



बामर लॉरी एण्ड कं. लिमिटेड
Balmer Lawrie & Co. Ltd.

**21, Netaji Subhas Road
Kolkata 700 001**

**TENDER DOCUMENT
FOR**

LEGAL COMPLIANCE AUDIT

Tender No.: BL/LEGAL/Compliance Audit/19-20

Dated: 30.08.2019

Tender Due date & Time: 19.09.2019, 15:00 Hrs.

PART-II (Priced)

Tender No.: BL/LEGAL/Compliance Audit/19-20
Part – II, PRICE BID

SCHEDULE OF SERVICE / WORK			
Sl.	Description of Service / Work	Unit	Amount without taxes
1	Lump sum amount that the bidder would charge for the audit	Lump sum	
2	GST (Bidder to Indicate percentage)	%	
3	Total Quoted Price inclusive of Tax		
4	Total Quoted Price in Words		

- The amount quoted must remain stable irrespective of addition of business unit/ location/ employees. Taxes as applicable must be shown **separately in Sl 2 of above schedule**
- The offer must remain valid for a period of two months for purpose of selection. Offer of shortlisted party must be valid for the entire contract period.

Kindly note that Bid documents received after the due date/time and/or without furnishing the required details, as indicated above, may be summarily rejected, by the Company, at its discretion.

The following process will be followed in selecting the Bidder all valid Commercial Bids received from interested Bidders will be examined by a duly constituted Tender committee vis-à-vis:

- Whether the Bidder is fulfilling eligibility conditions as mentioned in this document, basis its submission in the commercial bid.
 - Whether the party has been able to provide relevant/ applicable details as mentioned in Part -1, Commercial bid
 - Whether the body of acts/ rules that the bidder's covers is comprehensive enough for Balmer Lawrie's requirements
 - Infrastructure & Resources available with the Bidder for providing service to Balmer Lawrie
 - Credentials of the organization (recommendations/ certificates issued by clients related to same/ similar assignments etc. may be attached along with financial details as mentioned above).
 - List of other Public Sector enterprises/ Body Corporates in which the bidder has conducted Legal Compliance Audit
- The Selection Committee may call, any or all interested Bidders to make Presentation for a better appreciation of their capabilities to provide the services.
 - The Selection Committee, based on the information/declarations submitted in the Commercial Bid and based on information obtained from their Presentations, if any, will shortlist Bidders who prima facie is capable of providing the required services.
 - The Price Bids of only the shortlisted Bidders would be opened. Post opening of the Price Bids, the Committee may, at its discretion, seek clarification/ engage in negotiation, if need be, from/with the Bidder.
 - Any travel relating to the Contract being awarded will be undertaken by the successful Bidders at their own cost. Bidder shall consider all travel cost and incidental charges while quoting