



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

**SBU: Greases & Lubricants**

**P-43, Hide Road Extension, Kolkata-700 088.**

**Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)**

### **LIMITED TENDER ENQUIRY**

**Tender No. : GLK/TE19/304**

**Date : 08.02.2020**

**Due date : 13.02.2020**

**Time : 17:00 hrs IST**

#### **Introduction**

Balmer Lawrie & Co. Ltd. [hereinafter referred to as [BL] invites hard-bid only from BL registered vendors who are experienced cotton shirt supplier along with financial capabilities and ready to supply Balmerol® Branded Cotton Shirt .

In light of the above financial e-bids are invited from experienced and reputed agencies as per the

- Technical Specifications –Annexure 1
- Price Schedule –Annexure 2
- General terms & conditions –Annexure A-3

You are requested to submit your competitive offer along with supportive complete in all respect furnishing above details to us on or before the due date and time.

Thanking you,

Yours faithfully,  
For Balmer Lawrie & Co. Ltd.

(Abhishek Tiwari )  
Sr. Manager - Brand Promotion & Communication

Encl.: As above

#### **Note:**

- **BIDDERS ARE ADVISED TO STRICTLY CONFIRM COMPLIANCE TO ALL TENDER CONDITIONS WITHOUT ANY DEVIATION / CONDITIONS IN THEIR OFFER. SUBSEQUENT TO BID SUBMISSION, BALMER LAWRIE MAY NOT SEEK CONFIRMATIONS / CLARIFICATIONS AND ANY /ALL BID(S) NOT IN LINE WITH TENDER CONDITIONS WILL BE LIABLE FOR REJECTION.**
- **Price Bids received via mail/Fax/hard copy will be summarily rejected**



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

**SBU: Greases & Lubricants**

**P-43, Hide Road Extension, Kolkata-700 088.**

**Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)**

#### **Annexure -1**

Offers are invited from Registered Vendors for Supply of Balmerol® Branded Cotton Shirt.

As per the **specification, General terms & conditions**, and **Price Schedule** attached in Annexure respectively.

#### **Specifications of Balmerol® Branded Cotton Shirt**

- **Size:** -Mix of S/M/L/XL/XXL
- **Fabric :** Premium 2 ply cotton fabric with richer texture, 100% cotton for comfort and breathability
- **Colour:** Grey and Dark blue (as per sample kept at Hide Road Office)
- **High Quality Fused Collar:** Cut perfectly symmetrical, with straight and clean stitching along the edges. It should have a nice crispness to it, with sharp, clean edges along the bottom.
- Split yoke
- Reinforced side seam gussets
- Fused cuffs
- **Button:** High Quality Buttons resilient to degradation caused by cleaners and heat with cleanly Finished Button Holes
- **Embroidery :** Two colour logo printing above the pocket 2.5"
- **Packing individual in seal king**
- FOR delivery Silvassa
- Quantity: 40 Grey colour 40 Nos Blue Colour Total -80 Nos
- **FOR Delivery within 10-12 Days of issue of PO/LOI at Silvassa**

- 1) The rates quoted will be **FOR Silvassa Location**

Region	Location	Fleece Blanket Qty
West Region	Silvassa	80

- 2) Exact Packing instructions and delivery address will be shared post finalization of order.
- 3) Artwork in PDF or AI file will be provided by BL over mail /CD
- 4) Vendor needs to take approval on the dummy sample/e sample before executing the full production.

#### **General Terms & Conditions**

- 1) Before filling up, the complete Tender Specification should be read properly. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning, specification and interpretations, such matter shall be brought to the attention of the company (Balmer Lawrie & Co. Ltd.), at least four days in advance, prior to the date of filling/submission of the Tender. For clarification required, if any, please contact



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

**SBU: Greases & Lubricants**

**P-43, Hide Road Extension, Kolkata-700 088.**

**Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)**

Shri. Abhishek Tiwari,  
Balmer Lawrie & Co. Ltd.  
P-43 Hide Road Extension, Kolkata-700088  
Tel. No. 033 2450 0158  
Fax No. 033 2439 2277  
E-Mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)

**2) Pre-Qualifying Criteria:**

- Submit order copy of two (02) PO executed in last 3 years of similar type of Job work Branded Cotton Shirt with BL or any other company of value totaling not less than Rs.0.5 lacs
- The bidder shall meet the tender specification and close similarity to the REFERENCE SAMPLES maintained by BL. Bidder may visit the BL office at Hide Road Extension for look and feel of the sample.
- Submit a sample (on returnable basis) of the proposed actual supply of item, place a sticker with TE No. and Bidder name.
- SAMPLES/PROTOTYPES shall be submitted free of all charges by the Tenderer and BL shall not be responsible for any loss or damage thereof for any reason whatsoever. In the event of non-acceptance of the tender, the tenderer will have to make arrangements to remove/collect the sample/prototypes at his own expenses.

**3) Financial Evaluation Process :**

- L1 Bidder would be determined considering total net outflow to the company.
  - If two or more L1 rates are quoted than the only L1 bidders will be asked to resubmit their bids in sealed envelope and hard copy within 48 hours.
- 4) The vendor should compulsorily follow all the provisions of GST Law and in the event of any default of complying with any of the provisions of the GST Law, Balmer Lawrie would exercise the right for non-payment / withholding payment / black listing the vendor

**5) Earnest Money Deposit (EMD) : N.A**

**6) Provisions for Micro , Small and Medium Enterprises ( MSME ) :**

- Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F: No21 (17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. The MSME registration to specify manufacturing of the tender item(s).**
- Registered MSME vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhaar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs.
- Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply 25 per cent of total tendered quantity for



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

**SBU: Greases & Lubricants**

**P-43, Hide Road Extension, Kolkata-700 088.**

**Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)**

the grade at the respective regions subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSME bidder matches non-MSME L1 price, 25% of the tender quantity will be equally split between the L1 matching MSMEs. If more than one MSME bidder has quoted in afore-said price band, number of such bidders will be intimated by tenderer to MSME bidders when seeking their acceptance to match L1 bid.

- 7) **Submission of Tender/Bid:** Bidders are requested to kindly visit our e-procurement website: <https://balmerlawrie.eproc.in> for the same. Bid shall also be uploaded in pdf format after filling in the appropriate data in hard copy duly signed & scanned within the due date and time to the attention of Shri Abhishek Tiwari.
- 8) **Payment terms:** BL does not pay any Advance Payment. 100% payment within 30 days of successful completion of installation process and submission of invoice with required documentary evidence and certification as per tender terms.
- 9) Submission of tender will be the conclusive evidence as to the fact that the tenderer has fully satisfied themselves as to the technical specification, General terms & conditions and all other factors, affecting the performance of the contract and the cost thereof.
- 10) Please note that bid of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- 11) **Right of acceptance / Rejection:** BL reserves the right to accept/reject any or all offers without assigning any reasons, whatsoever. Telex/Telegraphic/Fax offers shall not be accepted. The company will not accept any responsibility for any delay in uploading of bids in e-procurement website.
- 12) **TENDER CANCELLATION** The tender may be cancelled due to any unforeseen / unavoidable circumstances or due to any other reason at any stage of the tender processing as per the sole discretion of BL and BL is not liable to provide any reason to the applicants for the same.  
Last date for submission of offer is 15.10.2019 up to 14:00 hours.
- 13) **Delivery Time Schedule:** -The delivery should be made within **10-12days** from the date of issue of Purchase Order (PO)/LOI
- 14) **Quality & Quantity of the material:** Quality of the material supplied should be as per standard given in Annexure A. BL reserves the right to change the no. of locations at any point of time. The items should be free of material defect and should be in good condition during delivery. BL will not accept any poor quality or non-adherence to specifications during delivery.
- 15) **Jurisdiction:** - All disputes are subject to Kolkata jurisdiction.
- 16) **Liquidated damages:** Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser beyond the agreed schedule, the Vendor / Contractor shall be liable to pay liquidated damages,



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

**SBU: Greases & Lubricants**

**P-43, Hide Road Extension, Kolkata-700 088.**

**Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)**

a sum representing 0.5% (Half per cent) per week or part thereof of the order value, subject to maximum of 5% of the order value for the undelivered portion.

**17) Delivery Location, working days & hours:** - The FOR delivery on site as per given locations in Annexure A-2

**18) Factory Rules:** - Supplier personnel have to abide by the Balmer Lawrie & Company, Greases and Lubricants, Kolkata factory rules and regulations.

**19) Offers & Enclosures:** The offers submitted by the all the tenderers will be non-returnable and shall be the property of BL even in the case of unsuccessful bidders. However BL shall maintain the confidentiality for the submitted documents. In case of bulky documents, which cannot be accommodated in the tender box, the undersigned may be contacted. The bids may also be sent by Speed Post / Courier Service well in advance so as should reach the undersigned at least one day before the tender closing date. Timely submission of the Bids is responsibility of the bidders and no reasons / excuses in this regard will be entertained by BL.

**20) Taxes & Duties:**

- a) Bidders must indicate the nature of taxes & duties applicable for the supply and quote the amounts of Taxes and Duties as applicable separately.
- b) Wherever all-inclusive prices are quoted by the bidders without bifurcation of tax elements, the bid will get rejected.
- c) Successful bidders / Suppliers will not be entitled to any increase in rate of taxes occurring during the period of extended delivery completion schedule if there is delay in supplies / completion attributed to him. However if there is a decrease in taxes, the same must be passed on to BL.

**21) Validity period of the offer:** The period of validity of the quotations should not be less than 90 days from the due date of the tender and the rate shall be applicable till the completion of the project.

**22) LIMITATION OF LIABILITY:** Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order Price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production.

**23) Force Majeure:** Shall mean and be limited to the following –

War / Hostilities (b) Riot or Civil Commotion (c) Earthquake, flood, tempest, lighting or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller . The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions, In the event of delay lasting over one month, if arising out of causes of Force Majeure, Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 28 above shall apply .For delays arising out of Force Majeure, the Seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Purchaser nor Seller shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. Seller shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any Force Majeure conditions, the Seller or the Purchaser shall not be liable for delays in



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)  
www.balmerlawrie.com

**SBU: Greases & Lubricants**

**P-43, Hide Road Extension, Kolkata-700 088.**

**Phone- (033) 2450 5405, Fax- (033) 2439 2277, E-mail: [tiwari.abhishek@balmerlawrie.com](mailto:tiwari.abhishek@balmerlawrie.com)**

performing their obligations under this order and the delivery dates will be extended to the Seller without being subject to price reduction for delayed deliveries, as stated elsewhere.

**24) RESOLUTION OF DISPUTES / ARBITRATION:** All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the Chairman and Managing Director of BL, Kolkata whose award shall be final & binding on both the parties. The contract shall deem to have been entered at BL, and all suits in respect of this contract shall be under the jurisdiction of the court in Kolkata.

**25) Tender for registered approved vendors only:** The Responses/offer from registered/approved vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Kolkata) and subject to such registration being confirmed, they would be considered for the subsequent Tenders.

**26) Risk purchase clause:** If any vendor fails to supply the items as per delivery schedule, BL reserve the right to get the items procured from any other alternate sources at the risk of failed vendor and the differential cost will be recovered from their invoices / SD.

**27) Repeat Purchase:** If the situation warrants or arises BL may go for repeat purchase only once with the qualified L1 bidder. Creative/Quantity may change but rates will remain same.

**Annexure- A-4**

**Price Bid**

S.No	Item	Qty in Nos	Rate/ Pcs	Total Amount	GST Rate	GST Amount	Grand Total	HSN Code
1	Balmerol® Branded Cotton Shirt	80						

**I / we have understood all the terms & conditions as mentioned in the tender document and have made myself / our self fully acquainted with the specifications & FOR delivery locations / sites of the branches & working conditions. The said terms & Conditions are acceptable to us.**

**I / we are MSE vendor and confirm that UAM No. \_\_\_\_\_ has been uploaded on CPPP website as required by Ministry's circular no F: No21 (17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. (Strike off if not applicable)**

**Date**

**Name of Signatory**