



**BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION**

[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707

Phone No 2724 0466 /2724 2988, Fax No. 2724 2943

E-mail: koli.ka @balmerlawrie.com

TENDER NO: BL/CFS-MUM/619 dt 11/10/2018

CIN - L15492WB1924GOI004835

TECHNICAL / COMMERCIAL BID

Tender Document for

**[Supply of Succulent plant in glass bowl with gift packing
in eco-friendly carton box]**

DUE DATE & TIME: 16.10.2018 [at 05.00 pm]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting Tender	3
3	Scope of Work	5
4	General Terms and conditions	5
5	Declaration accepting terms & conditions by bidder	9
6	Particulars of the organization	10
7	Price Bid	11

NOTICE INVITING TENDER

Online bids or sealed offers are invited from the registered Vendors in our CFS or any other units of Balmer Lawrie and who fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading General Terms and Conditions, for undertaking the subject contract **Supply of Succulent plant in glass bowl with gift packing in eco-friendly carton box**. Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of bidder's credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Supply of Succulent plant in glass bowl with gift packing in eco-friendly carton box
2	Tender No	BL/CFS/MUM/619
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Completion Period	Before 30/10/2018
5	Tender Fee	Not applicable
6	EMD	Rs. 3000/-
7	Downloading / Submission of Tender :	
	a. Starts on	11/10/2018 AT 5.00 pm
	b. Closes on	16/10/2018 AT 5.00 PM
8	Opening of Tenders	16/10/2018 AT 5.30 PM

1 LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company/ certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- b. Income Tax PAN number
- c. GST Registration no.

In the case of bulky/voluminous documents, hard copies of the same should be submitted at our office.

2 VERIFICATION OF DOCUMENTS

- a) Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b) Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c) Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.

Balmer Lawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]
Tender No : BL/CFS/MUM/619

- d) Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e) Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f) Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to submit an interest free EMD of Rs 3000/- (**Rupees three thousand only**) by Demand Draft/Pay Order at our above address. The DD/PO EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at [Mumbai]. **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD. SCT/ST Category having MSMED/NSIC certificate should specifically mention. SCT/ST Category having MSMED/NSIC certificates should specifically mention the same. MSME Vendor should declare UAM number on CPPP (Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSMEs order 2012.** Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Bidder also can submit their bid by putting all the tender papers and EMD in sealed envelope super scribing **TENDER No. BL/CFS/MUM/619 dated 11/10/2018 "Supply of Plants in Glass Bowl with Gift packing of eco-friendly carton box"** and dropping the same in our tender box at the given address **within 16/10/2018 at 5.00 PM** and addressing covering envelope as follows:

**BALMER LAWRIE & CO. LTD.
CONTAINER FREIGHT STATION
PLOT NO.1, SECTOR-7, DRONAGIRI NODE
NAVI MUMBAI - 400 707**

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "Bidding Manual".

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK	NOS	ARE	OPEN	BETWEEN	1000	HRS	to	1830	HRS	IST
(MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))										

Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071
Ravi Gaiwal	ravi.gaiwal@c1india.com	02266865611
Ritabrata Chakraborty	ritabrata.chakraborty@c1india.com	+91-97487 08094
Ujjal Mitra	ujjal.mitra@c1india.com	+91-77026 69806
Tirtha Das	tirtha.das@c1india.com	+91-9163254290

1.2 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.

2. Special Note

- 2.1 Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- 2.2 Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- 2.3 No Printed or posted Bids / offers shall be accepted.
- 2.4 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.5 Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- 2.6 Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- 2.7 The bidder has to keep track of any changes by viewing the Addendum/Corrigendum 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.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.

Bids can be submitted either by online in BL e-proc website or by offline by putting the required documents in sealed envelope & dropping the same in tender box before due date of tender.

The sole proprietor or authorised representative shall sign all documents that need to be uploaded.

SCOPE OF WORK

The successful tenderer shall have to undertake the following work:

1.1 Supply of Succulent Plants in Glass Bowl with Gift packing in eco-friendly carton box as per the specifications given below.

- 1.1.1 Plant Type : Succulent Plant
- 1.1.2 Soil media : Garden soil, Farm yard manure & Cocopit in (1:1:1) proportion
- 1.1.3 Pot : Round glass bowl
- 1.1.4 Additional information : Transparent Sticker at the bottom + on one side with Logo + Tag with Diwali Message, Gift Packaging , Stickers on packaging with Balmer Lawrie 150 years Logo on one side & Eco friendly, Diwali message on other side, Bubble Paper wrapping, Plant Care Tips, Thermocol Box, Potting & Packaging Charges.
- 1.1.5 Requirement : Mentioned in Price Bid

1.2 The total required plants specified for each location in the Price Bid should be delivered in the following address.

Sl. No.	Location	Contact Persons & Mobile Nos		Address
1	Chennai	Mr Raghupathi / 9600155545	Mr Praveen / 9940096907	Balmer Lawrie & Co. Ltd, Container Freight Station (CFS), No: 32, Thiruvottiyur High Road, Sathangadu Village, Manali, Chennai - 600068. GST NO. 33AABCB0984E1Z2
2	Kolkata	Mr Prasant Basu / 9748067844	Mr Ayan Sarkar / 9007015225	Balmer Lawrie & Co. Ltd, Container Freight Station (CFS), P 3/1, Transport Depot Road, Kolkata - 700088 GST NO. 19AABCB0984E1ZS
5	Mumbai	Mr Ferozkhan U / 9004022217	Mr K A Koli / 9892384603	Balmer Lawrie and Co Ltd, Container Freight Station (CFS), Sector: 7, Plot No: 1, Dronagiri Node, Navi Mumbai - 400707 GST NO. 27AABCB0984E1ZV

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid.

- a) Payment of Interest Free EMD of Rs. [3000/-]
- b) Bidder should have valid GST Registration number.
- c) Bidder needs to furnish the declaration that they are not black listed by any PSU/Government bodies in past.
- d) Bidder should be register vendor with Balmer Lawrie & Ltd CFS Dronagiri or with any other unit of Balmer lawrie& co.Ltd

2. Submission Of Bids

The bids should be submitted in single bid process.

Technical / Commercial Bid [Unpriced] with Price bid

For Price Bid, only the rates are to be submitted as per given format.

3. Tender Opening

Unprice and price bid will be opened as per tender calendar as it is a single bid.

4. Acceptance of offers

- 4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- 4.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

5. Negotiations

- 5.1 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 from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.
- 5.2 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. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

6. Price Variation

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

6.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

7. Notification Of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

8. Completion Period

The plants shall be delivered at our address **specified in Point 1.2 of Scope of work** before 30.10.2018 free of transportation/delivery charges.

9. Security Deposit / EMD

The Earnest Money Deposit of the successful bidder would also be retained as Security Deposit till three months from the date of delivery. EMD of unsuccessful bidders will be returned after finalization of the contract.

10. Payment Terms

Payment will be released against certified bills within 7 (Seven) days from the date of receipt of material

11. Sub-letting of Work

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

12. Arbitration

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under the provisions of Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No BL/CFS/MUM/619 dt 11/10/2018 and hereby confirm our acceptance of the same.

Place: Signature of Tenderer:

Date: Name & Address :

Telephone Nos. :

Office :

Fax Nos. :

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return enclosed	
11	GST Registration. No.	
12	Whether copy of GST Registration certificate enclosed	
13	Name of the Banker	
14	Whether registration under MSMED Act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	

PRICE BID

Item Description	Indicative Quantity	Rate [inclusive of freight/delivery charges/loading and unloading charges]
Plant Type : Succulent Plant		
Soil media : Garden soil, Farm yard Manure & Cocopit in (1:1:1) proportion		
Pot : Round glass bowl		
Additional information : Transparent Sticker at the bottom + on one side with Logo + Tag with Diwali Message, Gift Packaging , Stickers on packaging with Balmer Lawrie 150 years Logo on one side & Eco friendly, Diwali message on other side, Bubble Paper wrapping, Plant Care Tips, Thermocol Box, Potting & Packaging Charges	Mumbai - 300 nos	
	Kolkata - 200 nos	
	Chennai - 200 nos	
Requirement : Mentioned in Price Bid		

Taxes and Duties : Extra

NB: The cost is inclusive of Delivery loading, unloading and Transportation charges

Total Amount in words. : _____)

Place

Signature of Tenderer :

Date

Name & Address :