c payee pay order / demand draft on a schedule bank in favor of **Balmer Lawrie & Co. Ltd.**, payable at **Kolkata**. The interest free EMD of unsuccessful bidders shall be returned back after finalization of the tender. For the successful bidder, the EMD will be converted into interest free Security Deposit and released on satisfactory completion of project.

5) Tenderer (s) registered as MSME/SSI/NSIC are exempted from EMD but are required to provide valid proof (duly certified hard copy of details / information declared) of their status.

6) **Risk purchase clause:** If any vendor fails to supply the items as per delivery schedule, BL reserve the right to get the items procured from any other alternate sources at the risk of failed vendor and the differential cost will be recovered from their invoices / SD.

7) Compliance with Regulations

- a. Vendor shall warrant that all goods and services covered by this agreement/contract shall have been produced, sold, supplied, dispatched, delivered and furnished 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.
- b. All laws and regulations required to be incorporated in this charter are hereby deemed to be incorporated by these references. BL and their authorized representatives disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture and / or supply of goods /services covered by this agreement/contract.

8) **Termination of contract** In the event of dissatisfactory performance, BL reserves the right to terminate the contract without any notice. In this eventuality, the Security Deposit will be forfeited.

9) **Submission of Tender/Bid:** Bidders are requested to kindly visit our e-procurement website: <https://balmerlawrie.eproc.in> for the same. Bid shall also be uploaded in pdf format after filling in the appropriate data in hard copy duly signed & scanned.



- 10) **Only EMD** is to be submitted in hard copy along with relevant documents required, & Sample in a sealed envelope along with signed and seal tender enquiry hard copy as an acceptance of **T&C** on or before the due date superscripting the envelope with tender no. date & due date should reach at our works at Balmer Lawrie & Co. Ltd., P-43, Hide Road Extension, Kolkata-700088 within the due date and time to the attention of Shri Abhishek Tiwari.
- 11) **Payment terms:** BL does not pay any Advance Payment. 100% payment within 30 days of successful completion of supply and submission of invoice with required documentary evidence as per tender terms.
- 12) Submission of tender will be the conclusive evidence as to the fact that the tenderer has fully satisfied themselves as to the technical specification, General terms & conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 13) Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- 14) **Right of acceptance / Rejection:** BL reserves the right to accept/reject any or all offers without assigning any reasons, whatsoever. Telex/Telegraphic/Fax offers shall not be accepted. The company will not accept any responsibility for any delay in uploading of bids in e-procurement website.
- 15) **Delivery Time Schedule:** -The delivery should be made within **28 days** from the date of issue of Purchase Order (PO) or LOI whichever is earlier at site execution and ensure the supply need to begin on parallel and simultaneously for the entire four regions. It is the duty of the short listed agency to provide efficient and time bound delivery in the all the locations for the smooth execution without any delay.
- 16) **Quality & Quantity of the material:** Quality of the material supplied should be as per standard given in Annexure A. The items should be free of material defect and should be in good condition during delivery. BL will not accept any poor quality or non-adherence to specifications during delivery.
- 17) **Jurisdiction:** - All disputes are subject to Kolkata jurisdiction.
- 18) **Liquidated damages:** Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser beyond the agreed schedule, the Vendor / Contractor shall be liable to pay liquidated damages, a sum representing 0.5% (Half per cent) per week or part thereof of the order value, subject to maximum of 5% of the order value for the undelivered portion.
- 19) **Delivery Location, working days & hours:** - The delivery is FOR as per the locations mentioned above.
- 20) **Factory Rules:** - Supplier personnel have to abide by the Balmer Lawrie & Company, Greases and Lubricants, Kolkata factory rules and regulations.
- 21) **Offers & Enclosures:** The offers submitted by the all the Tenderers will be non-returnable and shall be the property of BL even in the case of unsuccessful bidders. However BL shall maintain the confidentiality for the submitted documents. In case of bulky documents, which cannot be accommodated in the tender box, the undersigned may be contacted. The bids may also be sent by Speed Post / Courier Service well in



advance so as should reach the undersigned at least one day before the tender closing date. Timely submission of the Bids is responsibility of the bidders and no reasons / excuses in this regard will be entertained by BL.

22) Taxes & Duties:

- Bidders must indicate the nature of taxes & duties applicable for the supply and quote the amounts of Taxes and Duties as applicable separately.
- Wherever all inclusive prices are quoted by the bidders without bifurcation of tax elements, the bid will get rejected.
- Successful bidders / Suppliers will not be entitled to any increase in rate of taxes occurring during the period of extended delivery completion schedule if there is delay in supplies / completion attributed to him. However if there is a decrease in taxes, the same must be passed on to BL.

23) GST Compliance:

- In accordance to Government of India (GOI) guidelines towards implementation of GST w.e.f 01.07.2017, bidders are informed that all deliveries post 30.06.2017 shall strictly comply to the provisions / requirement / timelines promulgated by the GOI towards GST Act. The provisional GST numbers issued by GOI is mandatorily required for all the participating bidders and same be indicated in their respective offer. Bidders also shall mention the Harmonized System of Nomenclature (HSN) / Services Accounting Code (SAC) numbers for the quoted items/services in their techno-commercial offer, invoice & tax documents. BL provisional GST ID is

SRL NO	STATE	DEPOT	ARN	PROVISIONAL ID
1	WEST BENGAL	KOLKATA	AA1901170019178	19AABCB0984E1ZS

and bidders shall mention the same while invoicing and avoid any data entry errors on GST portal. Bidders shall be responsible for the financial and non-financial consequences in case of non-compliance of GST provisions / requirements / timelines on their part. BL shall pay the applicable GST taxes to the successful bidders at actual & suppliers shall pass on the reduction in prices to BL on account of change in the tax structure.

24) Validity period of the offer: The period of validity of the quotations should not be less than 90 days from the due date of the tender and the price quoted shall remain valid till the supply is completed.

25) LIMITATION OF LIABILITY: Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order Price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production.

26) Force Majeure: Shall mean and be limited to the following –

War / Hostilities (b) Riot or Civil Commotion (c) Earthquake, flood, tempest, lighting or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller . The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions, In the event of delay lasting over one month, if arising out of causes of Force Majeure,



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 28 above shall apply. For delays arising out of Force Majeure, the Seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Purchaser nor Seller shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. Seller shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any Force Majeure conditions, the Seller or the Purchaser shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the Seller without being subject to price reduction for delayed deliveries, as stated elsewhere.

27) RESOLUTION OF DISPUTES / ARBITRATION: All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the Chairman and Managing Director of BL, Kolkata whose award shall be final & binding on both the parties. The contract shall deem to have been entered at BL, and all suits in respect of this contract shall be under the jurisdiction of the court in Kolkata.

28) Tender for registered approved vendors only: The Responses/offer from registered/approved vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Kolkata) and subject to such registration being confirmed, they would be considered for the subsequent Tenders.



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Annexure- A-3

Price Bid

Sl No	Item Description	Balmerol Branded Hexagon Pen	Balmerol Branded Leather Key Chain	Balmerol Branded 3-Tier Stainless Steel Tiffin	Balmerol Branded Coaster Set	Balmerol Branded Coffee Mug	Balmerol Branded Product Cut Out (2 Creative x 5,000 no's)	Remarks
1	Quantity (No's)	15000	20000	2500	2200	1500	10000	
2	Unit Rate (₹) /per Piece							FOR Destinations Please see the region wise distribution
3	GST Rate in %age							Write %
4	GST Amount (₹)							
4	HSN Code/SAC Code							Write Code
5	Total Price (₹)							FOR rate as per the destination mentioned

(Please do not mention price on this page while submitting hard copy. Price bid to be uploaded on e-proc platform only)

I / we have understood all the terms & conditions and have made myself / our self fully acquainted with the locations / sites of the branches & supply conditions. The said terms & Conditions are acceptable to us.

Date

Name of Signatory

Place

Seal



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Annexure: A-4

Conditions for Online Bid Submission

1. 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.

2. 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>

3. 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.

M/s C1 India Pvt Ltd.
C104, Sector 2 Noida-201301

For registration and online bid submission tenderer may contact the following officials at the HELP DESK of M/s C1 India on browsing to the website <https://balmerlawrie.eproc.in> during business hours (10:00 a.m. to 06:30 p.m.) from Monday to Friday (Excluding holidays of the Company):
Contact persons:

Tuhin Ghosh (Kolkata), +91 8981165071
Email: tuhin.ghosh@c1india.com

Mr. Tirtha Das, +919163254290
Email-id: tirtha.das@c1india.com

4. 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 bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall



be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

5. 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.

6. 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.

7. 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.



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

Annexure 5

Form of declaration by the Vendors

1) Particulars of the Company

- a) Name of the Company :
b) Type of company :
(Partnership / Private Ltd. / Public Ltd. Please enclose certificate of Incorporation)
c) Full Address :
d) Phone :
e) Fax :
f) Contact Person's Name :
Mobile No. :
E-mail :

2) Statutory Registration and Approvals

Sl. No	Approvals / Registrations	Registration/ license No	Valid up to
1	MSME		
2	MSME – SC/ST		
3	NSIC / SSI		
4	Income Tax [PAN No.]		
5	GSTN [Registration No]		

3) Order Value:

S.No	Description	Reference Tended Item	Customer's Name	PO. No.	Value in Rs.	Completion certificate Reference No. & date
1	Successful completion of at least single or in two part order for Rs 2 Lakhs during any one of the last three completed financial years namely 15-16 ,16-17,17-18 for each tednered item	Balmerol® Branded Hexagon Pen				
2		Balmerol® Branded Leather Key Chain				
3		Balmerol® Branded 3-Tier Stainless Steel Tiffin				
4		Balmerol® Branded Coaster Set				
5		Balmerol® Branded Coffee Mug				
6		Balmerol® Branded Product Cut Out				

4).

Turnover /Sales - Rs in Lakhs:			
Particulars	2014-15	2015-16	2016-17
Net Worth :			
Turnover :			
PAT :			

Note: Please enclose Balance Sheets/ **profit & lose statement** (relevant pages only) for the above mentioned years.



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

SBU: Greases & Lubricants

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 24500158, Fax- (033) 2439 2277, E-mail: tiwari.abhishek@balmerlawrie.com

7. Other Information

- a) Does the company have business with any other unit of Balmer Lawrie? : Yes / No
(If yes, attach details.)
- d) Has the Company put in "Holiday List" / debarred / technically rejected by any Public Sector Enterprises:
(If yes, give details).

We certify the above information is true to the best of our knowledge.

(Authorised Signatory)

Date:

Place:

List for enclosures

1. The complete tender document excluding price bid & including Annexures duly signed and stamped as token of your Acceptance Sign & Seal on each and every page of Tender enquiry document as an acceptance of the tender terms & condition.
2. EMD or Copy of VALID MSME/ NSIC / SSI unit certificate as applicable, mentioning the items quoted for along with monetary limit.
3. Copies of proof of annual turnover for 20 Lakh in last three financial years
4. P.O copies of order value of Rs 2 Lakhs and more for individual tendered items/similar items along with completion certificate for the supply made. [no other order copies to be attached]
5. Sample of Item/s for evaluation by committee to be submitted to the following address:

Abhishek Tiwari
Sr. Manager – Brand Promotion & Communication
Balmer Lawrie & Co Ltd
SBU: Greases & Lubricants
P-43, Hide Road Extension Kolkata-700 088