

BALMER LAWRIE & CO. LTD  
ASSOCIATE SERVICES  
MANALI, CHENNAI- 68  
(Regd. Office, 21, Nethaji Subhas Road, Kolkata-700001)  
PHONE NO.044-25946540

Tender Ref: BL/AS/MAN/PHOTOC/LT/201920/0033

DATED: 20.03.2020  
DUE DATE: 31.03.2020

TO,

ALL REGISTERD PARTIES

**Notice inviting Tender for Providing Photocopier Machine on Monthly Hiring Basis.**

Balmer Lawrie (hereinafter referred to as BL) invites e-bids from competent agencies for providing Photocopier machine on monthly hiring basis for our Manali Complex.

**1. Scope of Work**

- a. Providing 04 Nos. of Photocopier machines on monthly hiring basis for our offices at Manali Chennai.
- b. The model and make of the machine should be either: Canon / Modi / Richo / Xerox or equivalent models.
- c. The Photocopier machine should have facility for duplex printing, network printing, scanning etc.
- d. The approx. copies that would be taken by us per month per machine would be 8000 nos.
- e. Spare parts including drum and other mechanical spares and consumables like toner, etc. shall be replaced by the party as and when required.
- f. Monthly servicing to be carried out
- g. Complaints should be attended immediately, but not later than 24 hours of complaint.
- h. The part should/would be required to replace the machine if the same is facing frequent failures
- i. The Contract will be for a period of two years from the date of award of contract.
- j. Rate should be quoted for monthly hire charges basis inclusive of 5000 copies and per copy charges beyond 5000 copies per month.

**2. Prequalification requirement**

Party should have

- a. PAN NUMBER
- b. GST NUMBER

The offer will be rejected in the absence of the above. Relevant certificate copies should be submitted as hard copies.

**3. Taxes & duties.**

All taxes, duties, levies etc. are extra as applicable. Kindly indicate the taxes in Price bid format

**4. Non Conformance**

The tenders not conforming to the above mentioned requirements stated under above Cl: 2 & Cl: 4 are liable to be rejected.

**5. Contract Period**

The contract will be for a period of Two years from the date of award of contract.

**6. Payment terms**

Payment for the services will be released within 15 days of submission of bill duly certified by the concerned officer/executives.

**7. Validity of offer**

Tenderers shall keep their offer valid for a period of 60 days from the due date.

**8. (a) CONDITIONS / PROCEDURE FOR ON-LINE BID SUBMISSION**

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their price bids online. **No off-line bids shall be entertained by the Tender inviting Authority.**

The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender Documents, displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria/ technical bids in the e-Procurement web site. However, bulky documents (excluding price) need not be scanned and uploaded but physical copy of the same should be sent to the Tender inviting Authority office before the tender opening date. The bidder shall sign on the statement, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

**(b) PRICE BID SUBMISSION ON LINE**

Price bid shall be as per Annexure-I which needs to be submitted ONLINE as per the procedure given in e-portal for e-bidding.

**9. Registration with e-Procurement platform**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

<b>HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST</b> (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOL(DAYS)) Please email your issues before your call helpdesk. This will help us serving you better.			
<b>Balmer Lawrie &amp; Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001</b>			
<b>Dedicated email : <a href="mailto:bisupport@c1india.com">bisupport@c1india.com</a> Dedicated Helpdesk for Balmer Lawrie</b>			
<u>Contact Person</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>	<u>Helpdesk Nos are open from</u>
1. Mr. TirthaDas (Kolkata)	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163264290	MON - FRI
2. Mr.Partha Ghosh (Kolkata)	<a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	<a href="mailto:ujwala.shimpi@c1india.com">ujwala.shimpi@c1india.com</a>	+91-22-66866608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
<b>Escalation Level 1</b>			
Mr.Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071	

**10. Digital certificate authentication**

The bidder shall authenticate the bid with his Digital Certificate before submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.

All the bidders who do not have Digital certificate need to obtain Digital certificate. They may contact Help Desk of C1 India Pvt Ltd.

**11. CORRIGENDUM TO TENDER**

All the bidders have to keep track of any changes by viewing the addendum/ corrigendum's issued by the tender inviting authority on time-to time basis in the e-Procurement platform <http://balmerlawrie.eproc.in> & Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com). The Company inviting tender shall not be responsible for any claims/other issues arising out of this.

**12. Bid submission Acknowledgement**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender inviting authority and C1 India Pvt Ltd will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing. Before uploading scanned documents the bidders shall sign on all the statements, documents, certificates uploaded by him, owing responsibility for their correctness/authenticity.

**13. Price bid to be uploaded on-line only**

Submission of off-line price bid will disqualify the Bidder's participation in the Tender.

**14. Force Majeure Conditions**

If at any time during the continuance of the contract, the performance in whole or part by either party or obligation under the contract shall be prevented by reasons of any way, hostility, acts of public enemy, civil commotion, sabotage, fire not caused due to contractor's negligence, floods, explosion, earthquake, epidemics, quarantine, restrictions, strike, lock outs, change in Government policy or acts of Gods (hereinafter referred as events), then provided notice of the happenings of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such events be entitled to terminate the contract nor shall either party have any claim for damage against the other in respect of such non-performance or deal in performance. The contract shall be resumed as soon as practicable after such events have come to an end or ceased to exit.

**15. Liability**

The bidder would be fully responsible to ensure safety of lives, goods, vehicles, property within Balmer Lawrie premises. Any damage to life or property inside Balmer Lawrie due to negligence by the Contractor's workmen would be to the account of the contractor.

**16. Safety to Company's Property**

The contractor should ensure that during the time of operation there is no damage to the property personnel of the company. In the event of such damage same will be repaired/ compensated to the company at the cost of the Contractor.

**17. Conflict of interest**

The bids of any tenderers may be rejected if a conflict of interest between the tenderer and the Company is detected at any stage for submission of tender.

**18. Taxes, duties, octroi & other statutory payments.**

Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes, duties, Octroi, cess etc. now or hereafter increased, imposed or modified from time to time in respect of work and materials and all contributions and taxes for unemployment compensation insurance and old age pensions or annuities now or hereafter imposed by the Central or State Governmental authorities which are imposed with respect to or covered by the wages, salaries or other

compensations paid to be persons employed by contractor and contractor shall be responsible for compliance with obligations and restrictions imposed by the Labour Law or another law affecting employer employee relationship and Contractor further agrees to comply and to secure the compliance If all Sub- contractors with applicable Central, State Municipal and local laws and regulations and requirements of any Central state or local employment Agency or authority, contractor further agrees to defend indemnify and hold harmless from any liability or penalty which may be imposed by the Central, State or Local authorities by reason of any violation by contractor or Sub-contractor of such law, regulations or requirements and also from the claims, suits or proceedings that may be brought against Owner arising under growing out of or by reason of work provided for by this contract by third parties or by/ central or state Government Authority or any administrative sub-division thereof.

**19. Corrigendum to Tender**

The bidder has to keep track of any changes by viewing the addendum/ corrigendum's issued by the Tender inviting Authority on time-to time basis in our website [www: balmerlawrie.com](http://www.balmerlawrie.com)& our e-procurement portal <http://balmerlawrie.eproc.in>. The Company inviting tender shall not be responsible for any claims /other issues arising out of this.

**20. Acceptance of Tender**

The Company reserves the right to accept or reject the offer in part or in full with our assigning any reasons whatsoever and /or to negotiable with tenderer(s) In the manner it considers suitable.

**21. Indemnity**

The Contractor shall indemnify the company, for the financial or other losses that result to the company during the operation of the contract for over the actions/inactions on the part of the contractor, which has resulted in the liability or the company.

In other words, the contractor shall continue to be responsible to the company in respect of any act or omissions/commissions performed during the tenure of the contract even through the action may actually be Initiated by the external agency or an individual or a statutory authority etc. much after the contract period had expired. The Contractor shall be responsible for the acts or omissions and commissions that have taken place during the contract period.

**22. Arbitration**

Any dispute or difference arising under this contract shall be referred under jurisdiction of Chennai to a sole arbitrator to be appointed by the Chairman & Managing Director, 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 proceeding. The fees of the arbitrator, if any shall be shared equally by both the parties. The proceeding shall be conducted in English language and court at Chennai will have exclusive jurisdiction to settle any dispute arising out of this contract.

**23. General**

BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

Offers from New Vendors will be considered for vendor development only, not for finalization of contract against this tender.

**24. DISCLAIMER CLAUSES:**

Neither 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.

**25. AWARD OF CONTRACT**

The contract will be awarded based on the overall lowest (L-1) quoted tenderer of total value of contract.

**26. TENDER DOCUMENTS SUBMISSION(EXCLUDING PRICE BID)**

Your offer shall comprise the following.

- a. Annexure-1 duly filled in and signed with seal.
- b. Relevant copies of certificates, as per prequalification requirement
- c. Tender Document duly signed with seal in all the pages as token of acceptance of our terms.

Your offer for tender comprising all the above documents shall be kept in a sealed envelope Super scribed as "unpriced offer for photocopier machine on hiring basis" and at Manali should reach the undersigned at our Manali office at the following address on or before **31.03.2020**

CHIEF MANAGER (HR&ER)  
BALMER LAWRIE & CO. LTD  
HR DEPARTMENT  
MANALI, CHENNAI- 600068  
PHONE NO.044- 25946540  
MOBILE NO. 9360177113  
E-mail: sriraman@balmerlawrie.com

For BALMER LAWRIE & CO. LTD

  
SRIRAMAN D  
CHIEF MANAGER (HR&ER)

## ANNEXURE-1

VENDOR IS REQUESTED TO PROVIDE ALL THE DATA IN THE TABLE BELOW, AS APPLICABLE.

1	NAME OF THE PARTY	
2	ADDRESS WITH PIN CODE	
3	PHONE NO/MOBILE NO	
4	E-MAIL ADDRESS	
5	PAN NO	
6	GST REGISTRATION NO.	
7	CONTACT PERSON NAME	
8	CONTACT PERSON MOBILE NO	
9	EXPREIENCE DETAILS	

Relevant registration / certificate copies shall be submitted.

Tender Ref: BL/AS/MAN/PHOTOC/LT/201920/0033

DATED: 20.03.2020

DUE DATE: 31.03.2020

**PRICE BID PROVIDING PHOTOCOPIERMACHINE ON MONTHLYHIRING BASIS**

S.NO	DESCRIPTION	RATE (Rs.)
1	MONTHLY HIRE CHARGES PER MONTH INCLUSIVE OF 5000 COPIES	
2	PER COPY CHARGES BEYOND 5000 COPIES PER MONTH	
3	GST (%)	