



## Balmer Lawrie & Co. Ltd.


[A Government of India Enterprise]  
REGIONAL HUMAN RESOURCE DEPARTMENT  
21 Netaji Subhas Road, Kolkata 700 001

TENDER REFERENCE NO : RHRD/HO/RG-Silver Salver/NIT 87/2019-20  
DATE : 6<sup>th</sup> May, 2019

### **NOTICE INVITING TENDER NO. 87/2019-20**

**Sub : Tender for supply of Silver Salver – 200 gms with  
Monogram/Engraving/Polishing/Box**

BALMER LAWRIE & CO. LTD. [A Government of India Enterprise] wishes to procure **70** [seventy] numbers of Silver Salver as per following specifications :-

(a)	Weight	200 gms	
(b)	Diameter	11.7" X 7.11"	
(c)	Thickness	22 Gauze	
(d)	Purity of Silver	92.5%	
(e)	Design	Silver Salver	
(f)	Engraving On the inner bottom (Round Shape)	"RETIREMENT GIFT" Center Position – LOGO	
(g)	Engraving on the outer bottom (Round Shape)	"PRESENTED BY B.L.& CO.LTD." Center Position	
(h)	Packing	Velvet box packing	

#### **Tentative Quantity Break-up**

200 gms Silver Salver with 92.5% purity			
Kolkata	Delhi	Mumbai	Chennai
40	6	6	18
<b>TOTAL - 70</b>			

For this purpose, the Company invites sealed tender from the authorized jewelers dealing in silver works.

#### **1.0 Pre-qualification criteria**

1.1 The bidders specifying the following qualification norms shall only be considered. Only authorized jewelers engaged in silver works for at least 3 years in similar line of business shall only be considered. **Copy of license from BIS should be enclosed with Techno Commercial Bid [Part-A].**

**Balmer Lawrie & Co. Ltd.**

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- 1.2 Bidders not meeting the above requirements shall be rejected. Pre-qualification of the bidders shall not imply final acceptance of the tender. The bids may be rejected at any point during techno-commercial evaluation or during price evaluation. The decision in regards to acceptance and/or rejection or offers any/all offers in part/full shall be at the sole discretion of Balmer Lawrie & Co. Ltd. and decision in this regard shall be binding on the bidder.

**2.0 Delivery**

- 2.1 **The jeweler would be required to deliver the Silver Salver at Kolkata, Delhi, Mumbai and Chennai Offices of the Company.**

- 2.2 **The delivery shall be within ten days from the date of placement of order.**

**3.0 Price rejection for delayed delivery**

In case of failure to deliver the Silver Salver within the scheduled delivery time, price shall stand reduced @1% of the value of Box per week or part thereof subject to maximum of 5% of the value.

**4.0 Payment Terms**

The bill shall be raised within a week from the date of delivery and the same shall be paid within 15 days from the date of receipt of the bill.

**5.0 Quality Assurance**

- 5.1 The supplier shall be responsible for supplying Silver Salver of 200 gms each meeting the purity standard of 92.5% skin and melting guarantee of 88% for the Silver Salvers. The supplier shall submit requisite documents in support of the purity level of Silver coins supplied. Any defective piece shall be replaced by the supplier.

**6.0 Query :**

- 6.1 For any query, the bidders may contact Mr Sukanta Sinha, Executive [HR] – ER, 21 N S Road, Kolkata – 700 001 at phone no. (033) – 22225421 or email [sinha.s@balmerlawrie.com](mailto:sinha.s@balmerlawrie.com) on any working day from Monday to Friday between 10 AM to 6 PM.

- 6.2 No claim, of any nature on any ground of inadequate information or knowledge or misunderstanding or otherwise in any respect shall be admissible.

**7.0 Validity**

The supplier should clearly mentioned the validity period of silver rate and other charges from the date of closing of the tender.

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**8.0 Miscellaneous**

- 8.1 Balmer Lawrie & Co. Ltd further reserves the right to accept or reject any/all bids without assigning any reasons thereof.
- 8.2 Balmer Lawrie & Co. Ltd as its sole discretion unilaterally may change the quantities as indicated in tender enquiry. The successful bidder shall be bound to supply these quantities on the same rate and terms and conditions.

**9.0 Submission of Offer**

- 9.1 **Please note that the offer shall be submitted in two parts comprising of : Part A being the "Techno Commercial Offer" and Part B being the "Price Bid". The two offers shall be given in the prescribed format enclosed.**
- 9.2 **Each part shall be separately sealed in a separate envelope and superscribed as "Techno Commercial Offer" and "Price Bid" as applicable. Both the envelopes shall be sent to the Company AT THE FOLLOWING ADDRESS in common envelope sealed and superscribed as "Tender Enquiry No. 87/2019-20 due on 17.05.2019.**

**ASSOCIATE VICE PRESIDENT [HR] – CHRD & ER  
BALMER LAWRIE & CO. LTD.  
REGIONAL HUMAN RESOURCE DEPARTMENT  
21 NETAJI SUBHAS ROAD, KOLKATA 700 001**

- 9.3 The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.
- 9.4 The last date of submission of offer is **15.00 hours IST on 17.05.2019.**

For **BALMER LAWRIE & CO. LTD.**



**[S. DAS BARMAN]  
ASSOCIATE VICE PRESIDENT [HR] – CHRD & ER**

**“Tender Enquiry No. 87/2019-20 due on 17.05.2019**

**PART – A**  
**TECHNO COMMERCIAL BID**

**Shri Subrata Deb**  
**Chief Manager [HR] – RHR, East**  
**BALMER LAWRIE & CO. LTD.**  
**Regional Human Resource Department**  
**21 Netaji Subhas Road, Kolkata 700 001**

We are glad to submit our Techno Commercial Offer for “**Silver Salver**” against your Tender Enquiry No. 87/2019-20 due on 17.05.2019.

**1. Particulars of Company**

a] Name of the firm :

b] Type of the firm :  
(Whether proprietary/partnership)

c] Year of incorporation :

d[i] Address [Office] :

Postal Code :

State :

d[ii] Address [Office] :

Postal Code :

State :

e[i] Telephone :

e[ii] Mobile :

e[iii] Email :

e[iv] Website :

- e[v] GST No :
- e[vi] PAN No :
- e[vii] Bank Name :
- e[viii] Bank Address :
- e[ix] Branch :
- e[x] A/c No :
- e[xi] IFSC Code :
- e[xii] MICR Code :
- fa[i] Contact person Name :
- fa[ii] Mobile No :
- Email :
- fb[i] Contact person Name :
- fb[ii] Mobile No :
- Email :

**2. Product specification offered**

- a) Weight : 200 gms
- b) Diameter : 11.7" X 7.11"
- c) Thickness : 22 Gauze
- d) Purity of Silver : 92.5%
- e) Design : Silver Salver
- f) Engraving On the inner bottom (Round Shape) – "RETIREMENT GIFT"  
Center Position – LOGO
- g) Engraving on the outer bottom (Round Shape) – "PRESENTED BY B.L.& CO.LTD."  
Center Position

3. Details of Turnover / Sales

2015-16 :

In the last preceding three years – 2016-17 :

2017-18 :

4. **Sales Tax/Income Tax Return** : [Enclosed photocopy]

We are agreeable to all the "Terms & Conditions" set in the Tender and submit herewith signed and sealed copy of the "Notice Inviting Tender no. 87/2019-20 dated 06.05.2019" as our token of acceptance of all terms and conditions of the Tender.

**(Authorised Signatory)**

**Office Seal**

Date :

Place :

**Encl. : Copy of Notice Inviting Tender No. 87/2019-20 dated 06.05.2019 duly signed and sealed.**



**PART – B**

**PRICE BID**

**NOTICE INVITING TENDER NO. 87/2019-20**

**Tender for supply of Silver Salver – 200 gms – 92.5% purity  
with Monogram/Engraving/Polishing/Box**

**Shri S. Das Barman**  
**Associate Vice President [HR] – CHRD & ER**  
**BALMER LAWRIE & CO. LTD.**  
**Regional Human Resource Department**  
**21 Netaji Subhas Road,**  
**Kolkata 700 001**

We are glad to offer our best price as given below for “**Silver Salver**” on outright purchase basis as per your specifications :

<b>200 grams Silver Salver</b> <b>[Purity of Silver : 92.5%]</b>		
<b>(a)</b>	<b>Basic Price</b>	
<b>(b)</b>	<b>Making Charges</b>	
<b>(c)</b>	<b>GST</b>	
<b>(d)</b>	<b>Packing Charges</b>	
<b>(e)</b>	<b>Any other charges</b> <b>(Please specify)</b>	
<b>(f)</b>	<b>Total Cost</b>	
<b>(g)</b>	<b>Period of Price Valid</b>	
<b>(h)</b>	<b>Remarks</b>	

(Authorised Signatory)

Seal

Date :

Place :