



**SBU – Industrial Packaging,**  
**5, J. N. Heredia Marg, Ballard Estate,**  
**Mumbai 400001, India**  
**Tel. No. 091 022 –66258186/66258190/66258209**  
**Fax No. 091 022– 66258200**

### **NOTICE INVITING TENDER**

<b>Tender No. 0100PE1067 dated 16.04.2018.</b>		
<b>Due date of Tender</b>	<b>:</b>	<b>04.05.2018 at 15:00 hrs.</b>
<b>Opening of Technical Bid</b>	<b>:</b>	<b>04.05.2018 at 15:30 hrs.</b>

Online two Bid offers are invited for “Annual contract for Screen Printing Job on 210 L MS Barrels” at Barrel Plant, Balmer Lawrie & Co. Ltd., Industrial Packaging Silvassa, 23/1/1, Surangi Road, Khadoli, Silvassa – 396230 for a period of one year effective from 1<sup>ST</sup> July , 2018 through **Balmer Lawrie e.procurement Portal** <https://balmerlawrie.eproc>.

**The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e bidding.**

#### **Contact details**

<b>Balmer Lawrie &amp; Co. Ltd.</b> SBU Industrial Packaging, 5, J.N. Heredia Marg, Ballard Estate Mumbai – 400 001.	1. Mr. A S Das, Mob 07600067189, 02266258216, e.mail –das.as@balmerlawrie.com. 2. Mr. P N Angira, Mob 08511149833, 02603242707, e.mail <a href="mailto:angira.pn@balmerlawrie.com">angira.pn@balmerlawrie.com</a> . 3. Mr.Bhavik Oza, Mob 08347596999, 026026539810, e.mail –oza.bg@balmerlawrie.com.
<b>C1 India Pvt. Ltd.</b> 603,Coral Classic,20 <sup>th</sup> Road, Near Ambedkar Park, Chembur Mumbai 400 071	1.Mr.Tirtha Das. Mob.09163254290, E.mail- <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a> 2. Mr Tuhin Ghosh, Mob : 8981165071, Email – <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a> 3. Mr. CH. Mani Sankar, Mob- 8939284159, Email- <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a> 4. Mr. Partha Ghosh, Mob : 8811093299, Email- partha.ghosh@c1india.com

## 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. Pre Qualification Criteria :

SR NO.	Criteria	Documents need to submit
1	The bidder shall have at least <b>two</b> years( to be considered from 01/04/2016) experience in the job of Screen Printing in Barrel /Drum Plant.	Certificate of ESI /PF / Service Tax /Trade License/Shop & Establishment License
2	The bidder is required to provide at least two Purchase Orders related to Screen Printing Jobs of amount Rs.35 Lacs each.	Purchase Order copies and completion certificates from the Authority.
3	The bidders should have an average annual financial turnover during the last 3 years ( <b>2014-15,2015-16,2016-17</b> ),ending 31 <sup>st</sup> March of each financial year, of at least <b>Rs.40.00 Lakhs</b> .	Chartered Accountant Certified Profit & Loss & Balance Sheet copies.
4	Company's Permanent Account No. (PAN No) & GST No.	Copy of Certificate
5	Earnest money deposit <b>INR 43000.00</b>	EMD by way of DD/Pay order /Bank Transfer
6.	The bidders should possess & maintain E S I & PF a/cs.	Copy of Certificates

**Only those Vendors who meet the above Pre qualification criteria will be considered for opening of Price Bid.**

#### A/1. Instructions for bidders.

1. **Please Refer to Annexure – II for detailed Technical Specification /Scope of Service.**
2. The tender is invited in **Two Bid System**. The tender document consists of **Pre Qualification Bid & Price Bid**.
3. All documents required in the tender can be scanned and submitted online through appropriate forms as attached in the tender. Hard copies of Pre Qualification / Technical bid can be submitted only after the online bid submission.
4. **TENDER SUBMISSION & Important points to be noted.**

4.1 Due date for submission of bids 04.05.2018 at 15:00 hrs.

- a. **The bidder shall invariably furnish the original DD to the tender inviting authority before opening of bid** either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. The Company shall not take any responsibility for any delay or non receipt.

- b. The bidder 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. M/s. Balmer Lawrie & Co Ltd & M/s. C1 India Pvt. Ltd., are not 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.
- c. All correspondence shall be addressed to the office of **Manager [SCM], M/s. Balmer Lawrie & Co. Ltd., Industrial Packaging, 5, J.N Heredia Marg, Ballard Estate, Mumbai – 400 001**
- d. The term **“BL”** wherever mentioned in the tender document refers to **“Balmer Lawrie & Co. Ltd.”**
- e. **BL would be the Purchaser/Owner for the tendered item.**
- f. **The successful bidder will be the Supplier.**
- g. **This document is the Tender.**
- h. **The Acceptance of the Order by the successful bidder will form the contract.**
- 5. Bid Security / Earnest Money Deposit (EMD)/ Bid Bond – As per Clause no. 1 & 2 of the Special Terms & Conditions of this Tender document.

Micro and Small Enterprises (MSE's) with valid “Udyog Aadhar Memorandum” (UAM) number are exempted from payment of Earnest Money Deposit and are eligible for any other benefit applicable to MSE's mentioned in this tender document.

Above benefit/s shall be extended only to MSE's whose UAM no. is registered with Central Public Procurement Portal (CPPP) and such MSE are required to submit a declaration for the same as per Annexure –IX

Failure to submit aforementioned declaration by the bidder claiming above benefits will be treated as a non-MSE's bidder and such bid shall be processed accordingly.

- 6. Bidders to note the Bid Rejection Criteria as detailed in Clause No. (14)

#### 7. **Format of Tender Document**

Tender Documents consist of:

- A. Pre-Qualification Criteria & Instruction for bidders
- B. Special Terms & Conditions
- C. General Terms & Conditions
- D. Annexure I – **Technical Specifications / Scope of work**
- E. Annexure II–**Item Description & Detail of Price Bid.**
- F. Annexure III- HSE Norms
- G. Annexure IV – Code of Conducts for Balmer Lawrie's suppliers/contractors
- H. Annexure V - Draft (Format for “Bank Guarantee for Security Deposit.”)
- I. Annexure VI - Conditions for Online Bid submission
- J. Annexure VII - GST Compliances
- K. Annexure VIII - Vendor Details
- L. Annexure IX – CPPP Declaration

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.

#### 8. **Late Bids**

No bidding is admissible in the E.Proc platform after the bid closing time / date.

#### 9. **Bid Validity**

The offer shall remain valid for a period of **90 days** from the date of opening of the Price Bid which will be normally one month from opening of Technical Bid.

**10. Bid Rejection Criteria**

**A bid may be rejected**

- i. If the bidder fails to send the Earnest Money Deposit (EMD)/Bid Bond amount within the bid due date.
  - ii. If the bidder does not meet the pre qualification/technical criteria and/or non submission of documents specified.
  - iii. If deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
  - iv. If Conflict of interest between the bidder and the Company is detected at any stage.
- Bidders not registered under GST are not eligible for participating in this tender. Registered vendor to mandatorily provide the Provisional GST Number as per Annexure- VII and also provide proof of such registration. Offers received from bidders who are not registered under GST, will not be considered for any evaluation against this tender.

**11. Clarifications**

Clarifications that the Bidder needs to have on the tender specification can be sought from BL within one week from the date of issue of this enquiry.

All clarifications shall be by e mail (*Only email queries shall be replied*)

**12. Opening of Price Bid**

The Price Bid of Bidders with valid offers and meeting the Pre Qualification / Technical Criteria as set by BL shall only be opened.

**13. Complete Scope of Work**

The complete scope of work has been defined in **Annexure I** of the tender document. Only those bidders who take responsibility and bid for the complete scope of work may be considered for further evaluation

**14. Tender Documents and Deviations**

It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. **Deviation from TECHNICAL SPECIFICATIONS / SCOPE OF WORK, as given in the Tender Document would invite immediate disqualification from further consideration of the bid.**

**15. Preparation and submission of Tender Documents**

- a. The bidders are required to fill the tender document in a format as outlined below in the E.Proc platform:
- b. **The lowest Price Bid would be arrived considering the lowest \*Cumulative Grand Total of all type screen work mentioned in Category 1 & 2 ( Ref. Annexure II)**
- c. The Price bid should not contain any information other than the price.
- d. **Item Description & detail of Price Bid (Annexure II).**
- e. **After submission of bid online, the bidders are requested to submit the demand drafts / Bank Guarantee towards EMD along with hard copies of other documents which cannot be uploaded as required, to the Tender Inviting Authority before the due date at our Ballard Estate Office.**

**B. SPECIAL TERMS & CONDITIONS.**

**1. Earnest Money Deposit (EMD)/BID BOND**

Earnest Money Deposit Amount to be deposited in the form of Pay order / Demand Draft in Favour of “ Balmer Lawrie & Co. Ltd “, payable at **Mumbai** for **Rs. 43,000.00**(Forty three thousand only)

Bidders have to submit Earnest Money Deposit by Demand Draft/Pay order/Bank Transfer in favour of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India**. The Demand Draft/Pay order has to be made from a **Scheduled Indian Bank**. The EMD/Bid Bond to be deposited within the Due date for the tender. **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.**

- a. OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED
- b. For the successful bidder, the EMD will be refunded only after they submit the necessary Security Deposit against the work order placed on them. EMD will carry no interest.
- c. For the unsuccessful bidders, the EMD will be refunded only after the successful bidder has accepted the Purchase order and the acknowledgement of the same has been received by BL.
- d. Linking of EMD amount with earlier transactions / adjustments with pending bills or any other amount payable by the company is not allowed.

**EMD is liable to forfeiture in the event of:**

- a. Withdrawal of offers during validity period of the offer
- b. Non acceptance of orders by the bidder within the stipulated time after placement of LOI / order
- c. Any unilateral revision made by the bidder during the validity period of the offer
- d. Non execution of the prescribed documents after acceptance of the contract
- e. Non submission of Security Deposit.

**2. Security Deposit (SD)**

**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 Silvassa or Bank Guarantee **valid for 15 months** in BL's format (**Annexure IV**) only.

**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.**

The Security Deposit may be submitted as Bank Guarantee by a **Scheduled Indian Bank** within 15 days of receipt of the Purchase Order.

The Security Deposit if paid by Pay Order/Demand Draft shall bear no interest and shall be refunded to successful bidder, only on successful delivery /execution of the tendered item /service and

All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.

The Security Deposit amount can be adjusted to the extent of EMD amount for the successful bidder.

**3. Security deposit is liable to forfeiture in the event of:**

- a. Non Supply after Acceptance of Purchase Order.
- b. Successful Bidder fails to deliver the item as per the terms & condition of the Purchase Order.
- c. Successful Bidder violates the tender conditions.
- d. If the performance of the bidder is found to be unsatisfactory

**4. PAYMENT TERMS:**

Our payment terms are as follows:

Payment for the accepted services will be made within 30 days from the date of receipt of the service or bill whichever is later. Payments shall be made from the respective location.

**5. AWARD OF CONTRACT:**

- a. **The order will be placed on the L1 bidder only on Composite L1 basis considering Category -1 & Category -2 of attached Price Bid.**
- b. **Negotiations, if held will be only with the lowest bidder.**

6. **VALIDITY OF THE CONTRACT:**

The Contract if any awarded against this tender will be valid for **12 months (July 2018 to June 2019) extendable for another Three months with mutual consent between BL and the service provider. The same terms & conditions of the tender should be applicable for the extended period.**

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 I.**

3. Reference for Documentation

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

4. Confirmation of Order

The successful bidder shall acknowledge the receipt of purchase order within 7 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

5. 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.

6. Rejection of Bids

**Tenderer(s) whose EMD /SD was forfeited by the BL authority during past 12 months for the similar kind of Tender are not eligible to participate in this Tender. In the event of such supplier / service provider in their bid , the same shall not be considered for anyv evaluation process.**

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any state. BL reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reason. The decision of BL in this connection will be final.

7. Delays

**7.1 Delay in Bidding**

Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered.

**7.2 Delay due to Force Majeure**

In the event of causes of force Majeure occurring within the agreed delivery terms, the delivery dates can be extended by the tenderer on receipt of application from the bidder within stipulated delivery period. Only those causes that depend on natural calamities, civil wars, national strikes and strikes /lockout at Bidder's works which have duration of more than seven consecutive calendar days are considered the causes of Force Majeure. The bidder must advise BL by a registered letter duly certified by local chamber of commerce or statutory authorities, the beginning and end of cause of delay immediately, but in no case later than 10 days from the beginning and end of such cause of Force majeure condition as defined above.

BL reserves the right to ask Bidder to suspend despatches of goods/materials covered by this order for such period as they may think fit in the event of strikes, accidents or other causes beyond BL's control.

**8. RISK PURCHASE**

In case delivery/execution of material /service is not effected as per given schedule from time to time, we reserve the right to cancel the order placed on you, and procure the material /service from any other source and the deduction on account of penalty as well as excess mount to be incurred by us, would be recovered from the party's due payments or security amount held with us.

**9. 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.

**10. Control Regulations**

Successful bidder warrants that all goods/materials/service covered by this order have been produced, sold, despatched, delivered, executed 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 or execution of 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.

**11. 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 / service term of the Contract.
- ii. The bidder informs BL of its inability to deliver/ execute the item or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver / excute the item within the stipulated Delivery Period and/or to replace any rejected or defective item promptly.
- iv. The bidder becomes bankrupt or goes into liquidation.
- v. The bidder makes a general assignment for the benefit of creditors.
- 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 stop supply / service.

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/execution or non delivery/execution, BL reserves the right to claim and recover damages from the bidder in respect thereof. The EMD / Security Deposit will be forfeited.

**12. Arbitration**

If any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Limited and the provisions of Arbitration 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 & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

**13. SUSPENSION OF WORK:**

The Contractor shall be responsible for providing and maintaining various safety and welfare amenities in respect of the personnel engaged by him as per the provisions of Factories Act, 1948.

The Contractor shall arrange to keep rest room / change room, toilet facilities and drinking -in-Charge may at any time (s) at his discretion should he consider that the circumstances so warrant (the decision of Officer-in-Charge as to the existence of Circumstances warranting such suspension shall be final and binding upon the Contractor), by notice in writing to the Contractor temporarily suspend the work or any part thereof for such period (s), as Officer-in-Charge shall deem fit, and the Contractor upon receipt of the order of suspension forthwith suspend the work (s) or such part thereof as shall have been suspended until he has received a written order from the Officer-in-Charge to proceed with the work suspended or any part thereof.

The Contractor shall not be entitled to claim compensation for any loss or damage sustained by the Contractor by virtue of any suspension as aforesaid notwithstanding that consequent upon such suspension, the personnel of the Contractor or any part thereof shall be or become or be rendered idle and notwithstanding the liability of the Contractor to pay Salary, wages or hire charges or bear other charges and expenses thereof.

Unless the suspension is by reason of default or failure on the part of the Contractor (and the reasons for the suspension stated by the Officer-in-Charge in any notice of Suspension as aforesaid inclusive as to the existence of a default or failure on the part of the Contractor if so stated in the notice shall be final and binding upon the Contractor).

**14. CONFIDENTIALITY / SECRECY**

The successful Contractor would have to acknowledge that any confidential information received by them from BL or to which it has access, in connection with the discharge by the Contractor of its duties and obligations under and in accordance with the agreement required to be executed, or granted by BL to the Contractor and/or its employees/workmen and/or contract labour to be engaged or employed by it in accordance with the terms hereof, would be under a duty/obligations of confidentiality and agrees that such confidential information shall not be disclosed or divulged to any third party without the prior written consent of BL and shall be used by the Contractor and/or employees/workmen and/or contract labour engaged or employed by it as aforesaid solely for the purpose of the discharge by the Contractor of its duties and obligations in accordance with the terms hereof.

For the purpose of this clause, "Confidential Information" shall mean all records, books, statements, vouchers, and other data or information (whether written, graphic or oral) to be supplied or furnished by BL or on its behalf to the Contractor or to which BL would grant access to the Contractor, its employees/workmen and/or contract labour, as the case may be as aforesaid.

I/We have studied the tender documents carefully and have quoted our lowest rates in accordance with the terms and conditions.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	



	Company	
	Date	

**D. Technical Specifications / Scope of work****ANNEXURE – I**

The successful Vendor would undertake the job of screen printing on MS Barrels(210 Ltrs), as per the details given below; indicating therein approximate quantities and types of screen printing required to be done during the period of contract. The quantities mentioned are only indicative and may be increased / decreased depending on the market condition. The contractor is responsible to ensure adequate deployment of required manpower to handle the production of two lines as also production to be done in extended hours, as per customer's requirement, at a time. The Company reserves the right to cancel the order in full or part and award the order in full or part to the next bidder, in case the job requirement of both lines and extended hours are not getting fulfilled, at the cost of original awardee.

SL NO	DESCRIPTION	ESTIMATED QTY	BODY NO. OF IMPRESSION	TOP NO. OF IMPRESSION
	<b>CATEGORY 1</b>			
1	TYPE OF CUSTOMER A	343148	2	1
2.	TYPE OF CUSTOMER B	163323	4	1
3	TYPE OF CUSTOMER C	37348	3	1
4	TYPE OF CUSTOMER D	5414	5	0
5	TYPE OF CUSTOMER E	10670	1	1
6	TYPE OF CUSTOMER F	1493	8	2
<b>SL NO</b>	<b>CATEGORY 2</b>			
	<b>MISC IMPSN /CUSTOMER</b>		<b>NO. OF IMPRESSION</b>	
1	ISI / BL	1508087	1	
2	IMPRESSION ON BODY	164470	1	
3	IMPRESSION ON BODY	192323	2	
4	IMPRESSION ON BODY	44000	3	
5	IMPRESSION ON BODY	22000	4	
6	IMPRESSION ON BODY	15061	5	
7	IMPRESSION ON BODY	11000	6	
8	IMPRESSION ON BODY	4029	7	
9	IMPRESSION ON BODY	2200	8	
10	IMPRESSION ON TOP	181500	1	
11	IMPRESSION ON TOP	30215	2	
12	IMPRESSION ON TOP	11000	3	
13	U N MARKING	385000	1	
14	EPOXY COATED	427830	1	

**The rates should be quoted inclusive of cost of material such as Kerosene, Screens, Ink, Artwork, and labour charges. However, cotton waste will be provided by the Company.**

**Following activities are also included in the scope of work for the successful vendor within the quoted rates :**

- i) De-stacking / stacking of Barrels (Max. 3 High) before and after Screen Printing Job.

- ii) Correction of Wrong/ mis-printed Barrels in BL-Plant or at customer premises.
- iii) Co-ordination with BL's Sales Desk.

#### **GENERAL TERMS & CONDITIONS**

1. The tenderer shall hold the company harmless and indemnified from and against all claims, charge and cost for which the company may be held liable under the Workmen's Compensation Act, 1948. Employees Liability Act, 1948 and amendments thereof and expenses which the company may be made to bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions/omissions whether due to negligence or not, of the contractor his agents or his employees in carrying out the job of the tenderer.
2. The tenderer shall hold the company harmless and indemnified from all claims, costs and charges for which the company may be held liable in respect of any loss of injury exchanged to any third party through servants/employees/agents. This indemnity shall be in addition to and not in lieu of any indemnity towards the Company may be entitled by law.
3. The tenderer shall pay their workers as per the **Minimum Wages** applicable in the State, and shall indemnify the company against any claim arising out of any action taken against the Company on account of tenderer's failure to full fill the above conditions.
4. The bidders are required to read all the terms and conditions and sign the pages as acceptance of the same while quoting the rate.
5. Company will not be responsible for the successful bidder's materials such as Hose, Spray Gun, and Tools & Tackles etc. It is the successful bidder's responsibility to keep these materials in safe custody.
6. The successful bidder must engage a full time Supervisor to co ordinate between our officials and the successful bidder's workmen for timely completion of work on day to day basis.
7. The successful bidder's should ensure safe handling of the barrels. If our barrels are rejected because of the successful bidder's poor/defective/improper workmanship, then the repair / retrieval cost shall be recovered from the successful bidder.
8. 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.
9. Late tenders / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.
10. The company would not carry out any negotiations except with such contractors who is / are the lowest quoted contractors originally. As such it would be in the interest of the contractors to quote the lowest possible rate.
11. The following conditions **General Obligations with regard to workmen engaged by the successful bidder** towards execution of this contract inside our factory / office premises. However, the following details / statement of obligations are not exhaustive.
  - i. The successful bidder will ensure that all legal requirement in relation to Contract Labour (R&A) Act 1970, Workmen Compensation Act, ESI Act, Provident Fund & Miscellaneous Provision Act, Bonus Act and other laws as applicable to the Company from time to time are complied with by the Successful bidder.
  - ii. The successful bidder will ensure and carryout his job safely. The Successful bidder will be liable to Company for any damage to the properties of the Company by the Successful bidder or his agent /employees while carrying out the job as detailed above and make good the same to the Company through payment as may be by the Company.

- iii. Workmen employed by the Successful bidder will be directly supervised and controlled by the Successful bidder.
- iv. The Company will not be responsible for any liabilities towards the workmen employed by the Successful bidder.
- v. The Successful bidder will ensure that his employees wear the safety appliances provided by the Successful bidder and that adequate safety precautions are taken by them while carrying out their work in the factory premises.
- vi. The Successful bidder will make his own arrangements for their transport, food and accommodation and any other facility if required.
- vii. The Successful bidder will provide the company a list of his workmen who are required to carry out the work within the factory premises against which the Company will be providing them with fate passes. The Successful bidder's workmen will have to furnish the same at the Security check for entry into the premises. The Successful bidder will ensure that workers other than the names registered by them with the company / authorities are not employed.
- viii. The Successful bidder will be responsible for discipline and behaviour of their workers. The Successful bidder will also ensure that a responsible Supervisor is always present at the work site who will report to the Company on daily basis.
- ix. The Company will have privacy of Contract with the Successful bidder only and will give instructions to the Successful bidder or his authorized Manager / Supervisor and will have nothing to do or concerned with the conditions of employment of workmen or any other person working for the Successful bidder.
- x. Statutory Requirement: The contract shall abide by and comply with the statutory requirement and maintain the records and recover / pay contribution in respect of the casual labours supplied to the company under the Factory Act, Central labour Act, PF Act, FPF Scheme, ESI scheme, Worker Compensation Act and other labour laws as applicable. In all respects, you shall be responsible for employment, welfare, conduct etc., of your employees and shall indemnify our company against any claim, demand or actions at the instances of any of your employees or by any authorities.
- xi. The Successful bidder shall pay his workers their wages, other dues etc. regularly and punctually and within the time limit as stipulated in the CONTRACT LABOUR (R&A) ACT, MINIMUM WAGES ACT and PAYMENT OF WAGES ACT as notified by **the Collectorate office, Silvassa U T of D &H.**
- xii. The successful bidder shall comply with and meet statutory requirements under the Casual Labour (R&A) Act 1970, Minimum Wages Act 1948, EPF & MP Act 1952 and ESI Act 1948 arising out of engaging your labour in our premises.
- xiii. The successful bidder shall also ensure to pay his workmen the Bonus they are entitled to as mentioned under the payment of Bonus Act, 1965, and submit proof towards effecting payment of Bonus.
- xiv. The successful bidder shall confirm and submit the proof of PF & ESI coverage for the persons employed by the successful bidder. While, submitting their monthly bills the successful bidder has to produce the proof of remittance towards PF & ESI for the labour engaged. In case if the successful bidder fails to do so, ESI @ 6.5% and PF @ 25.11% will be deducted from the payments due to the successful bidder.
- xv. If the Successful bidder's workmen, representatives, agents etc., do not perform work to the company's satisfaction, the Company reserves the right to recover the amount at its sole discretion and / or require such person to be removed from the premises forthwith.

The Successful bidder will be liable to indemnify / reimburse the Company all the money paid in addition to the expenses incurred by the company, if any such claim is made against the Company by virtue of any statute or any provision of law and rules due to any dispute raised by his workmen.

## **12. Undertaking From Vendor**

- i. We have quoted our rate after studying carefully all the Tender Details, Terms and Conditions and we confirm to have accepted the same.
- ii. We are aware of the **Penalty & Risk Purchase** Clause of this tender, in case of non performance against company's requirement.
- iii. The offer submitted by us valid for a **period of 90 days** from the due date of opening of price bid.
- iv. On mutual agreement, the period of the contract could be extended further **THREE MONTH** prior to expiry of the contract at the same rate terms and conditions.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

## E. Sample Price Bid Document(not to be filled in)

## ANNEXURE II

SL	DESCRIPTION	ESTIMATED	RATE	VALUE	GST
NO		QTY[BRLS]	[RS/BRL]	[RS]	RATE %
	<b>CATEGORY 1</b>				
1	TYPE OF CUSTOMER A, Body 2 impression, Top 1 impression	343148			
2.	TYPE OF CUSTOMER, Body 4 impression, Top 1 impression	163323			
3	TYPE OF CUSTOMER C, Body 3 impression, Top 1 impression	37348			
4	TYPE OF CUSTOMER D, Body 5 impression, Top 0 impression	5414			
5	TYPE OF CUSTOMER E, Body 1 impression, Top 1 impression	10670			
6	TYPE OF CUSTOMER F, Body 8 impression, Top 2 impression	1493			
SL	<b>CATEGORY 2</b>				
NO	<b>MISCELLANEOUS IMPRESSION/CUSTOMER</b>		<b>RATE [RS/BRL]</b>	<b>VALUE [RS]</b>	<b>GST RATE %</b>
1	ISI / BL LOGO 1 Impression	1508087			
2	IMPRESSION ON BODY 1 Impression	164470			
3	IMPRESSION ON BODY 2 Impression	192323			
4	IMPRESSION ON BODY 3 Impression	44000			
5	IMPRESSION ON BODY 4 Impression	22000			
6	IMPRESSION ON BODY 5 Impression	15061			
7	IMPRESSION ON BODY 6 Impression	11000			
8	IMPRESSION ON BODY 7 Impression	4029			
9	IMPRESSION ON BODY 8 Impression	2200			
10	IMPRESSION ON TOP 1 Impression	181500			
11	IMPRESSION ON TOP 2 Impression	30215			
12	IMPRESSION ON TOP 3 Impression	11000			
13	U N MARKING 1 Impression	385000			
14	EPOXY COATED 1 Impression	427830			

**Award Of Contract**

1. The lowest rate would be arrived considering the lowest \*Cumulative Grand Total of all mentioned jobs in Category 1+2 as a single lot.
2. 100% order will be placed on the lowest [L1] quoted bidder on cumulative L1 basis.
3. On mutual agreement between the company and the successful bidder, the period of the contract shall be extended for a further period of THREE MONTHS prior to expiry of the contract.
4. Interchange of order quantity among above category of work within the awarded estimated order value of the contract shall be made by company.
5. The estimated figures given above are only indicative and do not carry any commitment. The actual running would depend upon the quantum of business and hence the Company will not entertain any liability, whatsoever, in case of wide fluctuations.

I/We have studied the tender documents carefully and have quoted our lowest rates in accordance with the terms and conditions.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**ANNEXURE - III**

**HSE REQUIREMENTS BY CONTRACTORS**

**Housekeeping**

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

**Confined Space**

Before commencing Work in a confined space the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- a) Confined spaces are kept identified and marked by a sign near the entrance(s).
- b) Adequate ventilation is provided
- c) Adequate emergency provisions are in place
- d) Appropriate air monitoring is performed to ensure oxygen is above 20%.
- e) Persons are provided with Confined Space training.
- f) All necessary equipment and support personnel required to enter a Confined Space is provided.

**Tools, Equipment and Machinery**

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- a) suitable for its intended use;
- b) safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- c) Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- d) Provided with Earth leakage circuit breaker (ELCBs) at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

**Working at Height**

Any Work undertaken where there is a risk of fall and injury is considered to be working at height.

For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from Owner a Permit to Work, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.

**a. Fall Prevention System**

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

**b. Fall Protection Systems**

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by Owner before use.
- v. Use of ISI marked industrial helmet at all point of time.

**c. Scaffolding**

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

**d. Stairways and Ladders**

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- i) Fabricated ladders are prohibited.
- ii) Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- iii) Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- iv) Ladders will be lowered and securely stored at the end of each workday.
- a) Ladders shall be maintained free of oil, grease and other slipping hazards
- b) Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.
- c) Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

**Lifting Operations****a. Cranes and Hoisting Equipment**

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturer's specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

**b. Lifting Equipment and Accessories**

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

**Lockout Tag out ("LOTO")**

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

**Barricades**

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning..

**Compressed Gas Cylinders**

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash Back arrestor to be used to prevent any explosion due to back fire.



**Electrical Safety**

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from Owner. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by Owner.

**Hot Works**

A Permit to Work must be obtained from Owner prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from Owner.

**Trenching, Excavating, Drilling and Concreting**

A Permit to Work must be obtained from Owner and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

**Environmental Requirements****a. Waste Management**

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for Owner to review at any time and may be subject to Owner's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

**b. Spills**

The Contractor is responsible for the provision of adequate spill kits/protection and the clean up and disposal costs arising from such spills.

**c. Emissions**

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of Owner's Emissions include but are not limited to noise, dust, fumes, vapours.

**Penalty For non-compliance of HSE Requirements :** Rs. 5000/- (Rupees Five Thousands only) will be penalty charges every time for non compliance of HSE Requirements as stated above.

I/We have studied the tender documents carefully and have quoted our lowest rates in accordance with the terms and conditions.

**ANNEXURE- IV****Code of Conduct for Balmer Lawrie & Co. Suppliers / Contractors**

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

**The supplier declares herewith:**☐ **Legal compliance**

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

☐ **Prohibition of corruption and bribery**

- o 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**

- o 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;
- o to respect the personal dignity, privacy and rights of each individual;
- o to refuse to employ or make anyone work against his will;
- o to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- o to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- o to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- o to comply with the maximum number of working hours laid down in the applicable laws;
- o 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**

- o to employ no workers under the age of 18;

☐ **Health and safety of employees**

- o to take responsibility for the health and safety of its employees;
- o to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- o to provide training and ensure that employees are educated in health and safety issues;
- o 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;

*f* **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.

## ANNEXURE V

**(To be provided by successful bidder only)**  
**Proforma of the Bank Guarantee**  
**(Security Deposit – 5% of order value)**

**M/s. BalmerLawrie& 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 to as “the said Tender”) for providing “Screen Printing Service” 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.
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 al 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 VI****CONDITIONS FOR ONLINE BID SUBMISSION****1. 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

<b>Balmer Lawrie &amp; Co. Ltd.</b> SBU Industrial Packaging, 5, J .N. Heredia Marg, Ballard Estate Mumbai – 400 001.	1. Mr. A S Das, Mob 07600067189, 02266258216, e.mail –das.as@balmerlawrie.com. 2. Mr. P N Angira, Mob 08511149833, 02603242707, e.mail <a href="mailto:angira.pn@balmerlawrie.com">angira.pn@balmerlawrie.com</a> . 3. Mr.Bhavik Oza, Mob 08347596999, 026026539810, e.mail –oza.bg@balmerlawrie.com.
<b>C1 India Pvt. Ltd.</b> 603,Coral Classic,20 <sup>th</sup> Road, Near Ambedkar Park, Chembur Mumbai 400 071	1.Mr.Tirtha Das. Mob.09163254290, E.mail- <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a> 2. Mr Tuhin Ghosh, Mob : 8981165071, Email – <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a> 3. Mr. CH. Mani Sankar, Mob- 8939284159, Email- <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a> 4. Mr. Partha Ghosh, Mob : 8811093299, Email- partha.ghosh@c1india.com

**2. Pre Requisites Before Login to System (Software requirements.)****Minimum System Requirements:**

- P 4 or Later Processor
- Minimum of 1 GB 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 7,8,10

**Browser Version:**

- Internet Explorer Versions 11

**Java Component:**

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) is installed on your machine or not.

**3. 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.

**4. 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.

**5. 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.

#### 6. 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.

#### 7. Disclaimer Clause

The Company (BalmerLawrie& 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.

#### ANNEXURE – VII

#### A. GST Compliances

- [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	

**B. DETAILS OF VENDOR****ANNEXURE-VIII**

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 /To	

ANNEXURE IX

**BIDDER TO SUBMIT ON THEIR LETTER PAD**  
(APPLICABLE TO ONLY MSE VENDORS FOR AVAILING BENEFITS  
AS PER PUBLIC PROCUREMENT POLICY FOR MSE's ORDER 2012.)

Dated .....

I/We, M/s .....,  
address....., hereby declare that I/We are registered  
as MSE supplier and have registered our Udyog Aadhar Memorandum (UAM)  
Number.....on Central Public Procurement Portal (CPPP).

Balmer Lawrie & Co. Ltd reserves the right to verify the authenticity of the above claim  
through CPPP.

Company Authorized Signatory  
(Seal & Stamp)