



**Balmer Lawrie & Co. Ltd.**  
**(A Government of India Enterprise)**  
**21, N.S. Road, Kolkata-700001.**

E-mail: [misra.b@balmerlawrie.com](mailto:misra.b@balmerlawrie.com) [ls.kolkata@balmerlawrie.com](mailto:ls.kolkata@balmerlawrie.com)

**TENDER NO: BL/LS/KOL/20-21/01**

**TECHNICAL / COMMERCIAL BID**

**Appointment of Local Courier Agent for Collection and Delivery of Documents in and around Kolkata.**

**DUE DATE FOR SUBMISSION**

**1500 hours of 18<sup>th</sup> August 2020**

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**NOTICE INVITING TENDER**

M/S BALMER LAWRIE & CO. LTD. invite online tender bids from competent, experienced and reliable Vendor/Courier Agent, for Collection and Delivery of Documents in and around Kolkata mainly from various customers' offices, shipping line offices and airline Offices etc.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The price bid has to be submitted online mandatorily and the other credentials and supporting documents of the bidder to be submitted online before **1500 hours of 18<sup>th</sup> August 2020**.

S. No	Description	Details
1	Name of Work	Appointment of Local Courier Agent for Collection and Delivery of Documents in and around Kolkata.
2	Tender No	BL/LS/KOL/20-21/01
3	Validity Of Offer	60 days from the date of opening of the price bid.
4	Contract Period	1 year from the date of LOI / Work Order with further extension of another 1 year
6	EMD	Not Applicable
7	Downloading / Submission of Tender :	
	a. Starts on	29 <sup>th</sup> July 2020
	b. Closes on	18 <sup>th</sup> August 2020 at 1500 hours
8	Opening of Tenders	18 <sup>th</sup> August 2020 at 1515 hours

**SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. Interested parties have to submit interest free EMD of "NIL", by Demand Draft/Pay Order or on-line bank transfer through NEFT/RTGS/IMPS mode. EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at Kolkata. Copies of the instruments (DD/PO/NEFT/RTGS/IMPS receipt) evidencing payment of Tender Fee and EMD should be scanned & uploaded before bidding. However, MSME/NSIC vendors are being exempted from submission of EMD subject to their submission & uploading of relevant copy of valid certificate for the same. The physical original instruments/drafts /MSME/NSIC certificate should reach our above address prior to due date and time. Price bid to be submitted on line and under no circumstance shall be submitted in physical form.

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

**1) Procedure to submit On-line Bids**

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "*Bidding Manual*".

**a) Registration with e-procurement platform**

For registration and online bid submission, bidders may contact HELP DESK of C1 India Pvt., Ltd. details of which are available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidder may contact the following resource persons for any assistance required in this regard.

HELPPDESK NOS ARE OPEN BETWEEN 1000 HRS and 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before your call to helpdesk. This will help them serve you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tirtha Das (Kolkata)	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	+91-9163254290
Tuhin Ghosh (Kolkata)	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	+91-8981165071
CH. Mani Sankar	<a href="mailto:chikkavarapu.manisankar@c1india.com">chikkavarapu.manisankar@c1india.com</a>	+91-8939284159
Sachin Toraskar	<a href="mailto:sachin.toraskar@c1india.com">sachin.toraskar@c1india.com</a>	+91-022-66865610

**b) Digital Certificate authentication**

The bidder shall authenticate the bid with his Digital Certificate 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.

**2) Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.

- No Printed or posted Price Bid / offers shall be accepted. The Price bid to be strictly submitted on-line.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified date & time of tender submission.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- The bidder has to keep track of any changes by viewing the 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) Filling of Tender Documents**

- The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- The sole proprietor or authorised representative shall sign all documents that needs to be uploaded. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie.
- The bidder has to quote for entire job. Part quotation in the Price Bid will lead to rejection of the bid.

### **4) Tender Document**

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 keep track of any changes by viewing the 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.

### **5) Bid Submission Acknowledgement**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained as given by the system through bid submission number after completing all the processes and steps. C1 India is not 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 scanning for uploading, the bidders shall sign on all the

statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

**6) Disclaimer Clauses**

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.

**7) Right of Acceptance / Rejection**

M/s Balmer Lawrie & Co Ltd reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever. Balmer Lawrie & Co. Ltd., reserves the right to cancel the tender at any point of time without specifying any reasons for cancellation.

- Submission of credentials and Tender bids through e-mail or Fax will not be accepted.
- Bids of any tenderer may be rejected if a conflict of interest between the bidder and Company (Balmer Lawrie) is detected at any stage

**8) Contact Person**

For any clarification / queries you may please contact Shri Bappa Misra – Manager - Operation, Logistics Services Department, Balmer Lawrie & Co. Ltd., Kolkata - 700001, Phone : (033) 2222-5457 / 2222-5477



**BALMER LAWRIE & CO. LTD.**  
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21, NS Road, Kolkata – 700 001

**9) Scope of Work**

The scope of work will cover the following jobs.

- a) Collection and Delivery of documents from Airport Office to Head Office of Balmer Lawrie & Co Ltd or from Head office to Airport Office of Balmer Lawrie & Co Ltd.
- b) Delivery of Documents from Head Office of Balmer Lawrie & Co Ltd to different locations in and around Kolkata within the day.
- c) Delivery of Documents from Airport Office of Balmer Lawrie & Co Ltd to different locations in and around Kolkata within the day.
- d) Collection of D.O (Delivery Order) from different shipping line offices situated in and around kolkata and delivery of same at various places in and around Kolkata, Similarly, pick up of documents, seals from various customers, shipping agents etc and delivery to Balmer Lawrie Head office, Port and CFS etc. Refer Price Bid for details.

**10) Special Terms & Conditions of Contract**

- a) The Contractor is advised to acquaint himself with the exact location, road approaches / conditions and familiarize with the procedures and the methods of working at Head Office / Airport Office of Balmer Lawrie & Co Ltd and various shipping line offices in and around Kolkata City.
- b) Bidder to have minimum 2 years' experience in shipping Line/Airline related jobs such as D.O collection, Slot, Carting and seal collection etc. (Supporting documents to be provided).
- c) The Contractor shall undertake to transport the documents diligently, carefully and take all reasonable precautions to protect them from rain, storm, dust, quality deterioration and damage.
- d) The Contractor's employees or agents will be responsible for verifying the quantity received by them at Airport Office or Head Office of Balmer Lawrie & Co Ltd, and shall be responsible for any discrepancy found at the destination.
- e) The Contractor undertake to be responsible for any misconduct of whatsoever Nature and or any act or omission of any of their employees, servants, representatives and such other

personnel lawfully in possession of the goods of the company which adversely affect or is detrimental to the interests of the company.

- f) No claim will be lodged against the Balmer Lawrie & Co Ltd by the Contractor on the adequacy or otherwise volume of work given.
- g) Income tax will be deducted at source from Bill(s) submitted as per Section 194C of the Income Tax Act.
- h) PAN & GSTN: You have to quote PAN & GSTN on the freight invoices compulsory. TDS will be deducted as per the rules of government time to time.
- i) Mobile Facility: The Contractor shall provide mobile phone to their personnel at their own cost so that company official in case of requirement can check their whereabouts or pass instruction if any.
- j) Either party to this agreement may terminate this agreement prematurely without giving any reason by giving the other side three months advance notice.
- k) Termination of this Agreement howsoever caused or occurring shall be without prejudice to the rights of either party against the other accrued till the date of termination.
- l) The Contractor hereby expressly agree that termination of this Agreement however caused under clause 11 or clause 12 herein above shall in no event entitle the Contractor to make any claims for damages or other compensation in consequence of such termination.
- m) The contractor shall depute dedicated personnel in Head Office/Airport Office of Balmer Lawrie & Co Ltd or any other location as per the company's requirement for collection and delivery of documents in and around Kolkata for six (6) days a week. In the event of the dedicated personnel going on-leave, alternate arrangement be made without fail. Each personnel shall be provided with mobile.

## **11) General Terms & Conditions of Contract**

### **11.1 Pri-Qualification Criteria**

The scanned copies of following documents should be uploaded at appropriate link in our e-tendering system as part of the technical/commercial bid submission

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- c. Income Tax PAN number
- d. GST Registration number along-with certificate



- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years.
- f. Bidder to have minimum 2 years' experience in shipping Line/Airline related jobs such as D.O collection, Slot, Carting and seal collection etc in last 5 financial years (FY 15-16 onward). (Supporting documents to be provided)
- g. PF Registration copy to be provided (if applicable)
- h. ESI Registration copy to be provided (if applicable)
- i. Bidder must submit their latest PF & ESI challan copies as proof of due payment to the authority on account of their concerned staff (if applicable).
- j. Trade license certificate to be furnished.
- k. Bank details to be provided.
- l. The bidder should not have been black listed in any of the PSU's or private organizations and a self-certification to this effect would need to be provided in letter head. The company may verify such certification and if found during such verification that the statement is not true, the bid of the party will be rejected without any further reference to them.
- m. Each Page of the Tender Documents must be signed by the legally authorized representative of the tenderer, with the official seal, for having fully read and understood the terms and conditions of the tender.

#### **11.2 Verification of Documents**

- a. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- b. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- c. Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, and criminal prosecution or any other action as deemed fit may be initiated.
- d. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

**Note : Price-bids of only those tenderers, who fulfill the above Compulsory criteria, will be opened.**

#### **12) Submission of on-line Bids**

The bids should be submitted in 2[two] separate parts entitled as:

**[A] Techno Commercial Bid [Unpriced]**

and

**[B] Price Bid**

**For Price Bid, only the rates are to be submitted as per given format.**

#### **13) Tender Opening**

UNPRICED [TECHNO-COMMERCIAL] BID OPENING

**Techno-Commercial Bids will be opened online as per the Tender Calendar at 1515 hours on 18<sup>th</sup> August'2020.**

**Price Bid Opening**

After opening and processing of the Technical Bid, Price bid will be opened.

**14) Validity of offer for acceptance**

The rate should be valid for acceptance up to 60 days from the date of opening of Price Bid.

**15) Award of Contract**

Work will be allotted to L1 bidder. The L1 bidder shall be determined on an overall basis taking into consideration all the sectors in the price bid, and negotiation carried out. However, the company reserves the right to award the contract to more than one bidder, and the company's decision shall be final and binding on all the parties. In the event of the company retaining two vendors then the order shall be split in the ratio 60:40 if and only if L2 agrees to match negotiated L1 rates. If L2 do not agree to match negotiated L1 rates, the opportunity to match with the negotiated L1 rates shall percolate down to L3, L4,...etc. However, the company reserves the right to change the pattern of distribution between the contractors if in case service parameters does not commensurate with the requirement.

The company reserves the right to extend the contract for a further period of 1 year with the same rate, terms and conditions from the date of expiry of the contract.

**16) MSME Benefit**

As per GOI instruction, MSME vendor/s will be given the option to match the L1 rate for the supply of goods or services for the pre-determined quantity of minimum for 25% of the total tender value/quantity if their quoted rate is / are in the range of +15% higher from L1 rate. Such MSME vendors are required to quote & submit their UAM (Udyog Aadhar Memorandum) identification number along with their bid, failing which such bidders will not be eligible to enjoy the said benefits as per procurement policy for MSMEs. The above such MSME benefit is applicable subject to operational viability of splitting of such order.

**17) Payment**

Payment will be made after 30 days from the date of receiving of bill along with all supporting documents & receipt.

**18) Performance Guarantee/Security Deposit**

The contractor should provide Interest Free Security deposit of 10% of the order value on acceptance of the bid within 15 days. SD amount to be deposited through BG as per format to be provided to L1 bidder. The Guarantee shall be issued on any scheduled Commercial Bank as per format to be given by the Company. The Bank Guarantee is to be valid for the entire contract period and further 3 months for submission of claims, if any. Alternatively, the contractor at their option can also deposit Bank Draft or Pay Order or on-line bank transfer through NEFT/RTGS/IMPS mode, of the same amount which will be drawn in favour of Balmer Lawrie & Co. Ltd. payable at Kolkata within 15 days from the date of issuance of LOI.

In case the successful bidder so desires, required Security Deposit (SD) may be built upon by deducting five percent ( 10% ) from the bills submitted. No interest will be paid on the said amount.

**Bank Details**

Bank Name : Standard Chartered Bank  
Branch Address :19 N.S Road , Kolkata - 700001  
Bank Account No : 33105215297  
IFSC Code : SCBL0036008

Security Deposit is liable to be forfeited or appropriated towards any penalty imposed by BL as a result of commission/gross negligence on the part of the contractor, or towards any charges like demurrage, damage to the container/cargo that may become payable by Balmer Lawrie, or failure to execute the work as per terms and conditions of the contract without prejudice to execute other right, or action by the company.

During tenure of the agreement, in the event of forfeiture of full or part of security deposit or encashment of part/full amount of the Bond, the contractor shall make good of the amount within 15 days on receipt of notice from the Company.

**19) Volume of Work**

The quantities provided are indicative only. The company does not give any guarantee as to the exact amount which may vary at the time of actual shipment (lower or higher side) than the indication provided. No claim shall be entertained in the event of the volume of work is substantially lower.

Vendor shall hold the company harmless and indemnified from and against all claims, charges and cost for which company may be held liable under the Workmen's Compensation Act, 1923 or any other act/statue.

**20) Period of Contract**

The contract would be for a period of 1 year. Further, Company retains an option for extension for further period of 1 year on same, rate, terms and conditions of contract. However, the contract may be terminated by giving 30 days notice by either side. However, in case of violation of contract by vendor, Balmer Lawrie reserves the right to terminate the contract forthwith.

**21) Price Escalation / De-escalation**

No Escalation / De – Escalation shall be allowed, whatsoever.

**22) Acceptance/Rejection of Tender**

The Company reserves the right to accept or reject any tender without assigning any reason thereof. Bids of any bidder may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

**23) Labour Laws**

- (i) No Labour below the age of eighteen (18) years shall be employed on Work.

- (ii) Contractor shall not pay less than what is provided under Law to labourers engaged by him on Work.
- (iii) Contractor shall at his expense comply with all Labour Laws and keep BL indemnified in respect thereof.
- (iv) In addition to above, rules and regulations as contained in Contract Labour (Regulation and Abolition) Act, 1970 will also be applicable for this contract.
- (v) Contractor shall secure full safety of the workers / employees engaged by him in the premises and shall take at his own cost, insurances and such other safety regulations for the said purpose.

The contractor shall indemnify the Owner against all losses and claims in respect of injuries or damage to any person, including any employee of the Owner, material or physical damage to any property whatsoever including that of the owner arising out of the execution of the works or in the carrying out of the contract. Necessary Insurance against his liability with an insurer until the completion of this contract shall be done by the vendor.

In addition to what it is stipulated above the successful contractor shall execute Indemnity Bond to indemnify and hold harmless the Owner for complying with the provision of the following:

- (i) Provident Fund Act for P.F. Scheme for labourer's engaged by the Contractor / Subcontractors.
- (ii) Interstate Migrant Workmen ("Regulation of Employment and Conditions of Services) Act - 1979.
- (iii) Minimum Wages Act - 1948.
- (iv) Equal Remuneration Act - 1976.
- (v) Workman's Compensation Act - 1923.
- (vi) Contract Labour (Regulation & Abolition) Act - 1970.
- (vii) Any Other Laws/Rules/Regulations as per the Statute

#### **24) Discipline of Workmen Engaged by the Contractor**

Workmen engaged by the contractor should be well behaved & disciplined and have good moral background. They should not be influenced under any drug/liquor nor engaged in any anti-social activities. The contractor should ensure that their employee refrain from demanding/accepting any tips, speed money or any gift from the customer/clients etc.

Contractor should strictly follow work instruction given by Company's officer only and should not encourage any instruction by Company's clients, customs officials etc. Any such activities will be considered indiscipline on the part of Contractor and Company will be entitled to take any action which may deem fit for such default.

#### **25) Contractor's responsibility, liability and ensuring safety**

The contractor should be responsible for any liability in the event of any accidental death or disablement of any person engaged by them during operations or caused by their equipment to any person, while undertaking the operation for Balmer Lawrie & Co. Ltd. It is mandatory that necessary 3rd party insurance cover is kept valid by the bidder for the equipment operating at site.

The contractor shall take necessary precautions for safety of the workers and preserving their health while working in such jobs, which require special protection and precautions.

The following are some of the measures listed but they are not exhaustive and contractor shall add to and augment these precautions on his own initiative wherever necessary and shall comply with directions issued by any authorized official from time to time and at all times:

- i) Providing protective foot wear/head wear / masks to workers to protect them against any accident.
- ii) Avoiding open/live electrical wire etc., as they would electrocute the works.
- iii) Taking necessary steps towards training the workers concerned on the machinery before they are allowed to handle them independently and taking all necessary precautions in & around the areas where machines, hoists and similar units are working.

**26) Financial Background**

The bidder should be financially sound Organization. The audited Balance Sheets for the last three financial years are to be attached.

**27) Commencement of work**

The work shall have to be commenced as per instruction of the Company on placement of LOI/ Work Order and submission of Performance Guarantee as stipulated.

**28) Termination of the Contract**

Balmer Lawrie reserves the right to terminate a part or full contract by serving 30 days' notice without assigning any reason whatsoever. However, if the contractor fails to execute the job as per requirement of the company or fails to meet the contractual obligations or any other reasons which are detrimental to the interest of the company, BL shall have the right to terminate the contract forthwith without serving any notice to the contractor. The contractor may also terminate the contract by giving three months' notice

**29) 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 or delayed by reasons of any war, 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 / Port / Customs policy or acts of God (hereinafter referred as events), then 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 delay in performance. The contract shall be resumed as soon as practicable after such events have come to an end or ceased to exit.

**30) Document Lost in Transit**

If a " Document " is lost in transit and not delivered within a reasonable period of time, the responsibility for such loss would entirely lie on the contractor. The value of such loss to the company, shall be entirely payable by the contractor and shall be recovered out of the pending bills or through legal process, irrespective of whether the company has insured against such loss or not.

**31) Confidentiality**

Your appointment is subject to strict confidentiality being maintained with regard to all the tasks assigned to you, and if it is found that there is any breach of confidentiality clause, the company may immediately terminate the contract and company's decision in this regard will be final and binding.

**32) Taxes, Duties & Other Statutory Payments**

Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes, duties, etc.(except for Goods & Service Tax (GST) which shall be paid by BL extra) now or hereafter imposed, increased, or modified and all the sales taxes, duties, etc. 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 any Central or State Governmental Authorities which are imposed with respect to or covered by the wages, salaries, or other compensations paid to the 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 of 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 laws, regulations or requirements and also from all 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.

**33) Damage to Property**

- (i) Successful bidder shall be responsible for making good to the satisfaction of Owner any loss and/or any damage to any structures and properties belonging to Owner or being executed or procured by Owner/Owner's representative or of other Agencies within the premises of work, if such loss or damage is due to fault and/or the negligence or willful acts or omission of Contractor, his employees, agents, representatives or Sub-Contractors.
- (ii) Successful bidder shall indemnify and keep Owner harmless of all claims for damage to property other than Owner's property arising under or by reason of this agreement if such claims result from the fault and/or negligence or willful acts or omissions of Contractor, his employees, agents, representative or Sub-Contractors.

**34) Settlement of disputes by Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman and Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration & 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 shared equally by both the parties.

**35) Final Negotiation**

In the interest of the company Balmer Lawrie reserves the right to carry out a final negotiation with the L1 bidder activity wise or otherwise before finalization and issuance of LOI/Work Order.

**ACCEPTED ALL TERMS AND CONDITIONS AS STATED ABOVE.**

Office Seal

Signature

Date :

Name

Designation

**BALMER LAWRIE & CO. LTD.**  
 (A Govt. of India Enterprise)  
 21, NS Road, Kolkata – 700 001  
**PART – I**  
**FORM – I : TENDER FORM**

1.0	<b>COMPANY</b>				
1.1	Name of the Company				
1.2	Constitution (Whether Govt., PSU, Public Ltd., Private, Proprietorship, Partnership) [If Public or Pvt. Ltd. Company Memorandum and Articles of Association to be enclosed]				
1.3	<b>Office Address:</b>				
1.4	Communication :	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-mail ID</b>	<b>Mobile No</b>
		No.	Date	Valid Till	
1.5	Trade License Details [photocopy to be enclosed]				
1.6	<b>The following will be mentioned as also Photo copy of the Certificate to be enclosed (if applicable)</b>				
	PAN No.	GST Registration No.	ESI Registration No.		P F Code No.
1.7	MSME/NSIC Registered. (To mention & Certificate to enclose)		In case of MSME/NSIC, if vendor is SC/ST (To mention & Certificate to enclose)		
1.8	<b><u>Key persons of the organization</u></b>				
	Name				
	Designation				
	Contact Telephone No.				
	Mobile No.				





**BALMER LAWRIE & CO. LTD.**  
 (A Govt. of India Enterprise)  
 Logistics Services,  
 21, NS Road, Kolkata – 700 001  
**PART-II : PRICE BID**

BALMER LAWRIE & CO LTD. (A Government of India Enterprise) SBU : Logistics Services-Kolkata				
<b>PRICE BID</b> (To be filled, signed & stamped and uploaded online only)				
Tender Enquiry No. BL/LS/KOL/20-21/01				
Name of Work: Appointment of Local Courier Agent for Collection and Delivery of Documents in and around Kolkata.				
NAME OF THE FIRM/BIDDER:				
<b>SL NO</b>	<b>COLLECTION AND DELIVERY POINT</b>	<b>ESTD NO OF TRIPS</b>	<b>RATE PER TRIP ( IN RS )</b>	<b>TOTAL</b>
A)	Collection or Delivery of documents from Airport to Balmer Lawrie Head Office or from Balmer Lawrie Head Office to Airport	800	-	-
B)	Collection or Delivery of documents from Balmer Lawrie Head Office to below nominated places within the same day.	-	-	-
1	Dhakuria	350	-	-
2	Saltlake	350	-	-
3	Barrackpore / Nilgunj	350	-	-
4	Kakurgachi	350	-	-
5	Taratolla	350	-	-
6	Rajarhat	350	-	-
7	Camac Street / Park Circus	350	-	-
8	Other locations ( not mentioned above )	-	-	-
i)	Within the radius of 10 km	250	-	-
ii)	Within the radius of 20 km	250	-	-
iii)	Within the radius of 30 km	250	-	-
iv)	Within the radius of 40 km	250	-	-
C)	Collection or Delivery of documents from Airport Office to below nominated places within the same day.	-	-	-
1	Dhakuria	350	-	-
2	Saltlake	350	-	-
3	Barrackpore / Nilgunj	350	-	-
4	Kakurgachi	350	-	-
5	Taratolla	350	-	-
6	Rajarhat	350	-	-
7	Camac Street / Park Circus	350	-	-
8	Other locations ( not mentioned above )	-	-	-
i)	Within the radius of 10 km	250	-	-
ii)	Within the radius of 20 km	250	-	-
iii)	Within the radius of 30 km	250	-	-
iv)	Within the radius of 40 km	250	-	-
D)	Collection of DO from different shipping line offices situated in and around kolkata, collection of documents from Balmer Lawrie office, processing of documents at various shipping line offices in and around kolkata ( s/agent bill collection, extension of carting and slot	800	-	-
<b>TOTAL</b>				-

To be quoted and submitted online only under price bid envelope.