



Balmer Lawrie & Co. Ltd.

Tender No.

BL/T&V/MUM/006

dated 04/11/19



**Balmer Lawrie & Co. Ltd.**

(A Government of India Enterprise)

SBU: T & V (Vacations Exotica),

5, J N Heredia Marg,

Ballard Estate,

Mumbai 400 001.

**NOTICE INVITING TENDER (NIT)**

**SUB: TENDER FOR HIRING OF READY TO OCCUPY RETAIL OUTLET OF CARPET AREA 600– 700 Sq.Ft. AT VILE PARLE, MUMBAI**

**TENDER ENQUIRY NO: BL/T&V/MUM/006 DATED 06.11.19 DUE ON 26.11.19 AT 1200 Hours IST**

**Balmer Lawrie & Co Ltd hereafter referred as (BL)** invites offers from reputed, experienced, bona-fide and eligible bidders/owners/power of attorney holders/ registered and prominent brokers for hiring Retail Outlet at Vile Parle, Mumbai.

Interested bidders should have clear title of the Retail Outlet, free from encumbrance, litigation/ have valid rights for Lease/Sub Lease/Sub Let/Transfer of Lease to BL.

The tender is invited **in two-bid system**. The tender document consists of **Technical bid and Price bid**. All bids are to be completed and returned in accordance with tender requirements within the duration as mentioned above.

**Online Bids** are invited from reputed, experienced, bona-fide and eligible bidders/owners/power of attorney holders/ registered and prominent brokers for hiring ready to occupy retail outlet at Vile Parle, Mumbai through Balmer Lawrie eProcurement Portal <https://balmerlawrie.eproc.in>.

**OR**

**Hard Copy tender documents** should be submitted in a single sealed envelope marked "Tender for Hiring of Retail Outlet at Vile Parle, Mumbai, location." In this single sealed envelope, insert TWO separate sealed envelopes, one for Technical Bid along with EMD and one for Financial Bid and Envelopes, marked clearly as "TECHNICAL BID" and "FINANCIAL BID" respectively for hiring of Retail Outlet at Vile Parle, Mumbai on the below mentioned address.

**Ms. Ruchika Sharma**

**Manager – Special Projects**

**M/s. Balmer Lawrie & Co. Ltd.**

**5, J.N Heredia Marg,**

**Ballard Estate, Mumbai – 400001**



## **1. Tender document**

Tender Documents can be downloaded from

[https://www.balmerlawrie.com/pages/tender\\_local\\_new](https://www.balmerlawrie.com/pages/tender_local_new)

The tender document can also be obtained from the office from Ms. Ruchika Sharma, Manager – Special Projects, Fourth Floor, Balmer Lawrie & Co. Ltd., 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India in person or by e-mail to [sharma.r@balmerlawrie.com](mailto:sharma.r@balmerlawrie.com)

## **1. Earnest Money Deposit (EMD)**

Interested parties, along with the Technical Bid must submit Earnest Money Deposit of **Rs.3,000.00 (Rupees Three Thousand Only)** by Demand Draft/Pay order/NEFT/RTGS Transfer in favour of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India**. The Demand Draft/Pay order must be made from a **Scheduled Indian Bank**.

EMD for E- Bid: In case of DD / Pay Order, the original instrument must be given to Ms. Ruchika Sharma, Manager – Special Projects, Balmer Lawrie & Co. Ltd, 4<sup>th</sup> Floor, 5, J N Heredia Marg, Ballard Estate, Mumbai- 400001 on or before due date and;

In case of NEFT / RTGS transfer, the proof of transfer of Funds must be sent by email to Ms. Ruchika Sharma, [sharma.r@balmerlawrie.com](mailto:sharma.r@balmerlawrie.com) to obtain the Money Receipt, which must further be uploaded in the e-procurement Portal <https://balmerlawrie.eproc.in> in EMD section.

EMD for Hard Copy tender document: In case of DD/Pay Order, the original instrument must be submitted with Technical Bid and in case of NEFT/RTGS transfer, the proof of transfer of Funds must be sent by email to Ms. Ruchika Sharma, [sharma.r@balmerlawrie.com](mailto:sharma.r@balmerlawrie.com) to obtain the Money Receipt, which must be submitted with Technical Bid.

The Bank and other details as required for effecting NEFT/RTGS Transfer is detailed in Annexure- 7 of this Tender. EMD will be refunded to the unsuccessful bidders after finalization of offer.

Cheque / Cash payment is **not acceptable towards EMD**.

OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED

EMD will carry no interest

EMD will be refunded only after execution/signing of the agreement with the successful bidder

### **2.1. EMD is liable to forfeiture in the event of:**

- a) Withdrawal of offers by the bidders during the validity period of the offer
- b) Any unilateral revision made by the bidder during the validity period of the offer
- c) Non-execution of lease /sub-lease/sub-letting agreement by the bidder, after acceptance of the offer



### **3. Due Date for Submission of Bids**

Online bid should be completed by bidders on or before 1200 hrs on **26/11/2019**

Or

The Original Bid along with the copies of documents requested for as per the tender requirements, must be sent either in person or through post/ courier addressed to Ms. Ruchika Sharma, Manager Special Projects, Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India on or before **1200 Hrs. on 26/11/2019**. In case of Physical mode of tender, the same should be dropped in the Box, kept at Balmer Lawrie & Co. Ltd., Ground Floor, 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001.

Offer received through fax/e-mail or in any other form of open offer shall not be accepted.

The Company shall not take any responsibility for any delay or non-receipt of any document. If any of the documents furnished by the bidder is found to be false/ fabricated, the bid is liable to be rejected.

**The bidder should follow all the instructions mentioned in Annexure-3 (Procedure for Bid submission) for sealing and sending the sealed bid/offer for Hard copy tender bid or online bid.**

### **3.2 Late Bids**

Any bid received after the submission deadline will be declared 'Late' and rejected and returned unopened to the bidder.

### **3.3 Bid Validity**

The offer shall remain valid for a period of three (3) months from the due date of the Tender.

### **4. Bid Rejection Criteria**

A bid may be rejected if

- I. If the bidder does not meet the Eligibility criteria and/ or non-submission of documents specified in the tender.
- II. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance of the work.
- III. Contractors, Vendors, 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, are debarred for 5 years from the date of settlement of dispute to participate / bid in this tender.
- IV. The bids of any Tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.



## **5. Clarifications**

Clarifications that the Bidder needs to have on the tender terms and conditions can be sought from BL by email within due date.

All clarifications shall be sought by E-mail with Subject “Clarifications for **REQUIREMENT OF RETAIL OUTLET OF CARPET AREA 600 - 700 Sq.Ft. AT VILE PARLE, MUMBAI ON 3 YEARS LEASE** to sharma.r@balmerlawrie.com (*Only email queries shall be replied*).

## **6. Technical Bid**

The offer should comply with the requirements as specified in Annexure -1 of this tender and the technical bid should be submitted with the documents specified, duly signed and sealed. The hard copies of the documents specified should reach our office at 5, J. N. Heredia Marg, Ballard Estate (Basement), Mumbai – 400001, on or before the due date **26.11.2019 AT 1200** Hours IST.

### **6.1 Opening of Technical Bid**

The Technical bids will be opened on **26.11.2019 at 1230** Hours IST in the office of BL located at 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India.

Online Bids shall be opened on Portal on the same day same time.

### **6.2 Technical Bid Evaluation**

The Technical Bids will be opened on the scheduled date and time.

BL will evaluate and shortlist the offered properties by comparing and conforming to the technical criteria. BL’s authorized representatives shall visit the shortlisted properties before final decision is made for opening of the price bid. The bidder must facilitate such visit and ensure that the queries are fully addressed to. The decision of the Company will be final and binding on the bidder(s).

The Price Bid of the technically qualified bidders alone will be eligible for price bid evaluation.

## **7. Price Bid**

The Price bid is to be submitted as per Annexure- 5, no overwriting or additional pre-conditions is permissible than the given format.

The price quoted should be Firm price, with a validity of three (3) months from the due date of tender.

### **7.1. Opening of Price Bid**

The Price Bid of technically qualified Bidders, whose Property has been found suitable/ approved by the BL Committee, shall only be opened, the date and timing shall be informed well in advance.



## **7.2. Price Bid Evaluation**

Bids shall be evaluated on total value of : (a) rentals for (36 months) ; (b) plus interest cost @ 11% p.a. for 36 months towards the security deposit; (c) Brokerage Amount if any; Bids will be evaluated on basis of lowest cumulative value (L1 basis only).

## **8 Size and Location of the property**

Retail outlet of carpet area 600– 700 sq.ft. at Vile Parle, Mumbai on **3 years** lease free from any Encumbrances and demands from Statutory Authorities for Dues.

## **9 Ownership**

It is to be noted that only bids from bonafide owners / leasehold right owners/ registered brokers (on authorisation from owner) with clear title will be entertained. The Ownership of the premises must be proved by the party. Municipal and other tax has to be paid by owner.

## **10. Negotiations**

Balmer Lawrie reserves the right to negotiate with the Tenderer. Negotiations as per company rules may be held with the owner/lessor and broker of the property who is L1 (Lowest) in line with NIT clause 7.2 referred above. The L1 bidder (owner/lessor and broker) 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.

In case of negotiation, the L1 bidder (owner/lessor and broker) 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.

## **11. Payment terms**

Monthly Rental – BL to pay within 10<sup>th</sup> day of every month for the current month against the Tax Invoice. Rent for a part of a month will be paid proportionately.

All payment shall be made by RTGS / NEFT only.

## **12. Lease duration**

The lease tenure is principally for 3 years with the lock-in period of 1 (One) year.

## **13. Deposit**

Interest free Security Deposit if any, must be less than 6 months' rent. Only after receiving the full deposit back, at the completion / termination of agreement, BL shall return the keys / handover the possession of retail outlet.



**14. Notice Period for terminating the agreement**

On completion of the lock-in period of 1 (One) year, either party can foreclose the contract by giving minimum 3 months' notice period to other party.

**15. Brokerage:**

Brokerage is acceptable for consideration in Price bid subject to following conditions:

- a. If claimed by a Registered broker (not being owner)
- b. Copy of registration/ trade license enclosed with technical bid
- c. Brokerage may be subject to negotiation by the tender committee.

**16. Rent Escalation:**

Rent can be escalated only after the expiry of 12 months lock in period. The annual escalation should not exceed 5 % p.a.

**Any bid in violation of these terms will not be considered.**

**Enclosures:**

- |               |  |
|---------------|--|
| 1. Annexure 1 | Minimum retail outlet amenities/facilities requirement |
| 2. Annexure 2 | General Conditions                                     |
| 3. Annexure 3 | Procedure for Submission of Bid                        |
| 4. Annexure 4 | Technical Bid  |
| 5. Annexure 5 | Price Bid  |
| 6. Annexure 6 | General Instructions for on-line submission            |
| 7. Annexure 7 | RTGS Transfer  |
| 8. Annexure 8 | Details of the bidder                                  |
| 9. Annexure 9 | Code of Conduct  |



**Annexure- 1**

**The Retail Outlet with below mentioned minimum amenities/facilities and features shall be preferred for consideration:**

- a. **Carpet Area:** 600sq.ft to 700 sq.ft.

**Other Desirable requirements:** **Furnished/Semi Furnished/ ready to move in retail outlet situated on the ground floor with air-conditioning**, area which can accommodate Employee strength 8-10 nos., Pantry, washroom inside the retail outlet premises, Storage space.

**Preference will be given for having provisions for:** public parking, road facing retail outlet with excellent visibility, CCTV Cameras, WIFI Arrangement, UPS, EPABX, PPS, commercial power supply, provision of sufficient water system for drinking etc.

- b. **Preferred location:** Within 2kms radius of Vile Parle Local Railway Station, Mumbai. The Building offered should be facing main road so that signage is visible clearly to the public at large crossing by the location and should be well connected with public transport;
- c. "Property being offered should be in compliance with all applicable statutory provisions as per relevant state laws/acts/ provisions. Viz. Property tax, Fire and Safety etc.
- d. There should be adequate natural lighting in the campus/compound.
- e. There should be adequate cross-ventilation.
- f. The building should have adequate fire safety measures and security measures as per legal requirement.
- g. There should be uninterrupted power supply for commercial operations and common area Lighting
- h. All Building services such as Lifts, Power Supply, Plumbing, Sewage, telephone, Connectivity shall be fully operational at the time of submission of the offer by the bidder.
- i. All internal wall should be painted with good quality paint at the time of handing over the premises to M/s. Balmer Lawrie & Co. Ltd.



**Annexure-2**

**GENERAL CONDITIONS**

**Introduction**

The bidder means the individual, 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.

**Validity of the Offer**

The offer shall remain valid for a period of three (3) months from the due date of the tender.

**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.

**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.

If the party fail to fulfil the technical requirement that the bid would be rejected.

**Price / Monthly Rent**

BL shall only pay Monthly Rent in addition to utility charges for Electricity / Phone / Internet etc. at actuals.

The Society Charges and all the Property Taxes shall be borne by the Bidder / Owner / Agent / Broker. No separate rent would be paid for (a) underground/ covered parking areas (b) open parking space, inner roads, garden etc. within the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.

**Corrigendum to tender:**

As and when necessary, BL reserves the right to add/alter terms and conditions of the tender. The bidders must keep track of any changes by viewing the Addendum/ Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the Company website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

**Execution of Lease/Sub - Lease Deed**

Successful bidder has to enter into a lease deed with BL on mutually agreed terms and conditions.





**Arbitration**

In case of any dispute or difference arising out of this tender, the matter shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co. Ltd. and 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 paid equally by both the parties. The Arbitration proceedings shall be in English language and the award shall be a speaking award binding on both the parties.

This tender and matters related thereto are subject to exclusive jurisdiction of courts in Kolkata.

Authorised Signatory

Stamp:

Date :



**Annexure- 3**

**PROCEDURE FOR BID SUBMISSION**

**1. For Online Bidders**

Instruction for submission of on-line bid is detailed in Annexure-6.

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

To participate online, registration with C1 India e-Procurement platform is mandatory for this Tender.

**2. For Physical Mode of Tendering / Hard Copy Tender Documents**

**a. Technical Bid & EMD (In line with clause 2 of NIT)**

The bidders should put the Technical Bid, Tender document and documentary proof as specified in Annexure – 1 & 4, duly signed and sealed by the authorised signatory(ies), along with the EMD, seal the envelope and super scribe as “Technical Bid – Tender No. BL/ T&V/MUM/006 Dtd. 06.11.2019 for **RETAIL OUTLET OF CARPET AREA 600– 700 Sq.Ft. AT VILE PARLE, MUMBAI ON 3 YEARS LEASE.**” Specified documents received without proper seal and signature would lead to disqualification/rejection.

The bidders are requested to sign all the pages of the tender document as a token of acceptance of all the terms & conditions mentioned therein.

**b. Price Bid** as per Annexure 5 provided herewith to be filled, signed and stamped, seal the envelop and super scribe as “FINANCIAL BID - Tender No. BL/ T&V/MUM/006 Dtd. 06.11.2019 for **RETAIL OUTLET OF CARPET AREA 600– 700 Sq.Ft. AT VILE PARLE, MUMBAI ON 3 YEARS LEASE.**”

**Both the above mentioned envelops should be inserted in single sealed envelope marked “Tender for Hiring of Retail Outlet at Vile Parle, Mumbai, Tender No. BL/ T&V/MUM/006 Dtd. 06.11.2019 for RETAIL OUTLET OF CARPET AREA 600– 700 Sq.Ft. AT VILE PARLE, MUMBAI ON 3 YEARS LEASE.”**The above envelop should be dropped in tender box or sent through post/courier addressed to Ms. Ruchika Sharma, Manager-Special Projects, Balmer Lawrie & Co. Ltd. 4<sup>th</sup> Floor, 5, J N Heredia Marg, Ballard Estate, Mumbai 400001, so as to reach us before the due date and time as stated in tender.



<b>TECHNICAL BID</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (Please tick/ fill up with answers, wherever required)</b>
1.a	i. Name of the person/ owner of the property (hereinafter referred to as the owner)  ii. Permanent Account Number  Or	
1.b	i. Name of the Bidder and ii. Broker / Agent Registration No iii. Permanent Account Number	
2.a	GST Registration No. of Owner (If Applicable)	
2.b	GST Registration No. of Broker / Agent	
3.	Status of the owner (Individual/HUF Partnership Firm/Company/Society)	
4.	Contact details, Name & Postal address	
5.	Details of property offered	
a.	Location & Address of the property	
b.	Is property having "Retail Use" as permissible use by competent authority	
c.	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors	
d.	Total built up area in sq.ft.	
e.	Total carpet area in sq. ft. Total carpet area" means usable area inside the office".	
f.	Toilet attached	Yes/No
g.	Parking space – Covered/uncovered	Yes/No
6.	Approximate distance of the property from railway station in Kms	
7.	Whether proper access from roads is available	



8.	Whether the property is free from all Encumbrances, claims, litigations etc.	
9.	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date (enclose documentary proof)	
10.	Whether the property is physically vacant and available for possession	
11.	Parking space for car/ vehicle available on road, covered/underground	
12.	Details of available fire safety and security Measures	
13.	Whether suitable power supply for commercial operation is available	
14.	Details of the power backup, whether available or not	
15.	Please specify the details of public transport facilities available to and from the premises	
16.	Contact Details of Building Management Services	
17.	Signage – BL requires the right to use its logos, branding, and graphics at the entrance to its premises and within the Premises. Preference to install a prominent Signage on the main building.	
18.	A photograph of the building and the actual carpet area, Retail Outlet, staircase, lift, parking, approach road should be provided	

All the documents mentioned above must be produced at the time of selection including but not limited to 1. Carpet Area / Built Up Area 2. Municipal Receipts 3. Broker / Agent registration certificate 4. GST Registration Certificate etc.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I,.....solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it, is correct, complete and truly stated.

Place:

Name

Date

Owner/ authorized signatory.....

**PRICE BID**

Sl. No.	Item	Monthly Rent	No. of Months	Value
		(Rs.)		(Rs.)
1	Rent for the First 12 months (1 <sup>st</sup> Year) Value = Monthly rent multiplied by No. of Months	*	12	
2	Rent for the subsequent 12 months (2 <sup>nd</sup> Year) Value = Monthly rent multiplied by No. of Months	*	12	
3	Rent for the subsequent 12 months (3 <sup>rd</sup> Year) Value = Monthly rent multiplied by No. of Months	*	12	
6	Sub Total Value (Sl. No 1 + 2 + 3)			
7	Security Deposit Amount (max. 6 months advance rent payable by Balmer Lawrie)			*
8	Interest cost @ 11% p.a. for 3 Years (36 months) on Sl. No.7 Value = Sr. No.7 multiplied by 11% multiplied by 3 years			
9	Brokerage if any			*
10	Total Value (Sl. No. 6 + 8 + 9)			

**Total Value in words (In Rupees Only)**

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**Instruction for filling up the bid form:**

- A) \* Input by the bidder. All other blank cells will be populated automatically in case of online bids. In case of Hard copy tender, the value in blank cell to be calculated and filled as per instructions given against each Sr. No.
- B) The cost provided under Sl. No. 7 and Sl. No. 9 is one time and shall be mentioned under Value column only. Maximum amount payable is 6 month's rent. Any amount beyond the same, will not be considered and only 6 month's rent will be considered for evaluation purpose also.
- C) Statutory taxes/GST as applicable, if any, to be paid extra. Owner/Lessor shall raise Tax-Invoice for rent every month specifying rent and applicable GST and shall ensure deposit of GST with appropriate authorities within prescribed time limits and shall file due returns and provide BL evidence of such deposit.
- D) TDS (Tax Deducted at Source) will be deducted as applicable on the monthly rent. TDS certificate will be provided to the owner/lessor towards such deduction.
- E) No alteration/overwriting of price bid format is permissible.



Balmer Lawrie & Co. Ltd.

Tender No.

BL/T&V/MUM/006

dated 04/11/19

F) The rate given in the offer should be expressed both in words and figures and where there is a difference between these two; rate given in words will be taken as authentic.

Authorised Signatory

Stamp:

Date:

**General Instructions to Tenderers for E-Tendering**

The Bidder would be required to register on the e-procurement site <https://balmerlawrie.eproc.in> and submit their bids online.

<b>HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST</b> (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
<b>Please email your issues before your call helpdesk. This will help us serving you better.</b>			
<b>Balmer Lawrie &amp; Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001</b>			
<b>Dedicated Helpdesk for Balmer Lawrie</b>			
<b>Contact Person</b>	<b>E-Mail ID</b>	<b>Tel. No.</b>	<b>Helpdesk Nos are open from</b>
1. Mr. TirthaDas (Kolkata)	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	<a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	<a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT

All the Bidders who do not have digital certificates need to obtain Digital Certificate (**with both Signing and Encryption Components**). They may contact help desk of M/s C1 India or any other DSC service provider.

**1. Pre-Requisites before Login to System (Software requirements.)****a. Minimum System Requirements:**

- Pentium III or Later Processor
- Minimum of 128 MB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

**b. Operating System:**

- Windows 2000 Professional
- Windows XP

**c. Browser Version:**

- Internet Explorer Versions 6.0 SP2 and above

**d. Java Component:**

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment is installed on your machine or not.

2. **Procedure for Bid Submission:** The bidder shall submit his response through bid submission to the tender on e.Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue.



3. **Digital Certificate authentication:** The bidder shall authenticate the bid with his Digital Certificate (Class II) 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.
4. **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.
5. **Submission of Hard copies: After submission of bid online, the bidders are requested to submit the demand drafts / Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before the due date at our office.** The bidder shall furnish the Demand Draft and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.
6. **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.
7. The hardcopies should reach the office in c/of Ms. Ruchika Sharma , Manager – Special Projects, Balmer Lawrie & Co Ltd , 4<sup>th</sup> Floor, 5, J.N Heredia Marg, Ballard Estate, Mumbai 400 00, email [sharma.r@balmerlawrie.com](mailto:sharma.r@balmerlawrie.com) on or before the due date (26.11.2019 , 1200 hrs.) of submission of tender.

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



**Annexure -7****BANK DETAILS FOR SWIFT/RTGS TRANSFERS**

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1	Company Name	BALMER LAWRIE & CO. LTD.
2	Permanent Account Number (PAN)	AACB0984E
<b>3</b>	<b>Particulars of the Bank Account</b>	
	A. Name of the Bank	STANDARD CHARTERED BANK
	B. Name of the Branch	KOLKATA
	C. Branch Code	NA
	D. Address	19, N S ROAD, KOLKATA – 700 001
	E. City Name	KOLKATA
	F. Telephone No.	NA
	G. NEFT/RTGS IFSC Code	SCBL0036008
	H. 9 digit MICR code appearing on the cheque book	NA
	I. SWIFT CODE	NA
	J. Type of Account	CURRENT
	K. Account No. appearing on the cheque	33105176488
4	L. Email id	<a href="mailto:surve.cr@balmerlawrie.com">surve.cr@balmerlawrie.com</a>



<b>Details of the Bidder ( Owner / Broker )</b>		
1	Name	
2	Address	
3	Landline/Cell No.	
4	Fax No.	
5	Email ID	
6	Name of the contact person	
7	Name of the alternate contact person	

Authorised Signatory

Stamp :

Date:



### **Code of Conduct for Balmer Lawrie & Co. Suppliers**

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

#### **1. The supplier declares herewith: Legal compliance**

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

#### **2. 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.

#### **3. 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;
- 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.

#### **4. Prohibition of child labor**

- To employ no workers under the age of 18;

#### **5. 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.

#### **6. 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;

#### **7. Supply chain**

- To use reasonable efforts to promote among its supplier compliance with this Code of Conduct;
- To comply with the principles of non-discrimination with regard to supplier selection and treatment.