



Balmer Lawrie & Co. Ltd.

(A Government of India Enterprise)

SBU – Logistics Services

601-604, Tower E, International Trade Tower (ITT)

Nehru Place, New Delhi 110019

Tender No.: BL/LS/DEL/07T/JUN18

Date: 12.06.2018

Notice Inviting E-Tender

Online bids are invited from the reputed and experienced Insurance brokerage agencies to provide **Open Insurance Policy for Marine Cargo for Import/ Export/ Domestic shipment on door to door basis for Delhi Location** as per specified products explained below and fulfilling the terms & conditions for the period of **one year and further extendable for another one year with mutual agreement.**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>.

Bids to be accepted from Registered Vendors only (Limited Tender).

Tenderer not meeting the tender terms & conditions or in-complete in any respect or with any addition, deletion or modification are liable to be summarily rejected without any further communication to the tenderer and decision of the company in this respect will be final & binding.

Price Bid (Annexure I) along with Annexure II (with all supporting documents) should be uploaded online and EMD to be submitted to our office before the closing time of due date.

Price bid should not be submitted offline in any case.

Tenders should be submitted up to the close time i.e 1600 Hrs. on 18.06.2018.

Bids in any other form sent through email/ fax etc. will be rejected.

All correspondence shall be addressed as below:

Sr Branch Manager

Balmer Lawrie & Co. Ltd.

Unit Nos. 601-604, Tower E

International Trade Tower (ITT)

Nehru Place

New Delhi 110019

Phone: 011 26485556/ 26441390

Email: lata.p@balmerlawrie.com

The bidders have to register themselves with our service provider M/s. C1 India Pvt. Ltd., prior to participating in the tender as per guidelines provided under “Conditions for Online Bid Submission”.



Scope of Work

The job involves Open Policy for Marine Cargo as specified below:

1. The insurance is required for Import/ Export/ Domestic shipments at Delhi location on revolving basis
2. Mode of transit would be road/rail/air/sea/courier
3. Value of Policy would be INR 100 Cr Limit per transit per location
4. Basis of evaluation would be Value (CIF) + 10% (definition of value may vary on shipment to shipment basis).
5. The insurance has to be arranged only through a nationalized insurance company.
6. The insurance coverage has to be on door to door basis including loading/ unloading/ transit and should include all risks including WAR/ SRCC.
7. The insurance will be covered under STFI(Storm ,typhoon,flood,inundation and terrorist attack) along with fire and burglary policy.
8. The insurance policy should have waiver of right of subrogation clause.
9. The policy should be in place for minimum period of 60 days with Deferred Packaging clause from the date of delivery.
10. In case of survey, no separate fee will be paid.
11. Items to be covered under policy would be all scientific equipment & other goods related to MOD/ DRDO along with their affiliates & Govt Dept./ PSUs.
12. The agent needs to sign a Non-Disclosure Agreement (NDA) with us at the time finalisation of contract in a prescribed form provided that point of time.
13. The agent needs to provide certificate of insurance at fortnight basis.
14. In case a conflict of interest is arisen between the bidder and the Company at any stage during finalization of order processing, the Company reserves the right to reject the bids of the concerned bidder.
15. The Company reserves the right to cancel the tender without assigning any reasons.



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Earnest Money Deposit [EMD]

The bidder has to deposit EMD of Rs.15,000/- (Rs. Fifteen Thousand Only.) by Demand Draft payable from a nationalized / scheduled bank in favour of Balmer Lawrie & Co. Ltd payable at New Delhi. Cheque / Cash or any other forms of payment are not acceptable towards EMD.

“OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED”

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.

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-

- Withdrawal of offers during validity of 60 days period of the order
- Non acceptance of orders
- Non Confirmation of acceptance of orders within the stipulated time after placement
- Any unilateral revision made by the bidder during the validity period of the offer
- Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever

EMD is exempted for those vendors registered under NSIC (National Small Industries Corporation) (or) coming under the definition of Micro and Small Industries and holding valid registration certificates covering the tendered items / services. However, attested / notarized copy of valid NSIC certificate or “Micro and Small” industry certificate must be submitted in this regard.

Disqualified bidder’s EMD will be refunded only after finalisation of the tender.

Period of Contract

The work order against this tender shall remain valid for a period of one year from the date of issuance of Work Order/ LOI with provision for further extension for a period of one year at the same rate, terms and conditions from the date of expiry of the contract.

Validity of Offer

The quotation submitted shall be valid for a period of 60 days from the date of opening of the bids received.

Taxes

Taxes will be payable extra as per Govt of India rule.



Secrecy of documents

The successful bidder has to strictly maintain secrecy of all our documents carried by them, failure found, if any, at any point of time will straight away lead to cancellation of the contract and the losses pertaining to the event shall be recovered from the bills.

Termination of Contract

The company reserves the right to terminate the contract for unsatisfactory performance, dissemination of information, or for any other reason in the event of which you shall not be entitled to any compensation whatsoever.

Negotiations

Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/ clarifications required for them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.

In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion and proceed to finalise the tender.

Arbitration

All questions, disputes and differences arising under or in relation to this Enquiry / Agreement shall be referred to the sole arbitration of the C&MD of Balmer Lawrie & Co Ltd (Company). If such C&MD is unable or unwilling to act as the sole arbitrator, the matter shall be referred to the sole arbitration of some other officer of the Company by such C&MD in his place, who is willing to act as such sole arbitrator. It is known to the parties herein that the arbitrator appointed hereunder is an employee of the Company and may be Shareholder of the Company. The arbitrator to whom the matter is originally referred, whether the C&MD or Officer, as the case may be, on his being transferred or vacating his office or being unable to act, for any reason, the C&MD, shall designate any other person to act as arbitrator in accordance with the terms of the Enquiry/Agreement and such person shall be entitled to proceed with the reference from the stage at which it was left by the predecessor. It is also the term of this Enquiry/Agreement that no person other than the C&MD or the person designated by the C&MD as aforesaid shall act as arbitrator. The award of the Arbitrator so appointed shall be final, conclusive and binding on all the parties to the Agreement and provisions of the Arbitration & Conciliation Act, 1996, or any statutory modification or re-enactment thereof and the Rules made there-under and for the time being in force shall apply to the arbitration proceedings under this clause.



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Undertaking

I / We have studied the Tender Document carefully and have quoted our lowest rate in accordance with the Terms and Conditions as laid down in the Tender Document.

We also confirm to have accepted all Terms & Conditions as mentioned anywhere in the Tender Document.

Place:

Date:

(Signature of the tenderer with seal)



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Conditions for Online Bid Submission

Procedure For Bid Submission-

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue given in the system.

Registration with eProcurement platform-

For registration and on-line bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. The contact persons are –

1. Mr. TirthaDas (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr. Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar	chikkavarapu.manisankar@c1i	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT

C1 India Pvt. Ltd., Petrochem Building | Building no.-301| 1stFloor| Udhog Vihar | Phase-2 | Gurgaon. Land Line: +91 124 4302 EXT 234| Website: www.c1india.com

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate (Class IIB/III) for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

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

Corrigendum to tender:

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Bid Submission Acknowledgement:

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

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Disclaimer Clause:

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

Place:

Date:

(Signature of the tenderer with seal)

Annexure I (Price Bid)

<u>Premium Rate (in %)</u>	
<u>GST (in %)</u>	

Annexure II

S No.	Particulars		Details
I	EMD (in Rs.)		
II	IRDA Registration No.		
III	IRDA License No.		
IV	Turnover	2015-16	
		2016-17	
		2017-18	
		2014-15 (if 17-18 is not available)	
		Upload a copy of three FY (as above) Turnover duly Certified by CA (on single page)	
V	Pan No.		
VI	GST No.		
VII	Undertaking to be signed and uploaded (as per format on Page 5)		

Note: Please upload all the supporting documents as above



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Details to be submitted online:

Details of bidder	
1	Name of the Bidder
2	Address of the Company
3	Registered / Head Office of the Company
4	Whether Partnership Firm / Limited Company.
5	Name of Directors/ partners/proprietor
6	Date of Incorporation
7	Address of the Local Branch Office with telephone no. and Name of the contact person / Branch Manager.
8	Whether, you have been involved with this type of insurance job for any office of Balmer Lawrie & Co Ltd. If so, please provide details.
9	Details of the Underwriter
10	Details of the Re-insurer