



**SBU – Industrial Packaging,  
5, J. N. Heredia Marg, Ballard Estate,  
Mumbai- 400001, India  
Tel. No. 091 - 022 – 66258208 /66258191  
Fax No. 091 - 022– 66258200**

**NOTICE INVITING TENDER**

**Tender No. 0100LE1422 dated 11.07.2019**

**Due date of Tender: 22.07.2019 at 14:00 hrs.  
Opening of Price Bid: 22.07.2019 at 14:30 hrs.**

**Sealed Two Bid offers are invited from Auditing Agency to conduct Certification/Surveillance Audit for “Integrated Management System”[ISO:9001:2015, ISO 14001:2015, ISO 45001:2018] for our M.S Barrel Manufacturing Plant at Vadodara. The tender document can be downloaded from [www.balmerlawrie.com](http://www.balmerlawrie.com) website**

**Contact details**

Balmer Lawrie & Co.Ltd.  
SBU-Industrial Packaging,  
5, J. N. Heredia Marg , Ballard Estate  
Mumbai – 400 001.

**Contact Persons:**

Shri Tushar Ingale, Mobile 9769015541, 022-66258209,  
e.mail: [ingale.td@balmerlawrie.com](mailto:ingale.td@balmerlawrie.com)

Smt Amanda Couto – Mob-09004002269, 022 66258208,  
email ID: [amanda.c@balmerlawrie.com](mailto:amanda.c@balmerlawrie.com)

## Introduction

Balmer Lawrie & Co. Ltd under the Ministry of Petroleum & Natural Gas is a Government of India Enterprise with its corporate office at 21, Netaji Subhas Road, Kolkata-700 001. Industrial Packaging is a Strategic Business Unit of the company manufacturing steel drums.

### A. Instructions for bidders

1. **Please Refer to Annexure –IV for detailed Scope of service.**
2. Two bid [Pre- Qualification and Price bid] Tenders are invited from Auditing Agencies who meet the Pre-Qualification criteria for carrying out Certification / Surveillance Audit [ISO:9001:2015, ISO 14001:2015, ISO 45001:2018] [QMS / EMS / OHSAS ] as per detailed Scope of Service contained in Annexure IV of this tender for our plant at Vadodara.
3. The tender comprises of Pre-Qualification & Price Bid quoted in the Bid Form [Annexure - V].

The **Prequalification Bid alongwith EMD of Rs.3000.00 by way of DD/Pay Order/Bank Transfer details & the Price Bid** shall be put in separate envelopes & sealed and super scribed clearly as “**Prequalification Bid Certification / Surveillance Audit**” and “**Price Bid Certification / Surveillance Audit**” respectively. Both the Prequalification Bid and Price Bid are to be put in another envelope super scribing as “**Bid for Certification / Surveillance Audit at Industrial Packaging Division -Vadodara**” and should be deposited in the Tender Box at the following address, “Balmer Lawrie & Co. Ltd. – SBU - Industrial Packaging [Basement], 5, J. N. Heredia Marg, Ballard Estate, Mumbai-400 001”

4. Important points to be noted

4.1 Due date for submission of bids 22.07.2019 at 14:00 hrs.

4.2 Price Bid opening on 22.07.2019 at 14:30 hrs.

All Bids are to be completed and returned in accordance with tender requirements within the duration as mentioned.

The term “**BL**” wherever mentioned in the tender document refers to “**Balmer Lawrie & Co. Ltd.**”

BL would be the Purchaser/Owner for the tendered item.

The successful bidder will be the Supplier.

This document is the Tender.

The Acceptance of the Order by the successful bidder will form the contract.

5. 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. 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 website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**7. Format of Tender Document**

Tender Documents consist of:

- A. Instruction for bidders
- B. Annexure I – Pre-qualification criteria
- C. Special Terms & Conditions
- D. General Terms & Conditions
- E. Annexure II – GST Compliances
- F. Annexure III – Details of Vendors
- G. Annexure IV – Scope of service
- H. Annexures V – Price Bid.
- I. Annexure VI – Addresses of Balmer Lawrie location
- J. Annexure VII - Bank Details for SWIFT/RTGS Transfers
- K. Annexure VIII - Code of Conduct for Balmer Lawrie & Co. Suppliers
- L. Annexure IX – CPPP Declaration
- M. Annexure X – List of designated Officers responsible for releasing payment.

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 offers will be entertained after the closing date.

**9. Bid Validity**

The offer shall remain valid for a period of **three months** 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 if

- 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 submit the supporting documents specified.

- iii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
- iv. Conflict of interest between the bidder and the Company is detected at any stage.
- v. Bidders not registered under GST are not eligible for participating in this tender. Bidders to mandatorily provide the GST Number as per Annexure-III 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.
- vi. Bidders who are having unresolved issues, disputes, complaints, legal or court cases against the company and bidders with whom Balmer Lawrie have/had any dispute during the last 5 years whether the same has/had been subsequently settled or not, will not be eligible to participate/bid in the tender.

#### 11. Clarifications

Clarifications that the Bidder needs to have on the tender specification can be sought from BL in writing 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 Criteria as set by BL shall only be opened.

#### 13. Complete Scope of Service

The complete scope of service has been defined in Annexure IV of the tender document. Only those bidders who take responsibility and bid for the complete scope of service 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 scope of service, as given in the Tender Document-Annexure – IV, would invite immediate dis-qualification from further consideration of the bid.**

#### 15. Language of Bids

The Bid prepared by the bidder, all documents attached to and/or relating to the bid and all correspondence exchanged by the Bidder and BL shall be written in English language only. Any printed literature furnished by the bidder may be written in any other language **provided that this literature is accompanied by an authenticated English translation, in which case, for purpose of interpreting the Bid, the English translation shall govern.**

#### 16. Preparation and submission of Tender Documents

The bidders are required to fill the tender document in a format as outlined

##### a. Pre-Qualification / Technical Bid

The interested bidders have to provide documentary proof for the information provided, as detailed in Annexure I.

##### b. Price Bid (Annexure V is Price Bid)

The lowest bidder will be decided on the Total Contract Value in Indian Rupee, for the requirement as mentioned in the scope of service {all inclusive}.

The Price bid should not contain any information other than the price. The price is to be mentioned in both Figures and words and where there is a difference between the two, rate given in words will be taken as authentic.

**Price bid should be filled as per the Price Bid format provided. [ Annexure-V]**

**17. Pre-Qualification Criteria**

Pre-Qualification Bid of Bidders fulfilling the pre-qualification criteria as mentioned below will only be considered for Commercial evaluation.

**B. Pre – Qualification Criteria****ANNEXURE I**

Sl.No.	Pre Qualification Clause	Documents to be provided
1.	The certifying bodies should be a Corporate entity, public or private limited company registered / incorporated under the Company's Act 1956.	Copy of certificate of incorporation / Certificate of Registration / Factory License/ Trade License/ Shop & Establishment Certificate/ any other registration issued by local governing body mentioning bidder's name
2.	The certifying bodies applying for this tender should have been in the field of carrying out similar audit for the last 10 years in reputed organization in certification of ISO Management standards as on 30.06.2019	Self Certificate.
3.	The certifying bodies should have conducted a minimum of 200 audits of ISO certification in the last three years ending 30.06.2019.	Self Certificate mentioning clients name and type of certificate.
4.	The certifying bodies with valid Accreditation scope from NABCB or from overseas accreditation (should be approved IAF member & Signatories) are only eligible to quote.	The certifying bodies should enclose documentary proof for the same and any other authorized documents of certifying authority for ISO 9001:2015, ISO 14001:2015, ISO 45001:2018.
5	Earnest money deposit INR 3,000	EMD by way of DD/Pay order /Bank Transfer

- Bidders may kindly refer to Annexure I for list of documents required to be submitted against Pre-Qualification criteria.
- Please note that bids not fulfilling the pre-qualification criteria will not be considered for further evaluation.
- The certifying bodies are requested to visit our division and understand themselves the operation before submitting their offer.
- **The bidders are requested to submit the demand drafts towards EMD along with hard copies of documents to the Tender Inviting Authority before the due date at our Ballard Estate Office.**

## C. 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 **INR 3,000.00** (Rs. 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 if remitted by bank transfer should have been credited to our Bank Account on the day prior to the due date for the tender. BL's bank details to facilitate bank transfer are given in Annexure-VII to this tender. Cheque / Cash payment is **not acceptable towards EMD / Bid Bond**.

- 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 service 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 10% 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 Mumbai. (Ballard Estate Office, 5 J.N. Heredia Marg, Mumbai-400 001.

The Security Deposit to be submitted within 10 days of receipt of the Purchase Order. **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.**

Cheque/Cash or any other forms of payment are not acceptable towards Security Deposit.

- The Security Deposit will not bear any interest and shall be refunded to successful bidder, only on successful delivery of the tendered item.
- All sums of compensation or other sums of money as determined, if any, payable by the bidder may be deducted from the Security Deposit.
- EMD of the successful bidder will be adjusted in Security Deposit.

Security Deposit is liable for forfeiture, if

- (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 condition,
- (d) If the performance of the bidder is found to be unsatisfactory.
- (e) Security Deposit will be refunded only after successful completion of the contract.

**3. Payment Terms:**

15 days from the date of Completion of Audit (Stage wise) / Submission of Reports.

4. Tenderer should quote only lumpsum basis and any other basis is not acceptable. GST extra.

**5. Period of Contract – From August, 2019 to July, 2022 (Three Years).**

**6. Tender Evaluation**

**The tender would be finalized on the basis of Cumulative Lowest Total Amount (Annexure – V)**

**Negotiations, if held, will be only with the lowest bidder.**

**7 LIQUIDATED DAMAGES FOR DELAY IN SERVICE**

Successful bidder shall have to pay to the company by way of liquidated damages and not as penalty an amount equal to 1.0 % of the value of the service so delayed for each week or part thereof such delay in service, subject to maximum of 5% of the total order value.

8. In case of unsatisfactory performance of the successful bidder (s) either in relation to quality of service or adherence of specified service schedule, Company reserves its right to cancel part or whole of the order and forfeit such amounts, as the Company may deem reasonable due to the loss of goodwill, business and goods due to such unsatisfactory performance, from the security deposit (s) deposited by the successful bidder (s)

**D. GENERAL TERMS AND 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 Service**

Scope of Service for the tender shall be as mentioned in Annexure IV.

**3. Reference for Documentation**

Purchase Order Number must appear on all correspondence, drawings, 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 10 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**

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 in Service**

The bidder shall try to complete the service as mentioned in the tender within the stipulated time. Delays in completion will attract Liquidated damages as mentioned in Special Terms & Conditions Clause no. 7.

**8. 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.

**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 covered by this order have been produced, sold, despatched, delivered 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 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 term of the Contract.
- ii. The bidder informs BL of its inability to deliver the item or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii. The bidder fails to deliver 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.

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

## 12. Arbitration

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

*"In event of any dispute or difference relating to the interpretation and application of the provision of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such disputes or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM no 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018"*

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

**ANNEXURE II**

**E. GST Compliances**

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-III 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] The Successful bidder has to ensure filing of timely and accurate GST Returns, as per the GST Rules against the contract awarded. In case the successful bidder is found to be non – compliant in filing of GST Returns at any point of time during the tenure of the contract, BL reserves the right to recover the defaulted GST amount paid to the successful bidder from Security Deposit / outstanding payments. BL at its discretion may also decide on termination of the contract, without any notice period, in case of such default being detected.

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

**F.DETAILS OF VENDOR**

**ANNEXURE-III**

	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/SA Code for Supply/Service	
21	GST rates (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	
29	Exempt To	

**ANNEXURE-IV**

**G. SCOPE OF SERVICE**

**A. Scope of Audit & Requirement**

The various Stages of Audit to be conducted during shall be

1. **Certification Audit (Stage 1)** – Conduct document review and pre-assessment audit of Integrated management system including application fee, if any.
2. **Certification Audit (Stage 2)** - Integrated Management System (IMS)- certification of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018.
  - i. Review and evaluation of management system documents, Audit planning, conducting On-site audit & provide Audit report.
3. **Certification - Issuing and use of certificate for 3 years**
4. **First Surveillance Audit & Second Surveillance Audit (during certification period) – Annual surveillance Audits**
5. Balmer Lawrie is not responsible for arrangement of travel, boarding & lodging or other incidental expenses of auditors.

**B. Nature of Audit:-**

1. To inspect the plant and check for compliance / practices and suggest corrective actions/prevent actions.
2. To conduct comprehensive audit and to submit Audit Report.
3. To guide and assist in implementing recommendations made during audit for continual improvement.
4. To conduct training/suggestion Programs for our employees to meet the standards for Integrated Management System [IMS] compliance.
5. To establish systems and procedures for safe handling, safety practices etc. this could meet the standard norms of safety in sheet metal industries.
6. To comply with Government regulations as laid down by Factory Inspectorate etc.

**The Certifying Bodies are requested to visit our Division and understand the scope of service before submitting their offer.**

## SCOPE OF IMS which will be mentioned on the certificate

- Manufacturing & supply of Plain, Internally coated, Composite, painted barrels
- Manufacturing & supply of steel drums & barrels including tight head barrels, open top barrels and internally coated barrels.
- Manufacturing & supply of MS plain, internally coated, tight head / open head/ composite with externally painted 210 litre capacity barrels.
- Manufacturing & supply of MS plain, internally coated, tight head / open head/ composite with externally painted 210 litre capacity barrels.

**H. PRICE BID – to be filled by BIDDER**

S.No	Description	Lump Sum amount (Rs.)
1.	<b>Certification Audit (Stage 1) –</b> Conduct document review and pre-assessment audit of Integrated management system including application fee, if any.	
2	<b>Certification Audit (Stage 2) –</b> Integrated Management System (IMS)- certification of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018. <b>i.</b> Review and evaluation of management system documents, Audit planning, conducting On-site audit & provide Audit report.	
3.	<b>Certification Fee</b> Issuing and use of certificate for 3 years	
4.	<b>First Surveillance Audit</b> Annual surveillance Audits	
5.	<b>Second Surveillance Audit</b> Annual surveillance Audits	
6.	<b>Cumulative Total Amount (Sr.No. 1 to 5)</b>	
7.	<b>GST %</b>	

(Amount in words - )

**Note: The quoted rates should be inclusive of conveyance & Boarding expenses of the Consultants.**

**L1 bid shall be arrived based on cumulative total amount of Sl.no: 1 to 5.**

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Special Terms and Conditions and General Terms & Conditions** as laid down in the Tender Documents.

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

**ANNEXURE - VI**

**I. ADDRESSESS OF BALMER LAWRIE PLANT**

**Balmer Lawrie & Co. Ltd.,  
Industrial Packaging,  
Plot No. 727, Savli Industrial Estate,  
Vadodara – 391 775.**

ANNEXURE VII

**J. BANK DETAILS FOR SWIFT/RTGS TRANSFERS**

1	Name	BALMER LAWRIE & CO. LTD.,
2	Supplier Code	
3	Permanent Account Number (PAN)	AABCB0984E
4	<b>Particulars of the Bank Account</b>	
	A. Name of the Bank	<b>Standard Chartered Bank</b>
	B. Name of the Branch	M.G. Road
	C. Branch Code	29
	D. Address	90, M.G. Road, Mumbai-400001, India
	E. City Name	Mumbai
	F. Telephone No.	+9122 22683300
	G. <b>NEFT/RTGS IFSC</b> Code	<b>SCBL0036046</b>
	H. 9 digit MICR code appearing on the cheque book	400036002
	I. <b>SWIFT CODE</b>	SCBLINBBXXX
	J. Type of Account	Current
	K. Account No. appearing on the cheque	<b>222-0-526803-6</b>
5	L. Vendor's e mail id	



## **K. CODE OF CONDUCT FOR BALMER LAWRIE & CO. SUPPLIERS.**

The supplier declares herewith:

☐ **Legal compliance**

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

☐ **Prohibition of corruption and bribery**

- ☐ 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**

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

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

☐ **Health and safety of employees**

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

☐ **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 – IX**

**L. 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.

I/We hereby also declare the following :-

- [1] I/We belong to SC/ST category – Yes / No [Kindly tick the appropriate category].
- [2] One of the partner / proprietor is a female – Yes / No [Kindly tick the appropriate category].

**ANNEXURE – X**

**M. LIST OF DESIGNATED OFFICERS RESPONSIBLE FOR RELEASING  
PAYMENT**

Following are the details of designated officers responsible for processing of  
invoices/payment :-

<b>Sr.No.</b>	<b>Industrial Packaging -Location</b>	<b>Contact Person</b>	<b>Contact No.</b>	<b>email ID</b>
1	Silvassa	Mr. Prasoon Aggarwal	9555587372	<a href="mailto:aggarwal.p@balmerlawrie.com">aggarwal.p@balmerlawrie.com</a>
2	Kolkata	Mr. Shuvam Banerjee	9831737098	<a href="mailto:banerjee.shuvam@balmerlawrie.com">banerjee.shuvam@balmerlawrie.com</a>
3	Chennai	Mr. Manoj Karmakar	8124056521	<a href="mailto:karmakar.mk@balmerlawrie.com">karmakar.mk@balmerlawrie.com</a>
4	Chittoor	Mr. Pravin K Singh	9883325136	<a href="mailto:singh.pk@balmerlawrie.com">singh.pk@balmerlawrie.com</a>
5	Asaoti	Mr. D P Sharma	9717695849	<a href="mailto:sharma.dp@balmerlawrie.com">sharma.dp@balmerlawrie.com</a>
6	Taloja	Ms. Rekha	9867420162	<a href="mailto:rekha.rr@balmerlawrie.com">rekha.rr@balmerlawrie.com</a>
7	Vadodara	Mr. Vishal Gokharan	9819520229	<a href="mailto:vishal.g@balmerlawrie.com">vishal.g@balmerlawrie.com</a>

You are requested to contact the above officers for any queries pertaining  
to Invoices/payment.