



**BALMER LAWRIE & CO. LTD.**  
[5, J N Heredia Marg, Ballard Estate, Mumbai - 400001  
CIN - L15492WB1924GOI004835

**Tender No: BL/RHR-FDC 2020/01 dated 07.01.2020**

**TECHNICAL /COMMERCIAL BID**

Tender Document for  
**["Providing catering services" on 02<sup>nd</sup> February, 2020]**

**DUE DATE & TIME: [17.01.2020 at 10.30 AM ]**

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**NOTICE INVITING E-TENDER**

Online bids as detailed below are invited from reputed and experienced caterers for organizing the Company's Foundation Day events on 2<sup>nd</sup> February 2020 (Sunday).

A. Online Tender

We invite Online bid through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc>.

The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e-bidding.

**OR**

B. Hard Copy Submission

We invite hard copy sealed bids for which tender documents can be downloaded from the Company website: [www.balmerlawrie.com](http://www.balmerlawrie.com).

The Technical Proposal (Details of the Program/Event Proposed) and the Price Bid has to be submitted in **two separate sealed envelopes** and both the sealed envelopes should be put in one big envelope superscribing "**Providing catering services on 2<sup>nd</sup> February 2020**" and deposited in the Tender Box (Ground floor) at Balmer Lawrie & Co. Ltd., 5, J.N. Heredia Marg, Ballard Estate, Mumbai- 400 001 by 10.30 am on or before 18.01.2020

The scanned copies of other required documents in support of bidder's credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Providing catering services
2	Tender No	<b>Tender No: BL/RHR-FDC 2020/01</b>
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	NA
5	Tender Fee	NA
6	EMD	NA
7	Downloading / Submission of Tender :	
	a. Starts on	<b>07/01/2020 at 15.00 hours</b>
	b. Closes on	<b>17/01/2020 at 10.30 AM</b>
8	Opening of Tenders	<b>17/01/2020 at 11.00AM</b>

## 1. PRE-QUALIFICATION CRITERIA/LIST OF DOCUMENTS TO BE UPLOADED:

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company for bidders other than sole proprietor.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company / certified copy of partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number self-Certified Copy.
- d. GST Registration number self-Certified Copy.
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last 3 years.
- f. Certificate from bankers about financial soundness. **[Scan to be uploaded, hard copy to be submitted to our office].**
- g. Experience/Credential Certificate.

**In the case of bulky/voluminous documents, hard copies of the same should be submitted at our office.**

## 2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e. Any party submitting the false or forged documents may be Black Listed, work could be cancelled and criminal prosecution or any other action as deemed fit may be initiated.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

## **SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

### **1. Procedure to submit On-line Bids**

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link “*Bidding Manual*”.

#### **1.1 Registration with e-procurement platform**

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>.

#### **1.2 Bidders may contact the following resource persons for any assistance required in this regard.**

<p style="text-align: center;"><b>C1 India Pvt.Ltd.</b> <b>603, Coral Classic, 20<sup>th</sup> Road,</b> <b>Near Ambedkar Park, Chembur</b> <b>Mumbai – 400 071</b></p>
<p style="text-align: center;"><b>Contact Person</b></p> <p>1. Mr. Ujwala Shimpi, Land No 022 66865608 Email – <a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a></p> <p>2. Mr. Tirtha Das, Mob 09163254290 Email - <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a></p> <p>3. Mr. Tuhin Ghosh, Mob. 08981165071 Email – <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a></p> <p>4. Mr. CH. Mani Sankar (Chennai), +91-8939284159 Email – <a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a></p> <p>5. Mr. Partha Ghosh, Mob. 0 08811093299 Email – <a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a></p>

#### **1.3 Digital Certificate authentication**

The bidder shall authenticate the bid with his Digital Certificate 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.

- 1.4 All the bidders who do not have digital certificates need to obtain Digital Certificate. They may contact help desk of C1 India Pvt. Ltd.

## **2. Special Note**

- 2.1 Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- 2.2 Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- 2.3 No Printed or posted Bids / offers shall be accepted.
- 2.4 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.5 Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- 2.6 Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- 2.7 The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

## **3. Filling of Tender Documents**

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that need to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.

**Bids can be submitted either by online “BL e-proc website” or by offline “Hard Copy Submission” by putting the required documents in sealed envelope & dropping the same in tender box before due date of tender in the address mentioned above.**

**The sole proprietor or authorised representative shall sign all documents that need to be uploaded.**

## BACKGROUND

**Balmer Lawrie & Co. Ltd.** started its corporate journey as a Partnership Firm on 01<sup>st</sup> February, 1867. Today, Balmer Lawrie is a Miniratna - I Public Sector Enterprise under the Ministry of Petroleum and Natural Gas, Govt. of India. Along with its five Joint Ventures and two subsidiaries in India and abroad, today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors.

Balmer Lawrie is a 153 years old market oriented & professionally managed PSE with Pan-India Presence with diversified business interests operating them through Strategic Business Units (SBUs). The business profile encompasses of Industrial Packaging, Leather Chemicals, Greases & Lubricants in the Manufacturing Vertical and Logistics, Travels, Vacations and Refinery Oil Field Services in the Service Vertical.

The Company is celebrating its **154<sup>th</sup> year of existence** and the **Foundation Day** is celebrated as a Gala Event, paying homage to our Founders and reminiscing those noteworthy accomplishments towards the organisation. Accordingly the **154<sup>th</sup> Year of Foundation Day- 2020** will be celebrated on **02<sup>nd</sup> Feb, 2020 (Sunday)**.

The family members of Company's staff are called for this programme and various cultural/entertainment events are organized followed by lunch.

Thus we intend to engage a Caterer for **providing catering services during the programme scheduled on 02<sup>nd</sup> Feb, 2020** in Mumbai with respect to the scope of work defined in this tender.

**SCOPE OF WORK**

1. The **Foundation Day** Celebration is a yearly event where the family members of company’s employees are invited on the 01<sup>st</sup> Sunday of February (every year). Accordingly this event for the year 2020 is scheduled to be held on **02<sup>nd</sup> Feb, 2020 [Sunday]**.
2. The expected gathering is estimated at 300 to 350 people which will mainly include Employees, their Spouse & Children and as such the design of the programme should cover the entire ambit of audience present on the said day.
3. The venue finalized for the above programme is Lala Lajpatrai Auditorium and the address is Lala Lajpatrai Marg, Haji Ali, Haji Ali Government Colony, Mahalakshmi, Mumbai - 400034.
4. The tentative time schedule of the programme is given below.

<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Total Time</u></b>	<b><u>Details</u></b>	<b><u>Remarks</u></b>
09:00 AM	09:30 AM	<b>00:30</b>	Registration & Entry	Responsibility of BL
<b>09:30 AM</b>	<b>10:30 AM</b>	<b>01:00</b>	<b>Breakfast</b>	<b>Responsibility of Caterer</b>
10:30 AM	11:00 AM	<b>00:30</b>	Distribution of Long Service Award	Responsibility of BL
<b>11:00 AM</b>	<b>13:30 PM</b>	<b>02:30</b>	<b>Entertainment Programme</b>	<b>Responsibility of EMA</b>
<b>13:30 PM</b>	<b>15:00 PM</b>	<b>01:30</b>	<b>Lunch</b>	<b>Responsibility of Caterer</b>



The following snacks and buffet lunch as per the menu mentioned below shall be arranged.

MENU FOR 02 <sup>nd</sup> Feb 2020		
CATEGORY	MENU ITEMS	TIMINGS
<b>BREAKFAST</b>	Idli,	<b>09.30 to 10.30 PM</b>
	Medu Vada	
	Sambar	
	Chutney	
	Bread Omlette	
	Tea / Coffee Counter	
<b>VEG - DRY</b>	Pattice	<b>13.30 PM to 15.00 PM</b>
<b>NON VEG - DRY</b>	Fish Fry	
<b>VEG - GRAVY</b>	Mix Vegetable	
	Paneer Kadai	
<b>NON VEG - GRAVY</b>	Mutton Rogangosh	
	Butter Chicken	
<b>RICE</b>	Jeera Rice	
<b>DAL</b>	Dal Makhani	
<b>ROTI BASKET</b>	Mixed Roti	
<b>SWEETS</b>	Slice Kulfi	
	Jilebi + Rabadi	
<b>OTHERS</b>	Green Salad	
	Papad / Pickle	
	Bundi Raita / Kukumber	
	Mukhwas Counter	
	Mineral Water Glasses	

**General Terms and Conditions:**

1. A minimum guarantee of **350 servings** of Snacks & Buffet Dinner is to be done as per menu mentioned above.
2. The caterer should be able to manage any additional requirement over and above **350**.
3. The caterer should provide necessary No. of Counters for various snacks and buffet dinner items to avoid queues.
4. The caterer should provide adequate no. of staff to serve the snacks, dinner, water, removing used plated etc.
5. The caterer shall use only good quality food items for preparation of snacks and dinner menu.
6. The caterer should provide mineral water throughout the programme i.e. from 09.00 am to 15.00 pm.

## **GENERAL TERMS AND CONDITIONS**

**The tenderers shall fulfill the following Eligibility Criteria for Techno-Commercial Bid:**

1. The bidder should not be blacklisted by any PSU / Govt. Dept/ Govt Agencies (Self Declaration duly signed by Authorised Signatory to be enclosed/attached).
2. The PAN Number should be submitted and copy to be attached.
3. Offers received from bidders who are not registered under GST will not be considered for any evaluation against this tender. GST Number and copy to be attached
4. Copy of Income Tax Acknowledgement (ITR-V) of last three years to be submitted.

### **2. Submission Of Online Bids:**

The bids should be submitted in 2[two] separate parts entitled as

[A] Technical / Commercial Bid [Un-priced]

&

[B] Price Bid

For Price Bid, only the rates are to be submitted as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

### **3. Tender Opening**

[A] Unpriced [Technical-Commercial] Bid Opening

Technical / Commercial Bids will be opened online as per the Tender Calendar.

[B] Price Bid Opening

### **4. Acceptance of offers:**

- 4.1 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- 4.2 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.
- 4.3 The rates quoted should remain fixed during the terms of contract.

### **5 Negotiations:**

- 5.1 Balmer Lawrie reserves the right to negotiate with the Bidder. The bidder 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.
- 5.2 In case of negotiation, the Tenderer 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 whichever is earlier. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion and proceed to finalise the tender.

**6 Price Variation:**

- 6.1 The price should be firm and irrevocable and not subject to any change whatsoever till the execution of the work/validity of the contract period.
- 6.2 The quoted rates shall be kept valid for acceptance for a period of minimum 60 days from the date of opening of the price Bid.

**7 Notification of Award:**

Prior to the expiry of the period of Bid validity, BL will place purchase/work order or letter of intent on the successful bidder.

**8 Payment Terms:**

Bills will be settled within ten (10) working days from submission of bills after the completion of event.

**9 Sub-letting of Work:**

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from any other firm at the 'Risk & Cost' of the contract.

**10 Other Terms & Conditions:**

The company reserves the right to accept any tender in whole or in part and reject any or all tenders. The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such party who is the lowest bidder originally.

**As such, it would be in the interest of the bidders to quote the lowest best possible rates. Negotiations, if held will be only with the lowest bidder.**

Tenders not conforming to the above mentioned requirements are liable to be rejected. Bids of any Tender may be rejected if conflict of interest between the Bidder and the Company is detected at any stage.

**11 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. The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected.

Contact Persons: For any query you may please contact

**Name : Shri Subhash Agawane**

**Designation : Manager (HR)**

**Cell No. : 98929 39219**

**12 Indemnity & Ensuring safety:**

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen employed by the contractor. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible issues related to the execution of work.

**13 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. Ltd. 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 thereof and is final and binding on the parties. The proceedings shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No **BL/RHR-FDC 2020/01 dated 7/01/2020** and hereby confirm our acceptance of the same.**

Place : Signature of Tenderer :

Date : Name & Address :

Telephone Nos. :

Office :

Fax Nos. :

**PARTICULARS OF THE BIDDER'S ORGANISATION**

<b>S. No</b>	<b>Description</b>	<b>Tenderer's Details</b>
<b>1</b>	Name of the Tenderer	
<b>2</b>	Address of the Registered Office	
<b>3</b>	Address of the branch / office quoting against the Tender	
<b>4</b>	Year of commencement of business	
<b>5</b>	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co./LLP	
<b>6</b>	Registration No. (Under companies Act )	
<b>7</b>	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
<b>8</b>	Income Tax PAN no.	
<b>9</b>	Whether copy of PAN enclosed / uploaded	
<b>10</b>	Whether copy of latest Income Tax Return uploaded	
<b>11</b>	GST Registration. No.	
<b>12</b>	Whether copy of GST Registration certificate Uploaded	
<b>13</b>	Name of the Banker	
<b>14</b>	Whether registered under MS MED act	
<b>15</b>	In case registered under MSMED provide registration number and copy of registration certificate.	

**GST Compliances**

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure 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] Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

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

**ADDITIONAL DETAILS OF VENDOR**

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No./Fax No.	
7	Mobile No.	
8	Email ID	
11	Contact Person	
12	Bank Name	
13	Street	
14	City	
15	Branch Name	
16	IFSC Code	
17	MICR Code	
18	Account Number	
19	Pan Number	
20	Minority Indicator	
21	GSTIN Registration Number	
22	HSN /SAC Code for Supply/Service	
23	GST rate (in %) applicable for Supply/Service to be provided.	
24	Composition Scheme Applicable	Yes / No
25	Proof of GSTIN Registration No. per state [From GSTN website]	
26	Vendor's GSP name [GST Suvidha Provider's]	
27	Exemption No.	
28	Exemption Percentage	
29	Exemption Reason	
30	Exempt From	
31	Exempt To	

ANNEXURE - C

**PART- B: PRICE BID**

**Tender No: BL/RHR-FDC 2020 dated 07/01/2020**

<b>MENU FOR 02<sup>ND</sup> Feb, 2020</b>			
<b>S:. NO</b>	<b>MENU ITEMS</b>	<b>TIMINGS</b>	<b>Rate per plate / per person [Rs.] [Incl. of all Taxes] upto 350 nos</b>
<b>1</b>	<b>Food Menu as listed above</b> <b>(Lumpsum cost to be quoted)</b>	<b>As listed above</b>	
<b>[A] Total</b>			
<b>[B] Minimum Guarantee 350 persons</b>			
<b>[C: A*B] Grand Total</b>			

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No Tender No: **BL/RHR-FDC 2020/01 dated 7/1/2020** and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :

Designation :

Seal :