



SBU – Industrial Packaging
5, J. N. Heredia Marg, Ballard Estate,
Mumbai- 400001, India
Tel. No.091-022-66258209/66258190
Fax No. 091 - 022- 66258200

NOTICE INVITING TENDER

Tender No. 0100LE1609 dated 21.04.2020

Due date of Tender: 04.05.2020 at 17:00 hrs.

Bid Opening: 04.05.2020 at 17:10 hrs

INTRODUCTION

Balmer Lawrie & Co. Ltd is a Mini-Ratna-I Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India along with its six joint ventures in India & abroad. Today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases and Specialty Lubricants, Corporate Travel and Logistic Services. It also has significant presence in most other business. It operates, viz, Performance Chemical, Logistic Infrastructures etc. In Industrial Packaging, we are the leading manufacturer of MS Drums, holding the largest market share in India. The Company has a distributed manufacturing base with factories in Mumbai, Chennai, Chittoor, Silvassa, Asaoti, Kolkata and Taloja. Our Plants are ISO Certified and conform to Safety, Health and environment norms.

Balmer Lawrie & Co. Ltd., Industrial Packaging invites **Online SINGLE BID e-Tender** from **Oil PSU's** for **SUPPLY OF LIGHT DIESEL OIL (LDO)** to **Balmer Lawrie & Co. Ltd., Industrial Packaging, Chennai**, No.32, Sathangadu Village, Manali, Chennai – 600 068 **from APR'2020 to MARCH' 2021 (12 Months)**.

Conducted at e-Procurement Portal: <https://balmerlawrie.eproc.in> and the Tender Document can be downloaded from www.balmerlawrie.com.

Contact details for any clarification over the tender for participation.

<p>Balmer Lawrie & Co. Ltd. SBU-Industrial Packaging, 5, J .N. Heredia Marg, Ballard Estate Mumbai – 400 001.</p>	<p>C1 India Pvt. Ltd. 603,Coral Classic,20th Road,Near Ambedkar Park,Chembur Mumbai-400 071</p>
<p>Contact Persons 1.Mr. Tushar Ingale, Mob.09769015541 Land Line No.022 66258215 e.mail: ingale.td@balmerlawrie.com 2.Mr. S. Kannappan, Mob.8800886934 Land Line No.044 25946644 e.mail: kannappan.s@balmerlawrie.com</p>	<p>Contact Person 1.Ms. Ritu Patil (Mumbai) , +91-0124-4302000 (Ex-236) (Monday-Friday) Email - ritu.patil@c1india.com 2. Mr. Tirtha Das, Mob +91 -9163254290 Email - tirtha.das@c1india.com (Kolkata / Monday -Friday) 3.Mr.CH.Mani Sankar (Chennai),+91- 6374241783 Email– chikkavarapu.manisankar@c1india.com (Chennai / Monday -Saturday) 4.Helpdesk Support (Kolkata) Email - blsupport@c1india.com - (Monday – Saturday) +91 - 8017272644 Escalation level – Mr.Tuhin Ghosh,Mob.+91-8981165071 Email – tuhin.ghosh@c1india.com</p>

FORMAT OF TENDER DOCUMENT CONSISTS OF:

- A. Instruction for bidders**
- B. Tender Base Information**
- C. Pre-Qualification Criteria**
- D. Scope of Supply**
- E. Commercial Terms & Conditions**

- F. Price Bid Format (Annexure – I)**
- G. Code of Conduct for Vendors (Annexure – II)**
- H. Conditions for Online Bid Submission (Annexure – III)**
- I. GST Compliances (Annexure – IV)**
- J. DETAILS OF VENDOR (Annexure – V)**

The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

A. INSTRUCTIONS FOR BIDDERS:

Balmer Lawrie & Co. Ltd., Industrial Packaging invites **Online Single Bid e-Tender** from **Oil PSU's** for **SUPPLY OF LIGHT DIESEL OIL (LDO) to Balmer Lawrie & Co. Ltd.**, Industrial Packaging, No.32, Sathangadu Village, Manali, Chennai – 600 068 from APR 2020 to MARCH 2021 (12 Months) as per detailed specification contained in **Annexure- I.**

1. SALIENT FEATURES OF THE TENDER:

- i. **The bidder should be registered in Balmer Lawrie Web Portal through M/s. C1 India Pvt. Ltd., for online e-bidding.**
- ii. **Tender Type – LIMITED TENDER - Bidders has to participate in this tender through BL e-procurement website: Portal <https://balmerlawrie.eproc>.**
- iii. **Tender Category – SINGLE BID e-TENDER (The tender document consists of Price Bid)**
- iv. **Evaluation Type - Item-wise: Prices are compared at individual item level.**
- v. **Please Refer to SI No D & E for Scope of Supply, Schedule requirement & Period of Contract.**

2. TENDER DETAILS:

Tender Documents consists of **Priced Bid, Tender Details, and Terms & Conditions.**

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the Tender Inviting Authority.

The bidder has to register themselves with our service provider **M/s. C1 India Pvt. Ltd.**, prior to participate in the as per guidelines provided under **“Conditions for Online Bid Submission”** in the last pages.

The bidder has to keep track of any changes by viewing 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. IMPORTANT POINTS TO BE NOTED:

- i. **Due date for Price Bid submission 04.05.2020 at 17:00 hrs.**
- ii. **All documents required in the tender can be deposited in the Tender Box at our Ballard Estate Office, 5, J.N.Heredia Marg, Ballard Estate, Mumbai - 400 001.**
- iii. **The term “BL” wherever mentioned in the tender document refers to “Balmer Lawrie & Co. Ltd.”**
- iv. **BL would be the Purchaser. The successful bidder will be the Service provider.**
- v. **Registered Vendors alone will be allowed for participation in this Limited Tender.**
 - 1. **However, in case of your firm is already Registered / Approved Vendor of Balmer Lawrie & Co. Ltd., Industrial Packaging (or) any other units elsewhere in India, then the registration details your firm as well as your valid Registration with M/s. C1 India Pvt. Ltd., may be provided well prior to the due date of this tender to the Tender Inviting Authority.**
 - 2. **On scrutiny of your firm’s credentials the Tender Inviting Authority may permit your firm to participate in the Tender if found suitable.**
- vi. **This document is the Tender.**
- vii. **The Acceptance of the Order by the successful bidder will form the contract.**

4. 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 the BL's Website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

5. **BID VALIDITY:** The Price Bid submitted by bidder shall remain valid for a period of **TWO MONTHS** from the date of opening of the Price Bid.

6. BID REJECTION CRITERIA:

A bid may be rejected if

- The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
- Conflict of interest between the bidder and the Company is detected at any stage.

7. **CLARIFICATION:** Clarifications that the Bidder needs to have on the tender specification can be sought from BL in writing within one week from the date of issue of this enquiry. All clarifications shall be by e-mail (*Only email queries shall be replied*)

8. **COMPLETE SCOPE OF WORK:** The complete scope of supply has been defined in SI No D & E of the tender document. Only those bidders who take responsibility and bid for the complete scope of supply may be considered for further evaluation.

9. **TENDER DOCUMENTS AND DEVIATIONS:** It is expected that bidders will submit bids based strictly on the terms and conditions and specifications contained in the bidding documents and will not stipulate any deviations. **Deviation from technical specifications, as given in the Tender Document would invite immediate dis-qualification from further consideration of the bid.**



B. TENDER BASE INFORMATION

1.	Tender No.	:	0100LE1609 dt.21.04.2020
2.	Tender Title	:	
	SUPPLY OF LIGHT DIESEL OIL (LDO)		
3.	Tender Description	:	
	Balmer Lawrie & Co. Ltd., Industrial Packaging invites Online Single Bid e-Tender from Oil PSU's for Supply of Light Diesel Oil (LDO) in Barrel Plant, Balmer Lawrie & Co. Ltd., Industrial Packaging, No.32, Sathangadu Village, Manali, Chennai – 600 068 from APR 2020 to MARCH 2021 (12 Months).		
4.	Tender Type (NCB / ICN / Limited) (National Competitive Bidding–NCB, International Competitive Bidding–ICB)	:	LIMITED TENDER
5.	Factory / Division	:	Industrial Packaging, Chennai
6.	Currency (India Rupees / U S Dollars)	:	INDIAN RUPEES
7.	Section / Sub-division	:	-
8.	Tender Category (Single Bid/ Two Bid / EOI)	:	SINGLE BID TENDER
9.	Evaluation Type: (Item-wise : Rates are compared at individual item level , Schedule-wise : Rates are compared as groups of similar items)	:	ITEM-WISE
10.	Estimated Value (min)	:	N.A.
11.	Estimated Value (max)	:	N.A.
12.	Payment Level (Tender Level / Item Level)	:	TENDER LEVEL
13.	Currency of payment	:	Indian Rupees (INR)

C. PRE-QUALIFICATION CRITERIA

Only Oil PSU companies are eligible to participate in this tender.

D. SCOPE OF SUPPLY:

SUPPLY OF LIGHT DIESEL OIL – LDO (FOR 12 MONTHS)	
<ul style="list-style-type: none"> Supply of Light Diesel Oil (LDO) on Ex-Terminal basis. Material will be collected by our authorized transporter. Discount Offered on Basic price by the Bidder will be kept valid throughout the Period of Contract. However Basic Price will be charged at actuals after discounts at the time of Billing. Tentative requirement from April 2020 to Mar 2021 is 260KL. 	

E. COMMERCIAL TERMS & CONDITION

1.	The term “Company (or) BLCL” wherever mentioned in the tender document refers to “Balmer Lawrie & Co. Ltd.”
2.	The term “bidder / Contractor” means the firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators duly approved by the company.
3.	Period of Contract: APR 2020 to MARCH 2021 (12 MONTHS). The contract is extendable by Another one year as per tender. Further on mutual agreement with the successful bidder as per tender terms the contract is extendable for further period / exhausting balance order quantity whichever is later . The exact date of commencement of the contract shall be decided based on the finalization of the contract.
4.	The quantity mentioned under schedule of requirement is merely indicative and the company cannot give any commitment. The company reserves the right at its discretion to enhance the ordered quantity by 10% during tenure of contract.
5.	The tender quantity is only indicative and company does not give any commitment for above quantity.
6.	The Discount Offered on Basic price by the successful bidder to be kept valid throughout the tenure of contract. However Basic Price will be Charged at actuals after discount at the time of Billing. Change of Statutory levis is considered if any imposed by Union / State Govt. / Local authorities.
7.	The offer submitted by bidder should be valid for the company’s acceptance for a period of 90 days from the due date of opening of price bid.
8.	PAYMENT: Our Preferred Credit period shall be 30 days from the date of supply. However in case you tend to offer a differed credit terms other than 30 days, the same shall be clearly mentioned in the PRICE BID FORMAT.
9.	Sub-Letting: The successful bidder shall not be allowed to sub-let either wholly or any part of the order without the Company’s prior written consent.

I/We have studied the tender documents carefully and have quoted our lowest rates in accordance with the terms and conditions.

Name of Company		Contact Name	
Seal		Designation	
Date		Signature	

F. PRICE BID FORMAT**ANNEXURE – I**

Sl. No	Price Structure	Price in Rs. Per KL
1	Current Basic Price of Light Diesel Oil (LDO)	
2	Discount Offered on Basic Price	
3	Net Price	
4	GST %	
5	Total Net Delivered Price	
6	Payment Terms	

1. SCOPE OF SUPPLY:

Supply of Light Diesel Oil (LDO) on Ex-Terminal basis. Material will be collected by our authorized transporter.

Discount Offered on Basic Price by the Bidder will be kept valid throughout the Period of Contract, However Basic Price will be Charged at actuals after discount at the time of Billing.

Tentative requirement from April 2020 to Mar 2021 is 260KL.

2. AWARD OF CONTRACT:

The Lowest (L1) bid status would be arrived on the basis of "Net Delivered Cost per KL of LDO" comprising of Current Price, Least Financial Cost arrived by our company considering the maximum Discount and Longest Credit period offered by the bidder as shown above.

The estimated quantity of this tender mentioned above is proposed to be distributed in Two Lots (Lot A & Lot B) in the ratio of 60:40 subject to the following.

- The L1 bidder will be given Lot A and L2 bidder will be given Lot B provided L2 bidder agrees to match L1 price.
- In case, L2 bidder is not agreeable to match L1 price, then L3, L4....etc. in that order shall be given the opportunity to match L1 price for awarding the Lot-B quantity.
- In the event of L2, L3, L4.... not agreeing to match L1 price, then Lot B will also be placed on the L1 bidder.
- However, in the event of more than one L1 bidder then, the quantity will be equally distributed to L1 bidders.
- The decision of the company is final in retaining more than one bidder.
- On award of contract and during its tenure, the company may swap order quantity between the successful bidders in case of exigency / Non-availability of LDO with either of the suppliers as per tender terms.

UNDERTAKING FROM VENDOR

1. We have quoted our rate after studying carefully all the Tender Details, Terms and Conditions and we confirm to have accepted the same.
2. **We are aware of the Penalty & Risk Purchase Clause of this tender, in case of non-performance against company's requirement.**
3. **Failure to provide the number will render the offer invalid and the offer will be summarily rejected. Registrations are a must to participate in this tender.**

Name of Company		Contact Name	
Seal		Designation	
Date		Signature	

G. CODE OF CONDUCT FOR VENDORS**ANNEXURE – II**

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment.

Balmer Lawrie & Co. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Compliance Program. In such event Balmer Lawrie & Co. expects the supplier to accept such reasonable changes.

The supplier declares herewith:

- I. **Legal compliance** to comply with the laws of the applicable legal system(s).
- II. **Prohibition of corruption and bribery** - to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.
- III. **Respect for the basic human rights of employees**
 - a. to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
 - b. to respect the personal dignity, privacy and rights of each individual;
 - c. to refuse to employ or make anyone work against his will;
 - d. to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
 - e. to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
 - f. to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
 - g. to comply with the maximum number of working hours laid down in the applicable laws;
 - h. to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
- IV. **Prohibition of child labor** - to employ no workers under the age of 18;
- V. **Health and safety of employees**
 - a. to take responsibility for the health and safety of its employees;
 - b. to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
 - c. to provide training and ensure that employees are educated in health and safety issues;
 - d. to set up or use a reasonable occupational health & safety management system;
- VI. **Environmental protection**
 - a. to act in accordance with the applicable statutory and international standards regarding environmental protection;
 - b. to minimize environmental pollution and make continuous improvements in environmental protection;
 - c. to set up or use a reasonable environmental management system;
- VII. **Supply chain** to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct; to comply with the principles of non-discrimination with regard to supplier selection and treatment.

H. CONDITIONS FOR ONLINE BID SUBMISSION**ANNEXURE – III****1. Registration with e.Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd.

1.Ms. Ritu Patil (Mumbai) , +91-0124-4302000 (Ex-236)

(Monday-Friday)

Email - ritu.patil@c1india.com

2. Mr. Tirtha Das, Mob +91 -9163254290 Email -

tirtha.das@c1india.com (Kolkata / Monday -Friday)

3.Mr.CH.Mani Sankar (Chennai),+91- 6374241783 Email-

chikkavarapu.manisankar@c1india.com (Chennai /

Monday -Saturday)

4.Helpdesk Support (Kolkata) Email -

blsupport@c1india.com - (Monday – Saturday) +91 -

8017272644

Escalation level – Mr.Tuhin Ghosh,Mob.+91-8981165071

Email – tuhin.ghosh@c1india.com

Balmer Lawrie's officials.

1. Mr. Tushar Ingale, Mob.09769015541/Land Line No.022 66258215 e.mail: ingale.td@balmerlawrie.com

2. Mr. S. Kannappan, Mob.8800886934/Land Line No.044 25946644/e.mail: kannappan.s@balmerlawrie.com

2. Pre-Requisites Before Login to System (Software requirements.)**a. Minimum System Requirements:**

- Pentium III or Later Processor
- Minimum of 128 MB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

b. Operating System:

- Windows 2000 Professional
- Windows XP

c. Browser Version:

- Internet Explorer Versions 6.0 SP2 and above

d. Java Component:

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment is installed on your machine or not.

3. **Procedure for Bid Submission:** The bidder shall submit his response through bid submission to the tender on e. Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue.

4. **Digital Certificate authentication:** The bidder shall authenticate the bid with his Digital Certificate (Class II) 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. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of C1 India Pvt. Ltd.

5. **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.

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.

I. GST Compliances

Annexure-IV

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-IX 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.

Company Seal	Signature	
	Name	
	Designation	
	Company	
	Date	

J. DETAILS OF VENDOR**ANNEXURE-V**

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