



**Balmer Lawrie & Co. Ltd**  
**(A Government of India Enterprise)**  
**Teynampet, Chennai 600018**  
**Phone : 24302461 to 24302463**  
**Website : balmerlawrie.com**

**Ref : BL/CHNLS/SALESPROMOTION/CAPEX/201819/0002**  
**Due on : 30.03.2020 On 10 : 00 AM.**

**Date : 20.03.2020**

**To : ALL INTERESTED PARTIES**

**TENDER FOR PROVIDING QUALITY GIFTS**

**REQUIREMENT**

Balmer Lawrie & Co Ltd. is a multiple product, multi location and multi technology conglomerate. The Company invites bids for awarding contract for supply of Quality GIFTs items for our Teynampet office, Chennai. The requirement is as under:-

<b>Sl No</b>	<b>Item description</b>	<b>Qty</b>	<b>Delivery at</b>
1	Laptop Backpack Bag (Double deck large ) with Customized with our LOGO.	75 Nos	Teynampet
2	Laptop Backpack Bag (Double deck medium) with Customized with our LOGO	100 Nos	Teynampet
3	Leather Wallets with customized	100 Nos	Teynampet

**Taxes & Duties**

Taxes/duties should be clearly mentioned in the Price bid

**The rate quoted by you should include Packing /delivery & transportation charges, if any, of the items to be delivered at Teynampet.**

**Size and Specification as per attachment**

**Rate quoted in the price bid should be net amount (after discount.)**

**Validity of offer**

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

**Payment terms**

Payment shall be made within 15 days from the date of submission of bill along with delivery challan.

The tender is in two bids, technical bid and price bid. The details on submission of the tender is given below :-

**Disclaimer clause**

Neither the company (Balmer Lawrie & Co Ltd) nor the service provider is responsible for any failure or non submission of bids due to failure of internet or other connectivity problems or reasons thereof

**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 blacklisting, 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.

**TENDER DOCUMENT submission**

Your offline document shall comprise the following :-

- A covering note in your letter pad
- Copies of catalogue of the items offered
- Price bid

Your offline tender comprising all the above documents shall be kept in a sealed envelope superscribed as “Supply of Bags and Wallet” with mention tender no with due date and should reach the undersigned at the following address on or before 30.03.2020 at 10.00 AM

## **ARBITRATION**

Any dispute or difference under this Contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the 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 Sr Branch Manager – through phone : 044-24302463.

Sr Branch Manager - FF  
Balmer Lawrie & Co. Ltd  
Teynampet, Chennai 600018  
Phone : 044-24302463, e-mail : [thiyagarajan.j@balmerlawrie.com](mailto:thiyagarajan.j@balmerlawrie.com)

For Balmer Lawrie & Co. Ltd

J. Thiyagarajan  
Sr Branch Manager - FF

**Balmer Lawrie & Co. Ltd**  
**(A Government of India Enterprise)**

  
**Balmer Lawrie**  
**LOGISTICS**  
Teynampet, Chennai 600018  
Phone : 24302461 to 24302463  
Website : balmerlawrie.com

**Ref : BL/CHNLS/SALESPROMOTION/CAPEX/201819/0002**

**Tender for supply of Gift Items**

**CHAPTER – 1 – UNPRICED BID**

Name of the party :

Address in full for communication :

Telephone no. :

e-mail address :

Contact person name & Mobile no. :

PAN No.

GST No

Name of Bank and Branch

IFSC Code

Account No

Date

Signature of the tenderer  
(with official seal)

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**Tender for supply of Gift Items**

**CHAPTER –II - PRICE BID**

Please go through the terms and conditions of the tender before quoting

<b>Sl No</b>	<b>Item description</b>	<b>Qty</b>	<b>Net Rate /each (Rs).</b>	<b>Total</b>
1	Laptop Backpack Bag (Double deck large ) with Customized with our LOGO.	75 Nos		
2	Laptop Backpack Bag (Double deck medium) with Customized with our LOGO	100 Nos		
3	Leather Wallets with customized	100 Nos		

GST - Percentage
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Date:

Signature of the tenderer  
(with official seal)