

[Administration Department]

Notice Inviting Tender

21, N S Road, Kolkata – 700001

Phone Number: 033 22225416/5712/5406

Notice Inviting Tender (NIT): **BL/HR/ADM/FD2020/LT/201920/0029 dated 24th Dec 2019**

Sl. No.	Description	Details
1	Name of Work	Engagement of Event Management Agency for organizing and managing a daylong activity for the 154 th Foundation Day Celebrations of Balmer Lawrie
2	NIT No.	BL/HR/ADM/FD2020/LT/201920/0029 dated 24th Dec 2019
3	Validity of Offer	90 Days
4	Event Date & Venue	2nd February 2020 at “Swabhumi- Rangmanch-Rangdarbar”; 89C, Narkeldanga Main Rd, Kadapara, Phool Bagan, Kankurgachi, Kolkata, West Bengal 700054
5	EMD	Rs. 5000/- (Rs. Five Thousand only) in the form of Demand Draft/Banker’s cheque drawn in favour of Balmer Lawrie & Co Ltd , payable at Kolkata from any Scheduled Bank.
6	Downloading / Submission of Tender	
	a. Starts on	24.12.2019
	b. Closes on	18:00 hours on 06.01.2020
7	Opening of Un priced Bids	10:00 hours on 07.01.2020
8	Contact Details	033 22225712, 03322225741, 03322225406, 03322225401,

Balmer Lawrie & Co. Ltd. (herein after referred as Company) started its Corporate Journey as a Partnership Firm on 1st February, 1867. Today, Balmer Lawrie is a Mini-Ratna I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas with its Corporate Office at 21, N. S. Road, Kolkata. Along with its five Joint Ventures in India and abroad, it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services.

Manual Bids are invited from registered Event Management Vendors only for organizing and managing the 154th Foundation Day Celebrations of Balmer Lawrie (Eastern Region), being organized at Swabhumi on **February 02nd, 2020**. Interested registered Agencies meeting the Eligibility Criteria can apply through Balmer Lawrie Portal <https://balmerlawrie.com> and also can submit their Qualification Bid Supporting Documents off-line i.e. in the Tender Box placed in Company's below mentioned office address:

Balmer Lawrie & Co. Ltd.

**Ground floor, 21, Netaji Subhas Road,
Kolkata - 700001**

The tender is in two bid system (1) Technical bid and (2) Price bid

CONTACT DETAILS OF BALMER LAWRIE

Balmer Lawrie & Co. Ltd.

2nd floor, 21, Netaji Subhas Road,
Kolkata - 700001.

Contact Persons:

Ms. Moumita Karmakar, 033 22225295

Queries without the appropriately prescribed subject line "Engagement of Event Management Agency for organizing and managing the daylong activities for the 154th Foundation Day of Balmer Lawrie" or sent **after 18:00 Hours on 06.01.2020** may not be answered. Only queries addressed to dhar.s@balmerlawrie.com shall be responded to.

Eligibility Criteria

1. Must have prior experience of working with at least two PSU/ Govt. Department/ Corporate Agencies, in the area of conducting daylong activities involving the following:
 - a. Branding activities at the venue.
 - b. Arrangements for opening ceremony.
 - c. Fun activities for kids.
 - d. Stage Decoration & venue decoration.
 - e. Audio-Visual set up including LED backdrops to be done.
 - f. Backup power source, statutory liaison, Photography etc.
 - g. Organize a celebrity performance on end-to –end basis.

[Copies of two Work-orders/Mail Communications to be submitted]

2. Must have successfully completed work within the four (04) years period starting from 01 Aug, 2015 to 31 Aug, 2019 and should be any of the following:
 - i. Three (3) similar completed works each costing not less than ₹ 6 Lacs however, for MSE category bidder the amount will be ₹ 4 Lacs
 - ii. Two (2) similar completed works each costing not less than ₹ 7 Lacs however, for MSE category bidder the amount will be ₹ 5 Lacs
 - iii. One (1) similar completed works each costing not less than ₹ 8 Lacs however, for MSE category bidder the amount will be ₹ 7 Lacs.

- iv. The Agency must have its office at Kolkata and assign a single point of contact based out of Kolkata for co-ordination with BL.
- v. The Agency must have conducted at least 02 [Two] events involving above referred activities in the following venue: “Swabhumi”, “Nazrul Mancha”, “P C Chandra Garden”, “J W Marriot”, “ITC Sonar, Kolkata” etc. [Certificate/ Work order/mail confirmations mentioning the same to be provided, during 3 [Three] Financial Years [2015-16, 2016-17 & 2017-18.]

The Unpriced Part will be opened on **07th Jan 2020**. A meeting between the authorized representatives of the Agencies bidding against the NIT and members of the Committee appointed by the Company may be held subsequently, if a need is felt. The date/ time venue shall be communicated to the Bidders separately. The purpose of the meeting shall be to gain understanding through a demonstration, that the agency proposes to deploy and its functionality/ flexibility. Any or all costs pertaining to attending such a meeting shall have to be borne by the Agencies. If such a meeting is called for then it will be binding for the parties to attend.

Price Bids of only shortlisted/selected Agencies, who are qualified based on Eligibility Criteria, will be opened.

Bidders, if required, may visit/contact us on any working day to understand the roles, responsibilities, area and modality in which we expect the assignment should be approached and completed.

Scope of Work

Balmer Lawrie & Co. Ltd. [BL] desires to select a reputed event management agency, well experienced in organizing corporate outdoor cultural activities along with managing different events on the same day on end to end basis including organizing a celebrity performance. The process to be followed is stated in the Detailed Scope of Work attached as Annexure – I.

Time Schedule with Milestones

The time schedule for milestones/ major activities is given below. The final schedule will be worked out in consultation with the agency, after placement of work order. This schedule shall be referred unless mutually agreed otherwise (wherever applicable) for calculating any Liquidated Damages, as per conditions of the contract.

Sl. No.	Activity	Dates/ Days
1	Venue demonstration to be given to BL authorities as per scope of work of the tender.	7 days from issue of work order
2	Branding sample to be submitted for quality checking	3 days after design finalization by BL
3	Confirmation on Celebrity Artist	7 days from issue of work order
4	Statutory liaison permission copy to be submitted to BL, as required	10 days before the event date.
5	Audio & visual instruments list to be submitted.	10 days before the event date.

Payment Schedule

1. Bills shall be submitted to BL after completion of the various processes of the event including celebrity performance on end to end basis.
2. 100% payment to be released forty five (45) days from the date of submission of original tax invoice which should be supported by the relevant documents associated with the events and has to be countersigned by the BL representative.
3. Balmer Lawrie GST no is:- 19AABCB0984E1ZS

NOTE

1. All payments will be made after submission of service Bill against each completed job/activity.
2. Completion of activity above will be intimated by the Agency to us for processing and releasing the payment.
3. For payments against actual, the invoice/bills must be supported by appropriate documents.
4. Goods & Service Tax (GST) as applicable shall be payable to the service provider based on the document / proof submitted.
5. All payments will be made through electronic mode.

Other Terms and Conditions

1. No enhancement / escalation in the agreed rates would be entertained during pendency of the contract.
2. Successful bidder will not be able to sublet the contract to any other party without the written consent of the Company.
3. Balmer Lawrie reserves the right to amend or withdraw any of the terms and conditions contained in this notice or reject any or all without giving any notice or assigning any reason thereof.

Earnest money Deposit (EMD)

1. The Bid must be accompanied by Earnest Money Deposit in the form of Demand Draft of any Scheduled Bank in favour of Balmer Lawrie & Co. Ltd., payable at Kolkata or Banker's Cheque or Bank Guarantee in the prescribed format. Bid not accompanied by EMD is liable to be rejected.
2. EMD amount will be refunded to the unsuccessful bidder within 30 days from the date of finalization of order and placement of Work Order on the successful bidder.
3. The successful bidder will be refunded the EMD amount on submission of Security Deposit amount as required in the NIT
4. EMD is liable to forfeiture in the event of –
 - a. Withdrawal of offers during validity period of the order.
 - b. Non acceptance of the order
 - c. If the bid submitted by the bidder is found to be false/ forged after placement of Work Order
 - d. Non Confirmation of acceptance of order within the stipulated time after placement.
 - e. Any unilateral revision made by the bidder during the validity period of the offer.
 - f. Non execution of the order after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.
 - g. In case of failure to comply with any enquiry terms/conditions.

5. EXCEPT AADHAR LINKED MSMEs, OFFERS RECEIVED WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED.

Instruction to the Bidders

General:

1. Scope of Bid :
The successful bidder must complete the work within the period stated in Scope of Work or in other relevant sections of the NIT or in terms of the Work Order issued.
2. One Bid per Bidder:
An Agency / Bidder must submit only one bid in the same bidding process. Bidder submitting multiple bids is liable to be disqualified and none of the bids submitted by such bidder will be entertained. Sub-contracting of work is not permitted.
3. Cost of Bidding :
Bidder shall bear all costs associated with preparation and submission of the Bid.
4. Venue Visit :
The Bidder is advised to visit and examine the Venue and its surrounding and obtain for itself, on its own responsibility, all information that may be necessary for preparing the Bid. The cost of visiting the venue shall be borne by the Bidder.

Bidding Documents:

1. Content
The bidder is expected to examine all instructions, forms, terms and conditions stated in the Bidding Document. The NIT together with all attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required as per the Bidding document or submission of Bid not substantially responsive to the Bidding documents in every respect will be at Bidder's risk and may result in rejection of the Bid.
2. Amendment to Tender Document:
Any amendment/corrigendum, as and when, required will be uploaded only on the website of the Company www.balmerlawrie.com where this tender is floated and interested bidders should regularly visit the website for updation.

Preparation of Bid:

Language of the Bid

The bid and all correspondences with the bidder will be in English.

Documents forming part of the Bid

- a. Commercial Bid as per Annexure – I, along with relevant supporting documents
- b. Price Bid as per Annexure **II-A & II-B**
- c. EMD
- d. Letter of Authority as per Format A-1
- e. "No Deviation Confirmation" as per Format A-2
- f. Certificate from the bidder as per Format A-3
- g. All relevant supporting documents as detailed in the Eligibility Criteria

Note: All pages of the bid must be signed by the authorized signatory of the Bidder.

Complete Bid [unpriced part & priced part] document as per tender along with Demand Draft drawn on Scheduled Bank in favour of Balmer Lawrie & Co Ltd. towards EMD must be sent in sealed envelope mention “ EMD “to the following address failing which the bid will be rejected.

Balmer Lawrie & Co. Ltd.
Administration Department
Ground floor, 21, Netaji Subhas Road,
Kolkata - 700001

Price Bid

- a. The prices are to be submitted strictly as per the PRICE BID format as attached at **Annexure II-A & II-B in sealed envelope only. Incase price bid is submitted in open condition the BID may be cancelled.**
- b. The price quoted by the bidder should be net of discount/ rebate. Discount/ Rebate, if shown separately, will not be considered for evaluation purpose. However, in the event of the bidder emerging as the lowest bidder, the Discount/ Rebate offered by the bidder will be considered for Award of Contract and same shall be binding on the bidder.
- c. Taxes and Duties is payable at actuals as per the prevailing statute.
- d. The price/ rate quoted will be firm till the completion of contract.
- e. Amount must be quoted in figures as well as words. In case of discrepancy between figure and word the rate quoted in word will be considered for evaluation.
- f. Price quoted should be in Indian Rupees only.
- g. Price quoted will be valid for 90 days from the date of opening of Price Bid. Balmer Lawrie may request the bidder for extension of Price validity beyond 90 days, in such a situation the bidder has to communicate in writing his willingness to extend the price validity.

Zero Deviation

Deviation from the terms and conditions of NIT may lead to rejection of bid. Technical and Commercial query (s) may be raised by the bidder, decision for which will be solely based on circumspection by Balmer Lawrie.

Rejection Criteria

Deviation to the following clauses of NIT will lead to rejection of Bid:

- Firm Price
- Validity of price
- Non submission of EMD
- Scope of Work
- Non fulfillment of requirement of Unpriced Bid
- Non Fulfillment of conditions in Price Bid
- Non submission of required documents
- Any other condition where it is specifically mentioned in the tender document elsewhere that non-compliance will lead to rejection of tender.

E- Payment:

Successful bidder must submit details of bank account as per the bank mandate form to facilitate payment through e- banking.

BID Opening and Evaluation:

1. BID Opening :

Bids will be opened on the due date at stipulated time. Price Bids of only those bidders who qualify in the Techno commercial / Unpriced Bid will be opened. Price Bids of those bidders who have not qualified in the Techno commercial bid will not be opened.

2. Confidentiality of Bid Evaluation Process:

- a. Information relating to examination, evaluation and comparison of Bids and recommendation of award of contract shall not be disclosed to the Bidders or any other interested party. Any effort by the Bidder to influence the bidding process may result in rejection of their Bid.
- b. From the time of opening of Bid till the time of award of contract, if any Bidder wishes to contact Balmer Lawrie on any matter related to the Bid, the same should be done in writing only. All such communications shall have to be addressed to dhars@balmerlawrie.com.

3. Bid Examination and its evaluation :

Prior to the detailed evaluation of Bids, Balmer Lawrie will determine whether following points have been covered in the Bids submitted:

- a. Meets the Techno commercial requirement.
- b. Documents have been properly signed
- c. Is accompanied by EMD.
- d. Is substantially responsive to the tender requirements, in other words meets all the tender terms and conditions without material deviation/ reservation.

4. Correction of Errors :

- a. Bids which have met all tender terms and conditions will be checked for any arithmetical errors. Errors will be corrected by Balmer Lawrie in following manner :-
- b. Where there is discrepancy between amount in figure and amount in words, the amount stated in word will be considered for the purpose of evaluation.
- c. Where there is discrepancy in unit rate and total amount resulting from multiplying unit rate with quantity, then unit rate will be considered for evaluation purpose.
- d. The amount stated in the Bid will be corrected as per the aforesaid procedure and concurrence of the Bidder will be obtained before final evaluation. In case the correction as stated above is not acceptable to the bidder, the bid will be rejected by Balmer Lawrie and the EMD amount will be forfeited.

5. Evaluation and Comparison of Bids :

Bidder must quote for all items and exactly as sought in the PRICE BID. Any deviation will result in rejection of Bid.

Award of Contract

1. Contract will be awarded to successful Bidder whose Bid meets all the terms and conditions laid down in the tender and whose overall quote has been determined as the lowest, in context of the estimated volume of work.
2. Balmer Lawrie reserves the right to accept or reject any Bid or all the Bids at any time prior to the

award of contract without assigning any reason to the Bidders or incurring any liability to the affected Bidder(s).

3. Prior to expiry of "Period validity" or "Extended Period Validity", Balmer Lawrie will notify the successful Bidder in writing either in the form of letter of intent (LOI) or issuance of Work Order (WO). The successful Bidder will acknowledge the receipt of LOI /WO within one working day. Acknowledgement of LOI/ WO by bidder will be deemed to acceptance of order. Execution of Order will commence from the date of acknowledgement of Order.
4. Within 10 days from the date of receipt of notification of award of contract the Bidder must deposit the amount specified towards Interest free Security Deposit. Such Security Deposit shall be held by Balmer Lawrie till the completion of contract. Security Deposit may be deposited in the form of Banker's Cheque / Demand Draft from Scheduled Bank/ Bank Guarantee. Security Deposit will be refunded after successful completion of contract. Security Deposit shall be subject to forfeiture/encashment by Balmer Lawrie on failure to execute / perform the contract satisfactorily as per its terms. Failure by the successful Bidder to deposit the Security Deposit within the specified time shall constitute sufficient ground for annulment of award of contract. In such a scenario Balmer Lawrie will have the right to either refloat the tender or award the contract to the next lower bidder.

Corrupt & Fraudulent Practices:

1. Balmer Lawrie requires the bidders/contractors to maintain highest standard of ethics during the bidding process as well as execution of the contract. Definition of corrupt and Fraudulent practices is as follows:-
"Corrupt practice" means offering or giving anything of value to influence the public official in procurement process or contract execution.
"Fraudulent practice" means misrepresentation of facts to influence the procurement process or execution of contract to the detriment of Balmer Lawrie.
2. Bids/ Award of contract of the Bidders who are found to indulge in corrupt / fraudulent practices shall be liable for rejection and EMD/ Security Deposit will be forfeited.
3. Bidders are required to furnish complete and correct information required for evaluation of Bid. If the information/ documents forming part of the Bid is found to be false or forged the same shall be sufficient ground for rejection of Bids. In case, the information/ document submitted by the successful Bidder is found to be false/forged after the award of the contract, Balmer Lawrie has full right to terminate the contract and get the remaining part of the contract executed at the risk and cost of such agency/ contractor without any prejudice to any other right available to Balmer Lawrie such as withholding payment, Security Deposit etc.

Micro and Small Enterprise:

Government guidelines in respect of MSME will be adhered to.

General Conditions of the NIT

1. The following terms shall have the meaning hereby assigned to them except where the context requires otherwise:-
 - a. Balmer Lawrie & Co. Ltd shall mean a Company registered under Indian Companies Act 1956, with its Registered Office at 21, N.S Road, Kolkata 700001 and its Authorized Officers or other Employees authorized to deal with this contract.
 - b. "AGENCY" OR "BIDDER" shall mean the individual, or firms who enters into this Contract with Balmer Lawrie and shall include their executors, administrators, successors and

assignees.

- c. "Venue" shall mean the place, where the foundation day programme will be hosted by Balmer Lawrie.
- d. "CONTRACT" or "CONTRACT DOCUMENT" shall mean and include the agreement, the work order, the accepted General Terms and Conditions of Contract, Instructions to Bidder, etc.
- e. Any conditions or terms stipulated by the bidder in the tender documents or subsequent letters shall not form part of the Contract unless specifically accepted in writing by Balmer Lawrie and incorporated in the Agreement.
- f. "TENDER SPECIFICATIONS" shall mean the Scope of Work, Special Instructions / Conditions, Technical specifications/requirement, etc, pertaining to the work and any other relevant reference in the Tender Document for which the Bidders are required to submit their offer.
- g. "APPROVED" "DIRECTED" or "INSTRUCTED" shall mean approved, directed or instructed by Balmer Lawrie.
- h. "VALIDITY OF THE CONTRACT" The contract will remain valid till all the activities specified therein are completed in all respects to the satisfaction of Balmer Lawrie.
- i. "COMPLETION OF THE CONTRACT" The contract will be treated as complete on full and final settlement of all Bills / invoices raised under the contract with no claim on either side.
- j. All conditions are relevant for our venue.

2. Observance of Local Laws:

- a. The Agency shall comply with all Laws, Statutory Rules, and Regulations, Permission etc.
- b. The Agency shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges that may be accrued on account of any of the operations connected with the execution of this contract.
- c. The Agency shall be responsible for the proper behavior and observance of all Regulations by the staff employed.

3. Force Majeure:

The following shall amount to force majeure conditions:-

- a. Acts of God, Act of any Government, war, blockades, Sabotage, riots, civil commotion, insurrection, terrorist acts, acts of Public enemy, Flood, Storms, Washouts, Fire, Explosion, landslides, lightning, Cyclone, Earthquake, epidemics, quarantine restrictions, arrest and restraints of the government, necessity for compliance with any court order, law ordinance or regulations promulgated by any governmental authority having jurisdiction, either federal /state /civil or military, strikes or other industrial disturbances, lockouts and other similar causes / events over which the Agency has no control.
- b. If the Agency suffers delay in the due execution of the contract, due to delays caused by force majeure conditions, as defined above, the agreed time of completion of the

work covered by this contract may be extended by a reasonable period of time provided notice of the happening of any such cause / event is given by the agency to Balmer Lawrie within 14 days from the date of occurrence thereof.

- c. The Agency by the reason of such events shall neither be entitled to terminate this contract nor shall have any claim for damages against Balmer Lawrie in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of Balmer Lawrie as to whether the deliveries have been so resumed or not shall be final and conclusive.
- d. Force Majeure conditions will apply on both sides.

4. Arbitration

- a. If any time, any questions, disputes or differences what so ever arising out of or in any way concerning the contract between Balmer Lawrie and the Agencies, the same shall be referred to the sole arbitrator i.e. Director (Finance) or nominee appointed by him in writing. The arbitration shall be conducted in line with the provisions Indian ARBITRATION AND CONCILIATION ACT, 1996. The award of the arbitrator shall be final and binding on both the parties. The fees of the arbitrator, if any, shall be paid equally by both the parties
- b. The contract shall continue to be operated during the arbitration proceedings unless otherwise directed in writing by Balmer Lawrie or unless the matter is such that the contract cannot be operated till the decision of the arbitrator is received.
- c. The place of Arbitration will be 21, N S Road Kolkata 700001.

5. Laws Governing the Contract:

The contract shall be governed by the Indian Laws for the time being in force and only courts in Kolkata, India shall have jurisdiction over this contract.

6. Indemnity:

The Agency shall indemnify and keep indemnified Balmer Lawrie all losses, claims etc. arising out of any of his acts or out of the acts of his agents or associates or servants during the currency of the contract.

Cancellation and Termination

Cancellation

Balmer Lawrie [BL] shall be entitled at its discretion to cancel the Contract at any time if in the opinion of BL it is not prudent to continue with the project. One week's notice in writing shall be given by BL to the AGENCY of such cancellation and the reason(s) thereof; Upon cancellation of the Contract BL may require the AGENCY:

- 1. To perform to completion or to any other intermediary stage of completion to the satisfaction of BL, any work(s) already commenced by the AGENCY; and
- 2. To take steps as are considered necessary by BL for properly protecting and securing the works performed by the AGENCY, to the satisfaction of BL.

Termination of the Contract

This contract with the selected agency will automatically expire at the end of contract. The contract can also be terminated at any time by Balmer Lawrie if the performance of selected agency is found unsatisfactory or found violating of any terms/conditions of this tender document.

Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of the Owner under the Contract or otherwise, the Owner shall be entitled to terminate the Contract by written notice at any time during the currency on or after the occurrence of any one or more of the following events or contingencies, namely:

1. Default or failure by the Contractor of any of the obligations of the Contractor under the Contract, including but not limited to
 - a. Failure to commence any work in accordance with the time prescribed in this behalf;
 - b. Failure to execute the works or any of item in accordance with the Contract;
 - c. Disobedience of any order or instruction of the officer-in-charge.
 - d. Negligence in carrying out the works or carrying out of work found to be unsatisfactory by the officer-in Charge;
 - e. Abandonment of the works or any part thereof;
 - f. Commission, permission or sufferance of any other breach or any of the terms, conditions or provisions of the Contract on the part of the CONTRACTOR to be paid, performed and/ or observed
 - g. Failure to deposit the Security Deposit within specified number of days mentioned elsewhere in the tender document by the Contractor of Acceptance of Tender;
 - h. Failure to execute the Contract in terms of the Form of Contract forming part of the Tender Documents within 10(ten) days of notice in this behalf from the Owner;
 - i. If the Contractor is incapable of carrying out the work;
 - j. If there is any change in the constitution of the Contractor (if a firm) or in the circumstances or organization of the Contractor, which is detrimental to the interests of the work or the Owner;
 - k. Dissolution of the Contractor (if a firm) or commencement of liquidation or winding up (whether voluntary or compulsory) of the Contractor (if a company) or appointment of a receiver or manager of any of the Contractor's assets and/ or insolvency of the Contractor (if a sole proprietorship) or any Partner of the Contractor (if a firm);
 - l. If upon any change in the Partnership/constitution of a Contractor's organization if a Partnership), the OWNER shall refuse to continue the contract with the reconstituted firm

Vendor's undertaking:

We have studied the tender document carefully and have quoted our rates in accordance with the terms and conditions as laid down in the tender document. We also confirm to have accepted all terms and conditions mentioned herein.

For BALMER LAWRIE & CO. LTD

CM (HR) RHR- ER

Signatures of the Agency with
official seal/stamp

DUE DATE: 06.01.2020**Annexure – I**

Sl. No	Particulars	Details	Doc Evidence
1	Name of Bidder		
2	Postal Address		Shop & Establishment Cert (Xerox to be enclosed)
3	Registered/Head Office		
4	Contact Person's Name , phone no., Email id		
5	Whether Partnership firm/Limited Company		
6	Name of Directors/ Partners/ Proprietor		
7	PAN CARD	Number to be mentioned	Copy to be attached
8	GST Registration	Number	Copy
9	MSME / NSIC Regd	No.	Copy to be enclosed
10	Names of two assignments/ Contracts with Govt/PSU/Corporate agencies, where Agency has experience in the area of conducting end-to-end process involving the events as mentioned earlier in the tender.	1. 2.	Copies of Work Orders
11	Three (3) similar completed works within the four (04) years period starting from 01 Aug, 2015 to 31 Aug, 2019 each costing not less than ₹ 6 Lacs however, for MSE category bidder the amount will be ₹ 4 Lacs	1. 2. 3.	The cost as indicated shall be exclusive of Service Tax or GST. It shall be ensured that the value of completed job indicated by the prospective bidder is excluding service tax. The Completion certificate to be submitted by the bidder separately indicating the service tax / GST amount included in the value of the completed job OR a separate certification from the respective client, mentioning the service tax or GST amount if any included in the value of the contract should be submitted by the bidder.
16	Two (2) similar completed works within the four (04) years period starting from 01 Aug, 2015 to 31 Aug, 2019 each costing not less than ₹ 7 Lacs however, for MSE category bidder the amount will be ₹ 5 Lacs	1. 2.	
17	One (1) similar completed works within the four (04) years period starting from 01 Aug, 2015 to 31 Aug, 2019 each costing not less than ₹ 8 Lacs however, for MSE category bidder the amount will be ₹ 7 Lacs.	1.	
19	Locations where the Agency has its offices		[Trade License with details of address and contact person to be submitted]
22	The Agency must have conducted at least 02 [Two] event involving above referred activities at Swabhumi, Nazrul Manch, JW Marriot, P C Chandra Garden, ITC Sonar etc. [Certificate/ Work order mentioning the same to be provided, during 3 [Three] Financial Years [2015-16, 2016-17 & 2017-18.] Total Audio-Video DVD's/CD's/Pen drive of those programs to be submitted	1. 2.	Copy of the Work Order & submission of DVD/CD/Pen drive
24	Details of EMD	1. Demand Draft / Banker's Cheque No. 2. Date of Issue 3. Banker's Name 4. Amount Paid	EMD
25	Bank Details	1. Name of Bank 2. A/c Number 3. IFSC code	Cancelled Cheque

Format A1 : Letter of Authority (to be issued on the letter head of the Bidder)

Balmer Lawrie & Co Ltd.

Kolkata -700001

Sub : Engagement of event management agency for 154th Foundation Day Celebrations of Balmer Lawrie

Tender ref no

Dear Sir,

I/ We, hereby authorize the following representative(s) for attending Pre-Bid Meeting / Negotiation and for any further correspondence/communication in relation to the aforesaid tender

1 Name & Designation

Contact No

E mail ID

Signature

2 Name & Designation

Contact No

E mail Id

Signature

We confirm that we shall be bound by the commitment made by the aforesaid authorized representative(s)

Yours faithfully,

(Signature of Authorised Person)

Name

Designation

Seal

Place :

Date :

Format A2 : No Deviation Confirmation

Balmer Lawrie & Co. Ltd

Kolkata – 700001

Sub : Engagement of event management agency for 154th Foundation Day Celebrations of Balmer Lawrie

Tender Ref No

Dear Sir,

We understand that any deviation / exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any deviation / exception anywhere in the Bid.

Signature of authorized person

Name

Designation

Seal

Place :

Date :

Format A3 : Certificate

Balmer Lawrie & co. Ltd

Kolkata – 700001

Sub : Engagement of event management agency for 154th Foundation Day Celebrations of Balmer Lawrie

Tender Ref No :

Dear Sir,

In case we become successful bidder and contract is awarded to us as per the provisions of the referred Tender documents, the following certificate is automatically enforceable.

“We agree and acknowledge that Balmer Lawrie & Co Ltd. is entering into agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that Government of India is not a party to the Agreement and has no liability what so ever.”

Signature of Authorised Person

Name

Designation

Seal

Format A-4: BANK GUARANTEE AGAINST PERFORMANCE

BANK GUARANTEE AGAINST PERFORMANCE

(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

Letter of Guarantee No.

Dated: the day of

THE GUARANTEE is executed at Kolkata on the day of by
.....(set out full name and address of the Bank) (hereinafter referred to as "the Bank" which
expression shall unless expressly executed or repugnant to the context or meaning thereof mean and
include its successors and assigns).

WHEREAS Balmer Lawrie & Co. Ltd. (local address), an existing company within
the meaning of the Companies Act, 1956 and having its Registered Office at 21, Netaji Subhas Road,
Kolkata – 700 001 (hereinafter referred to as "the Company") issued a Tender being No. Dated
(hereinafter referred to as "the said Tender") for (set out purpose of the job) and pursuant thereto Messrs.
/ Mr. (Set out full name and address of the Contractor) (Hereinafter
referred to as "the Contractor" which term or expression wherever the context so requires shall mean and
include the partner or partners of the

Contractor for the time being/his/its heirs, executors, administrators, successors and assigns) (Delete
which is not applicable) has accepted the said Tender and fields its quotation.

AND WHEREAS the quotation of the Contractor had been accepted by the Company and in pursuance
thereof an Order being No..... dated (Herein after referred to as "the said Order") has
been placed by the Company on the Contractor for (set out purpose of the job).

AND WHEREAS under the terms of the said Order the Contractor is required to furnish the Company at
their/his/its own costs and expenses a Bank Guarantee for Rs..... (Rupees
..... only) as performance guarantee for the fulfilment of the terms and conditions of the
said Tender and to do execute and perform the obligations of the Contractor under the Agreement dated
the Day of (hereinafter referred to as "the Agreement ") entered into by and
between the Company of the one part and the Contractor of the other part, the terms of the said Tender
and the terms contained in the said Order which expression shall include all amendments and/or
modifications/or variation thereto.

AND WHEREAS the Contractor had agreed to provide to the Company a Bank Guarantee as security for the
due performance of their/his/its obligations truly and faithfully as hereinbefore mentioned.

NOW THIS GUARANTEE WITNESSETH as follows:

1. In consideration of the aforesaid premises at the request of the Contractor, we
(Set out the full name of the Bank) the Bankers of the Contractor shall perform fully and faithfully
their/his/its contractual obligations under the Agreement dated the day of

Entered into by and between the Company of the one part and the Contractor of the other part, the terms and conditions of the said Tender and the said Order.

2. We, (set out full name of the Bank) do hereby undertake to pay to the Company without any deduction whatsoever a sum not exceeding Rs..... (Rupees only) without any protest, demur or proof or condition on receipt of a written demand from the Company stating that the amount claimed is due by way of loss and damage caused to or would be caused to or suffered by the Company due to bad workmanship or by reason of breach of any of the terms and conditions of the Agreement, the said Tender and the said Order hereinbefore mentioned.
3. The Guarantee is issued as security against due performance of the obligations of the Contractor or under the Agreement aforesaid and the said Tender and the said Order hereinbefore mentioned and subject to the conditions that our liabilities under this Guarantee is limited to a maximum sum of Rs..... (Rupees only) or the amount of loss or damage suffered or to be suffered by the Company in its opinion at any period of time, whichever is lower.
4. We, (set out full name of the Bank) further agree that the undertaking herein contained shall remain in full force for a period of months from the date of the satisfactory execution of the Contract.
5. This Guarantee shall not be affected by any amendment or change in the Agreement or change in the constitution of the Bank and/or the Company and/or the Contractor.
6. We (Set out full name of the Bank) undertake not to revoke this Agreement during its currency except with the previous consent of the Company in writing.
7. All claim under this Guarantee must be presented to us within the time stipulated after which date the Company's claim/right under this Guarantee shall be forfeited and we,(set out full name of the Bank) shall be released and discharged from all liabilities hereunder.
8. This instrument shall be returned upon its expiry or settlement of claim(s) if any, there under.
9. Notwithstanding anything contained hereinbefore our total liabilities under this Guarantee shall not exceed a sum of Rs..... (Rupees only) and unless a demand or claim in writing under this Guarantee reaches us on or before the date of (last date of claim) and if no claim is received by us by that date all rights and claims of the Company under this Guarantee shall be forfeited and we,(set out full name of the Bank) shall be released and discharged of all our liabilities under this Guarantee thereafter.
10. We have power to issue this guarantee in your favor under our Memorandum and Articles of Association and the undersigned has full power to execute this Guarantee under Power of Attorney dated the day of granted to him by the Bank.

Place :

Date :

SIGNATURE OF AGENCY

PRICE BID ANALYSIS

ANNEXURE:- II-A

A	B	C	D
CATEGORY	DESCRIPTION	QUANTITY	SIZE (sq ft)
(A) BRANDING			
GATE BRANDING			
BRANDING AT APPROACH GATE (CAR ENTRY)	FLEX STANDEE PRINTING + FRAMING + MOUNTING WITH WOODEN	4	10X4
BRANDING SWABHUMI BASE LEVEL-FOOTPATH AREA	FLEX STANDEES	4	20X4
ROAD DIRECTIONS (OUTSIDE & INSIDE)	SUNBOARD PRINTS	15	2X2
HALL GATE	FLEX BOX CUBOID PILLAR-HEAD	3	10X4
BRANDING AT APPROACH GATE OF FOOD AREA	FLEX STANDEE PRINTING + FRAMING + MOUNTING WITH WOODEN	2	20X10
BRANDING IN FOOD AREA			
BACK DROP	FLEX WALL	1	30X10
CHEKERS BOARD	FLEX WALL	1	16X8
BRANDING IN VENUE			
BRANDING AT VENUE (SBU/WELCOME STANDEES)	FLEX STANDEE PRINTING + FRAMING + MOUNTING WOODEN FRAME	25	8X4
FLEX BANNERS	FLEX STANDEE PRINTING + FRAMING + MOUNTING WITH WOODEN	10	20x10
ACTIVITIES FOR KIDS- TATTOO, MEHENDI, NAIL ART, BOUNCY, CARTOON, MAGICIAN, SELFIE CORNER ETC			LUMP SUM
Total (I)			
(B) STAGE AREA EQUIPMENT AND DECORATIONS			
BACKDROP FOR STAGE	LED WINGS- LED BOTH SIDE	4	3X8
STAGE WINGS	WINGS	2	2X10.5
AV WINGS	STAGE CONNECTING PANEL	2	16 X10.5
STAGE MASKING FOR LED RAISER	RAISER MASKING	2	5X12
LED AV MASKING	STAGE BOTHSIDE	2	10X10

PODIUM	PODIUM BRANDING	2	4x2.5
Category	FABRICATIONS JOB (STAGE & TRUSSING)	QUANTITY	SIZE
STAGE	MAIN STAGE WITH CARPET & MASKING	1	32X24X 2.5 FT
LED RAISER	LED RAISER ON STAGE	1	32 X4X2.5
AV RAISER	BOTH SIDE OF THE STAGE	2	12X4X5FT
TRUSSING FOR STAGE	TRUSS FOR GOAL PAOST + 04 NOS -T TRUSSING	1	APPROX
FABRICATIONS	GREEN ROOM BEHIND STAGE	2	
FABRICATIONS	TECHINAL CONSOLE	1	27x4
FABRICATIONS	CAMERA CONSOLE	2	4x6
FABRICATIONS	LONG FOLLOW CONSOLE	1	1
Category	AUDIO VISUAL	QUANTITY	SIZE
STAGE & AUDIO VISUAL	LED CENTER SCREEN BACKDROP - P4	1	20 X8
LED AV WINGS BTH SIDE OF THE STAGE	BOTH SDIE OF THE STAGE	2	10 X8
STAGE & AUDIO VISUAL	PLASMA TV [42"]- 3 UNITS	2	42 INCHS
STAGE & AUDIO VISUAL	PROCESSORS, SWITCHERS, CHANGER , POINTER, 02 LAPTOP ETC		
VISUAL JOCKEY	VISUAL GRAPHICS PLAYER	1	
Category	SOUND & LIGHTS	QUANTITY	SIZE
SRX 725 A JBL TOP & LOW		8	
STAGE MONITER		4	
DELAY 02 TOP & LOW -JBL		6	
MIC CORELESS		4	
COLLER MIC/ HEAD SET		2	
PODIUM MIC		2	
DIGITAL MIXER		1	
LED PAR		40	
PAR 64		12	
SHARPE	LED PAR	16	16

SHARPE		16	
LAZER		1	
SMOKE		2	
STROBE		2	
AMPLIFIRE		17	
REVARB		2	
SNAKE CABLE		AS REQ	
FEEDBACK		2	
ABOLITE MIXTURE		1	
Microphone		5	
Monitoring	JBL/Meyer/Nexa etc.	11	
Total (II)			
(C) VENUE LIGHTS			
Category	OTHERS	QUANTITY	SIZE
VENUE LIGHTS	IN -AROUND THE VENUE -50 METAL +100 BUNCH RICE	1	1
GENSET 62.5 FOR VENUE LIGHTS	62.5 KVA 8 HR RUNNING TIME WITH 200 LT FUEL + RENTAL	1	1
GENSET 62.5 FOR STAGE LIGHTS	62.5 KVA 16HR RUNNING TIME WITH 200 LT FUEL + RENTAL	1	1
GENSET 62.5 FOR STAGE SOUND	62.5 KVA SOND 7 HR RUNNING TIME WITH 84 LT FUEL + RENTAL	1	1
GENSET 40 FOR LED WALL	40. KVA FPR LED WALL 10 HOURS RUNNING	1	1
GENSET 125 KVA	BACK UP / STAND BY FOR ANY FAULT	1	1
FLOWER DÉCOR (AT INAUGURATION AREA & STAGE)		LUMPSUM	
BAR-PIGEON -7NOS			
BUNCH OF 153 BALLOONS(GREEN & WHITE) & CUTOUT			
BALLOON IN HALL FOR DÉCOR		LUMPSUM	

CARPET -GREEN			
LICENSE & PERMISSIONS	PPL,IPRS, KMC, POLICE, FIRE ETC.	AT ACTUALS	
Supply-distribution of Morning Tea and biscuits for all employees and their family members		Lump sump	
Total (III)			
(D) CELEBRITY PERFORMANCE			
*CELEBRITY PERFORMANCE/BAND PERFORMANCE CHARGES or # DANCE TROUPE			
Professional anchor for whole day activities both male & female together			
Total (IV)			

*CELEBRITY PERFORMANCE
Singers
SNIGDHAJIT BHOWMIK
SOVON GANGULY
SOUMYA CHAKRABORTTY
KOUSHANI GHOSH
ISHANI DAVE
KHUDA BAKSH
ARMAN BEBIL
DEBOJIT
ANUSHKA MANCHANDA
~ Celebrity performance with duet singer and musicians for one-hour performance.

Note: - 1. The company may opt for a combination of Singer(s) from the above list, with Band or Dance Troupe.

PRICE BIDNIT No. **BL/HR/ADM/FD2020/LT/201920/0029** dated 24th Dec 2019**SCHEDULE OF RATES AS PER PRICE BID ANALYSIS AS ANNEXURE-II-B**

Block	Service Description	Unit Rate (in Fig) IN INR	Unit Rate (in Words) IN INR	GST %
A	BRANDING	-DO NOT QUOTE HERE-		
	GATE BRANDING			
	FOOD AREA BRANDING			
	VENUE BRANDING			
B	STAGE AREA EQUIPMENT AND DECORATIONS			
C	VENUE LIGHTS			
D-1	CELEBRITY PERFORMANCE-SNIGDHAJIT BHOWMIK			
D-1-i	HOTEL & FLIGHT CHARGES FOR SNIGDHAJIT BHOWMIK IF APPLICABLE			
D-2	CELEBRITY PERFORMANCE-SOVON GANGULY			
D-2-i	HOTEL & FLIGHT CHARGES FOR SOVON GANGULY IF APPLICABLE			
D-3	CELEBRITY PERFORMANCE-SOUMYA CHAKRABORTY			
D-3-i	HOTEL & FLIGHT CHARGES FOR SOUMYA CHAKRABORTY IF APPLICABLE			
D-4	CELEBRITY PERFORMANCE-KOUSHANI GHOSH			
D-4-i	HOTEL & FLIGHT CHARGES FOR KOUSHANI GHOSH IF APPLICABLE			
D-5	CELEBRITY PERFORMANCE-ISHANI DAVE			
D-5-i	HOTEL & FLIGHT CHARGES FOR ISHANI DAVE IF APPLICABLE			
D-6	CELEBRITY PERFORMANCE-KHUDA BAKSH			
D-6-i	HOTEL & FLIGHT CHARGES FOR KHUDA BAKSH IF APPLICABLE			
D-7	CELEBRITY PERFORMANCE-ARMAN BEBIL			

D-7-i	HOTEL & FLIGHT CHARGES FOR ARMAN BEBIL IF APPLICABLE			
D-8	CELEBRITY PERFORMANCE- DEBOJIT			
D-8-i	HOTEL & FLIGHT CHARGES FOR DEBOJIT IF APPLICABLE			
D-9	CELEBRITY PERFORMANCE- ANUSHKA MANCHANDA			
D-9-i	HOTEL & FLIGHT CHARGES FOR ANUSHKA MANCHANDA IF APPLICABLE			
GRAND TOTAL (A+B+C+ D*+ D-@- i) =				

D*-SELECTION OF CELEBRITY PERFORMANCE WILL BE DECIDED BY BALMER LAWRIE COMPETENT AUTHORITY AND BASIS OF THE SELECTION RATE WILL BE CONSIDERED.

D-@-i-SELECTION OF CELEBRITY PERFORMANCE WILL BE DECIDED BY BALMER LAWRIE COMPETENT AUTHORITY AND BASIS OF THE SELECTION RATE WILL BE CONSIDERED.

L1 WILL BE SELECTED ON THE BASIS OF GRAND TOTAL PRICE AS PER THE PRICE BID FORMAT AS ANNEXURE-II-A and B.