



Balmer Lawrie & Co. Ltd
(A Government of India Enterprise)
No.301, Regency House,
Somajuguda,Hyderabad- 500082.

SINCE 1867

Phone : 040-23404556

Ref : BL/HYD/GIFT/19-20/01

Date : 13.03.2020

Due on : 23.03.2020 @ 17.00 Hrs

NOTICE INVITING TENDERFOR SUPPLY OF
CUSTOMIZED GIFT ITEMS

Scope of work

Balmer Lawrie & Co Ltd. is a Government of India Enterprise under the Administrative control of the Ministry of Petroleum & Natural Gas. We intend to award a contract for supply of Customized Gift Items as per specifications given in the tender.

Taxes & Duties

GST/duties as applicable should be quoted separately by the tenderer.

Pre-qualification requirement

1. The agency should supply the tendered items strictly as per specification mentioned in the tender.
2. Possession of PAN.
3. Possession of GST Registration
4. The party has to quote for all the items
5. Copy of dealership certificate, if applicable

Note:- L1 for overall tender value will be considered or sector wise (individual item-wise) L1rates will also identified.

OUR REQUIREMENT / SCOPE OF WORK

We have requirement of following items and to customized as per our requirement, Pl refer Annexure -1 for detailed description

1. Genuine Leather Wallet with two compartment of currency note, five card holders with Company logo embossed on Front side.
2. Mouse pads of reputed brand with customized company logo printing
3. Insulated white colour water bottle with company logo printing
4. Pierre Cardin metal pen with customized individual name embossed
5. Branded 10000MAH white / silver Power bank with company logo printing

CUSTOMIZATION

For the above Items we require to customize with Printing of Company Name & Logo on all the items as well as to be personalized Embossed on the body of the pen.

The design and details for the same shall be provided to the bidders, bidders shall contact us on customization before quoting.

Offer should be on door delivery basis as per format given in Annexure-1. Offer should have clear details of GST tax if any applicable, delivery charges etc. Delivery charges shall be included in the rate structure. Terms like 'extra' or 'at actual' will lead to rejection of offer.

Validity of offer

Tenderers shall keep their offer valid for acceptance for a period of 30 days from the due date of submission of tender

The tender details are also available at our Company's website www.balmerlawrie.com

Payment terms

Our standard payment terms is 7 working days from the date of delivery of material and submission of Invoice, duly receipted delivery challan etc.

TENDER DOCUMENT SUBMISSION

Your offline document (excluding price bid) shall comprise the following:-

- A covering note in your letter pad
- Price bid duly completed, signed and sealed
- Duly signed and stamped on all the pages of tender document.

Your tender comprising all the above documents shall be kept in a sealed envelope superscribed as “quotation for Supply of Customized Gift Items” and should reach the undersigned at the following address on or before 23rd March 2020 @ 17.00 Hrs

Branch Manager (Logistics)
Balmer Lawrie & Co. Ltd
No.301, Regency House
Somajiguda, Hyderabad - 500082.

Phone : 040-23404556, e-mail :s.padamati@balmerlawrie.com

For Balmer Lawrie & Co. Ltd

Krishnan .S

Sr.Branch Manager



Balmer Lawrie & Co. Ltd
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There shall not be any case or charge under investigation/enquiry/trial against the bidder, nor convicted in a court of law nor suspended / black listed by any organization on any grounds.

Balmer Lawrie reserve the right to use in house information for assessment of capability of bidders. The decision of Balmer Lawrie regarding tender shall be final and conclusive.

If the performance of the bidder is/has been found to be unsatisfactory for any reasons whatsoever, in any organisation including Balmer Lawrie, then Balmer Lawrie reserves the right to reject the bids submitted by such bidders.

Joint venture/consortium basis offers shall not be accepted.

Bidders shall ensure submission of complete information/documents at the first instance itself. Balmer Lawrie reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information/documents are liable for rejection.

- 1) The Company has the right to reject all or any offer without assigning any reason whatsoever. All decisions of the company in these regards shall be final.
- 2) The Agency shall provide quality service, in the event of any deterioration in the quality of service, about which the company will be the sole judge, the company reserves the right to cancel the order immediately.
- 3) **The Agency shall also indemnify the company from any claim, loss, damage etc. in respect of the contract awarded to him by the company. The Agency shall have to keep Balmer Lawrie fully indemnified for and against all claims, costs, charges to**

which Balmer Lawrie may be subjected and all the expenses to which the Company shall be put in respect of personal injuries to employees of the Agency arising out of or occasioned during the contract period in respect of personal injuries to employees of the Company and to any outsider during the course of execution of this contract. This indemnity bond shall be in addition and not in lieu of any indemnity to which the Company may be entitled by law.

- 4) The Agency shall be fully responsible for the successful completion of the supply as per the terms contained herein. Any contravention of the conditions will lead to cancelation of the order. The Agency shall be responsible for the consequences arising out of such termination.

The above terms and conditions duly signed by the bidder will form part of the offer and as acceptance of the contract and therefore inalienable for the contract. Tender would be rejected if the price is quoted in techno-commercial bid. No techno commercial document should be attached with priced bid. The bidder shall sign the terms and conditions and should enclose the same with the offer as token of acceptance of the terms and conditions and they shall form part of offer and acceptance of the contract and therefore inalienable from the contract. Bids of those bidders which are meeting the above qualifying requirements shall be taken up for detailed evaluation

ARBITRATION

Any dispute or difference under this Contract 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.

Canvassing in any form by the agency himself or by any other agency on their behalf may lead to disqualification of their bid. Clarification if any can be obtained from Branch manager, Hyderabad.

Date

Name and signature of the tenderer

(With company seal).

PRICE BID - ANNEXURE 1

Sl.No.	Item	Branding Inclusive	Packing type	Apprx Qty	Price/unit Without GST	GST %	Price/unit With GST
01	Genuine leather wallet. With 5 card slots, and two note compartment	With Embossing of Company Name, Logo on Front Side	Normal white box with logo	60			
02	Mouse pads	Reputed brand with logo	Single polythene cover packing	200			
03	Insulated water bottle Colour :white	Engraving of logo	Normal White Box with logo	80			
04	Pierre Cardin metal pen with customized individual name embossed	Engraving of individual name	Normal White Box with logo	80			
05	10000MAH Power Bank Colour:Silver or white	Logo engraving	Normal white box with logo	80			

Note:- L1 for overall tender value will be considered or sector wise (individual item-wise) L1 rates will also identified.

Note :- The above quote should be inclusive of Delivery at doorstep.

Date :

Name and signature of the tenderer

(With company seal).