

Tender No. 0100LE1654
9th July, 2020.

Dear Sirs,

Sub : Providing Services to our Marketing Dept as detailed in Annexure – I
at our Ballard Estate Office [Basement].

We are a Government of India Enterprise under the Administrative control of
Ministry of Petroleum & Natural Gas

We require quotation from bidders offering services for various jobs as detailed
in the Annexure-I.

The period of contract is for Six months i.e. from August, 2020 to January,
2021 [extendable for further six months with mutual consent].

The scope of service is detailed in Annexure-I. You are requested to kindly
submit your offer in the Price Bid attached as Annexure-II.

The terms and conditions for providing the service is enclosed as Annexure –
III.

Interested bidders may send their most competitive rates in a sealed cover in
the prescribed format addressed to SCM Dept, Balmer Lawrie & Co. Ltd.
[Basement], Industrial Packaging Division, 5, J N Heredia Marg, Ballard Estate,
Mumbai – 400 001. The quotation should be submitted in sealed cover
superscribing tender “Providing various Services” ref 0100LE1654 dated 9th
July, 2020 at the above address. Due date for submission of sealed
quotation is 20th July, 2020 at 11:00 am.

Response from BL registered/unregistered service providers will be accepted.

In case of any clarification, please contact –

Shri Tushar Ingale, Mob.9769015541 Land Line No.022 66258209
e.mail: ingale.td@balmerlawrie.com

Smt Amanda Couto – Mob-09004002269, 022 66258208,
email ID: amanda.c@balmerlawrie.com

For BALMER LAWRIE & CO. LTD.
INDUSTRIAL PACKAGING DIVISION

[AUTHORIZED SIGNATORY]

ANNEXURE – I

SCOPE OF SERVICE

1. Traveling to Standard Chartered Bank and Axis Bank — Bandra Kurla Complex on regular basis for the submission of Export related Critical documents like B/L, Shipping Bill, Commercial Invoice, Packaging List and Bank Guarantee and returning the Acknowledged copy to M/s. Balmer Lawrie & Co. Ltd. Submission of LC Documents to the Bank and LC Customers.
2. Responsible to deliver important Export documents like ISFTA Forms, Certificate of Origin and items from M/s. Balmer Lawrie & Co. Ltd, Ballard Estate Office to Export Inspection Agency — Andheri Office, on regular basis.
3. Physical Handling of Export Related Documents from BL Andheri on a regular basis.
4. Collection of Cheque Payments and Documents from Customers, if the need arises.
5. Co-ordination with IIP for submission of Samples, collection of invoices, rectification of certificates, renewal of certificates after completion of one year on case to case basis, when customers required for extension and submission of Original documents.

The jobs mentioned above are not exhaustive. More jobs may be added as per Company's requirement.

PERIOD : AUGUST, 2020 TO JANUARY, 2021
[Extendable by further 6 months]

ANNEXURE – II

PRICE BID

Sr. No.	Description	UOM	Basic Rate (Rs./month)	Total Value for 6 months [Rs.]
1	Jobs to be done as per Annexure – I	Lumpsum		
	Period : August, 2020 to January, 2021 [Extendable by further 6 months]			
	GST @			
	TOTAL VALUE			

ANNEXURE – III

Terms & Conditions

The jobs mentioned in Annexure-I are to be carried out on daily basis [Mondays to Fridays] and report the same to our Ballard Estate Office.

The agency shall report to our Marketing[Head] on daily basis at our Ballard Estate Office.

The agency shall provide the necessary documents to our Marketing[Head].

The agency shall pay compensation to Balmer Lawrie & Co Ltd in case of delay/loss/damage of envelope, letter documents being handled by the agency.

The contract shall be awarded to party whose rates are the lowest.

Termination Clause :- The contract can be terminated from either side by giving one month's notice.

The payment will be made within 7 days of submission of bills Monthly one consolidated bill is to be submitted.

If the above terms are agreeable , Kindly sign the terms and conditions and attach along with the offer.

Place

Signature with company seal

Date