



SBU – Industrial Packaging,
5, J. N. Heredia Marg, Ballard Estate,
Mumbai – 400001, India
Tel. No. 091 – 022 – 66258181
Fax No. 091 – 022 – best 66258200

NOTICE INVITING TENDER

Tender No. 0100LM1683 Dated 26-08-2020

Due date of Tender	: 01-09-2020 at 16:00 hrs.
Opening of Price Bid	: 01-09-2020 at 16:05 hrs.

Online single Bid e-Tender OR Offline bid is invited from Approved Registered Domestic Suppliers for supply of “GP Steel coil for STEEL DRUM (BARREL)” through Balmer Lawrie e-procurement Portal <https://balmerlawrie.eproc.in>

The bidder should be registered in Balmer Lawrie Web Portal through C1 India for online e-bidding.

Contact details

Balmer Lawrie & Co.Ltd. SBU-Industrial Packaging, 5, J.N. Heredia Marg, Ballard Estate Mumbai – 400 001.	C1 India Pvt.Ltd. 603,Coral Classic,20 th Road, Near Ambedkar Park,Chembur Mumbai-400 071
Contact Persons: 1. Amlan Gupta, Mob 09987499905 Land Line No. 022 66258188 e.mail: gupta.amlan@balmerlawrie.com 2. Mr. Sanket Thakur, Mob 09967524819 Land Line No. 022 66258209 e.mail: thakur.ss@balmerlawrie.com	Contact Person 1. Ms. Ritu Patil (Mumbai), +91-0124-4302000 (Ex-236) (Monday-Friday) ritu.patil@c1india.com 2. Mr.Tirtha Das , Mob: 9163254290 , email id tirtha.das@c1india.com (Kolkata/ Monday – Friday) 3. Mr. CH Mani Shankar 6374241783 email: chikkavarapu.manisankar@c1india.com (Chennai/ Monday-Satday) 4. Helpdesk Support (Kolkata) Email : blsupport@c1india.com (Monday-Saturday) 8017272644 Escalation level 1– Mr. Tuhin Ghosh,Mob.+91-8981165071 Email – tuhin.ghosh@c1india.com Level 2 - Mr. Sandeep Bhandari sandeep.bhandari@c1india.com +91-8826814007

1. Introduction

Balmer Lawrie & Co. Ltd. is a leading manufacturer of steel barrels in India. The company buys about 1,00,000 MT of CR Steel Coils/Sheets annually for barrel manufacturing. We have a requirement of approx.. **90 MT ($\pm 10\%$)** GP Steel Coil for Barrel Manufacturing for plant located at Asaoti (Faridabad) for Sept'20 delivery as per requirement.

A. Instructions for bidders

1. **Please Refer to Annexure – II for Technical Specifications.**
2. The tender is invited **in Single-Bid System** through Balmer Lawrie e-procurement portal <https://balmerlawrie.eproc.in>. The tender document consists of **Price Bid.**
3. All documents required in the tender can be submitted online or offline.
4. Important points to be noted

4.1 Due date for submission of bids	: 01-09-2020 at 16:00 hrs.
4.2 Price Bid opening	: 01-09-2020 at 16:05 hrs.

“Kindly refer Annexure – VIII for ‘Conditions for Online Bid Submission’ or “Annexure-X for ‘Conditions for offline Bid Submission

All Bids are to be completed and submitted online or offline in accordance with tender requirements within the duration as mentioned.

The term **“BL”** wherever mentioned in the tender document refers to **“Balmer Lawrie & Co. Ltd.”**

BL would be the Purchaser/Owner for the tendered item.

The successful bidder will be the Supplier.

The delivery will be to our plants in Asaoti (Faridabad).

This document is the Tender.

The Acceptance of the Order by the successful bidder will form the contract.

Bidders to note the Bid Rejection Criteria as detailed in Clause no. 8

This is a Limited Tender and response from approved registered Domestic Suppliers alone will be accepted, and that other interested Suppliers may seek to register with the company and subject to fulfillment of the registration process, registration shall be confirmed, and would be considered for participating in the subsequent Tenders. Price bid of such vendors will not be considered for commercial evaluation and determination of L1 rates.

For supply of G.P. Steel to IP – Asaoti, bids will be considered only from those suppliers whose material has been approved by IP – Asaoti. Other bidders will be considered for trials at BL's discretion.

Format of Tender

Tender documents consists of:

Sr. No.	Contents	Annexure
1	General Information	I
2	Scope of Supply	II
3	Special Terms and Conditions	III
4	General Terms and Conditions	IV
5	Price Bid	V
6	GST Complainece	VI
7	Format for GST Details	VII
8	Conditions for online bid submission	VIII
9	Supplier Code of Conduct	IX
10	Conditions for offline bid submission	X

5. 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.
6. **Late Bids**
Any bid received after the submission deadline will be declared 'Late' and rejected and will remain unopened
7. **Bid Validity**
The offer shall remain valid for acceptance for a period of 30 working days from the date of opening of the Price Bid.
8. **Bid Rejection Criteria**
A bid may be rejected if
 - i. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance of the work.
 - ii. **Bidder fails to quote for the full quantity specified for each Grade / Location / Plant.**
 - iii. Conflict of interest between the bidder and the Company is detected at any stage.

ANNEXURE – I

GENERAL INFORMATION

This tender document is prepared to define the scope of activities/supplies. All pages of this document issued at the time of execution, shall form the integral part of the contract.

TENDERER SHALL SUBMIT FOLLOWING INFORMATION:

- Confirmation on the scope as detailed out in this tender.

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 BL's website as well as in E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

SCOPE OF SUPPLY [SPECIFICATION] for G P STEEL COILS – Zero SPANGLES

Specification of G P Steel Coils – Zero spangles for STEEL DRUM (BARREL)	
For ASAOTI PLANT	
Sl. No.	Description
I	Product Specification G P Steel in accordance with IS-277 'D' / IS-277 'L' Hot Dipped Galvanized, Chromated, uncoiled. Coating Thickness 120gsm with Minimum spangle
II	Physical Properties – Tensile Strength: 270 – 410 Mpa Yield Stress: 280 Mpa Max. Elongation %: 28 Min Hardness: 50 (+/-) 5 HRB Bend Test: Must Pass
III (a)	1.00MM (+0.03/-0.03) aiming to achieve the nominal thickness of 1.00mm
III (b)	1.20MM (+0.03/-0.03) aiming to achieve the nominal thickness of 1.20mm
III (c)	1.25MM (+0.03/-0.03) aiming to achieve the nominal thickness of 1.25mm
III (d)	1.50MM (+0.03/-0.03) aiming to achieve the nominal thickness of 1.50mm
IV	Steel must be suitable for electrical resistance seam welding after removing Zinc Coating.
V	The steel must be free from pinholes & lamination and other surface defects. Steel surface should be perfectly clean.
VI	The tolerance in width of size of coil is (+1/-0)mm .
VII	Variation in flatness along the width is not allowed. Variation in flatness along the length is permissible upto 5mm over 2000mm.
VIII	Coil Weight: 12 to 14 MT
IX	Inside diameter: 610 mm for 910/914/1315 mm coils
X	Winding Variations: 10mm Max as measured between the innermost and outermost layers.
XI	Markings A) Ordered thickness B) Ordered width C) Gross Weight (kgs) D) Net weight (kgs) E) Coil identification number F) Coil winding Direction G) Location of Trailing edge
XII	Inspection certificate/ Test report must mention the following 1. Coils identification number 2. Yield Stress MPa or (N/mm ²) 3. Tensile Strength MPa or (N/mm ²) 4. Elongation(%) 5. Hardness (HRB) 6. Chemical Composition 7. BIS Logo
XIII	Packing: Standard land worthy, to prevent any penetration of moisture and formation of rust, to guarantee to be free from dust and rust contamination, edge damage

Bill of Sizes

		Description	Delivery in Sept'20
TYPE	LOCATION	SIZE	Quantity
Zero SPANGLE	ASAOTI	0.97 MM X 914MM (GP)	20
Zero SPANGLE	ASAOTI	1.25 MM X 1315 MM (GP)	50
Zero SPANGLE	ASAOTI	1.50 MM X 1315 MM (GP)	20
		ASAOTI TOTAL	90

ANNEXURE – III

SPECIAL TERMS & CONDITIONS

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
2. **Purpose of Contract:**
This contract is for Supply of "G P Steel Coils" as per Annexure – II
3. Bidder should quote in the Price Bid format. Your quotation should contain all the elements such as Basic rate, GST, and freight should be shown separately as per Annexure V.
4. The tenderer is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the tenderer will not be acceptable.
5. **Delivery period** – The materials ordered to be delivered to BL plants strictly as per the delivery schedule specified in the Purchase Orders in Sept'20 as per Company's requirement. The schedule is given for the supply period based on projections and BL reserves the right to modify the schedules at time closer to the period based on the actual consumption and market conditions, which will be binding on the successful bidders.
6. **Test & Performance Certificates** – The suppliers shall furnish Material Test Certificates along with the challans and invoices
7. **Guarantee / Warranty** – Material supplied shall be guaranteed against manufacturing and or material defects for 60 days from the date of dispatch. Defects found, if any during the period, will be reported to, and the same should be addressed promptly and complaint settled by next 30 days.
8. **Tender Evaluation**

Bidder will be evaluated on the basis of lowest composite Net Delivered Value (NDV) for IP Asaoti location.

BL reserves the right to vary the quantities between sizes in the tender.

Order will be placed on lowest NDV Bidder.
9. BL reserves the right to accept any tender in whole or in part and reject any or all tenders. BL is not bound to accept the lowest rate for any tender and reserves the right to accept one or more tenders in part. BL reserves the right to increase or decrease the quantities of any sizes or include any new size within thickness of 0.90MM to 1.50MM and width 910MM to 1315MM at the same price as mentioned in the price bid, as may be required during the execution of the order.
10. **The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates. Lowest bidder will be decided on lowest Composite Net Delivered Value.**
11. **Packing & Marking**
The item should be packed to protect from water ingress and should not be exposed to heat. It should be so packed to withstand the hazards normally encountered with the means of transport, including loading and unloading operation. The successful bidder shall be held liable for all damages to the item

due to defective or insufficient packing. Each Coil must have water proof metal packing so as to withstand ingress of rainy water and to avoid any damage during Road / Rail transportation.

12. **Dispatch Instructions**

Unless otherwise specifically advised in writing, the goods shall not be dispatched without prior receipt of purchase order issued by BL.

13. **Transit Insurance**

Insurance will be arranged by the supplier

14. **Rejection**

If, as a result of inspection, examination or testing, M/s. Balmer Lawrie's Representative decides that any material is defective or otherwise not in accordance with the contract, M/s. Balmer Lawrie's representative may reject such material and shall notify the Vendor within 180 days of receipt of material at site. The Vendor shall then investigate the material within 15 days from the date of complaint. If rejections are found to be genuine, the Vendor shall remove the rejected item **within next 15 days**, and replace with fresh material or make good the loss through reimbursement of the net delivered value of goods through DD/Bank transfer.

The payment of the rejected steel would be adjusted from the due payments if the complaint is not settled by the vendor within 30 days from the date of lodging the complaint wherever the rejection are found to be genuine and mutually accepted.

BL may at it's discretion send samples of steel supplied, to a third party laboratory for testing of the properties including oil levelling to ascertain confirmation to the agreed specification.

15. **Delivery Compliance**

The bidders should endeavor delivery of 100% of the ordered quantity. However in the event of total supplies effected falls short of 85% of the ordered quantity, within the contract period, BL reserves the right to prevent the bidder from participating in any or specified number of future BL Tenders.

16. Unloading and stacking of material at BL Plant site will be arranged by Balmer Lawrie & Co. Ltd.

17. In case of unsatisfactory performance of the successful bidder(s) either in relation to quality of material or adherence of specified delivery schedule, Company reserves its right to cancel part or whole of the order and prevent the bidder from participating in any or specified number of future BL Tenders.

18. The price charged for the material to be supplied under the contract by the successful tenderer for a particular location shall in no event exceed the lowest price at which the said successful tenderer sells the material of identical description to any other 210 Ltr Steel Barrel manufacturing Company against any order received during the pendency of the contract awarded pursuant to this tender at the same location. If at any time during the pendency of the contract awarded pursuant to this tender, the successful tenderer sells the material of identical description covered under the contract to any other 210 Ltr steel barrel manufacturing Company for the said location at a price lower than the price charged under the contract to BL, such successful tenderer shall forthwith notify to BL such reduction of price. In any event, the price payable by BL for the said material shall stand correspondingly reduced forthwith from the day on which such sale is effected by the successful tenderer to other 210 Ltr steel barrel manufacturing company. However, this Best Price clause shall not affect either parties' rights or obligations under the contract.

ANNEXURE – IV

GENERAL TERMS & CONDITIONS

1. Introduction

The bidder 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.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

2. Scope of Supply

Scope of Supply for the tender shall be as mentioned in Annexure II. .

3. Reference for Documentation

Purchase Order Number must appear on all correspondence, invoices, packing and on any documents or papers connected with the order.

4. Confirmation of Order:

The successful bidder shall acknowledge the receipt of purchase order within 2/3 days following the mailing of this order in writing or through email and shall thereby confirm his acceptance of purchase order in entirety without exceptions.

5. Submission of tender will mean that the bidder have fully understood and accepted the terms and conditions of tender. Any subsequent revision on the same will not be considered and may lead to rejection of tender.

6. Validity of Quotation: The quotation should be valid for the Company's acceptance for a **period of 30 days (excluding the due date) from the date of opening of the tender.**

7. Sub-Contracting: The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior written consent.

8. PAYMENT TERMS

Our payment terms are as follows:

Payment for the accepted material will be made on the 37th day from the date of invoice. Payments shall be made from the location of delivery.

Consignment should be accompanied by valid documents such as, Delivery Challan, Lorry Receipt/GR, Tax Invoice mentioning GST number, Inspection Release Note (if any) along with Test Certificates, Guarantee Certificate and other relevant documents. Bills will not be accepted by us for payment without the consignee's acknowledgment in the delivery challans.

Designated OFFICERS RESPONSIBLE FOR RELEASING PAYMENT for IP Asoti.

Mr. D P Sharma – Contact No. 9717695849, Email Id- sharma.dp@balmerlawrie.com

9. QUANTITY ALLOCATION

The Order will be placed on L1 bidder only on Composite Net Delivered Value for IP Asoti.

Negotiations, if held will be only with the lowest bidder.

10. The spill over quantity, if any, may be carried forward beyond the contractual period only at BL's discretion.

11. ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration 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. The award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

11.1 Dispute between Public Sector Organizations:

Any dispute or difference between the parties hereto arising out of any notified claim of the Contractor in terms of hereof and/or arising out of any amount claimed by the Owner (whether or not the amount claimed by the Owner or any part thereof shall have been deducted from the Final Bill of the Contractor or any amount paid by the Owner to the Contractor in respect of the work) which cannot be resolved amicably by mutual consultation or through the good offices of empowered agencies of the Government, shall be referred to arbitration of one of the arbitrators to be nominated by Secretary to the Government of India in charge of the Bureau of Public Enterprises. The Arbitration Act, 1996 (26 of 1996) shall not be applicable to the arbitration under this clause. The award of the Arbitrator shall be binding upon parties to the dispute, provided, however, that any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary, as the case may be, whose decision on the appeal shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

11.2 Dispute with foreign parties:

- 11.2.1 Any dispute, controversy or claim arising out of or relating to this Agreement or the breach thereof, either directly or indirectly, which cannot be settled by the Parties hereto, shall be finally decided by arbitration in accordance with the UNCITRAL rules of arbitration existing at the date thereof, except that in case of any conflict between the provisions of such rules and the provisions of this Agreement, the latter shall govern.
- 11.2.2 There shall be three arbitrators; one of the arbitrators will be nominated by each of the Parties and the third (who shall act as Chairman) shall be appointed by agreement between the Parties and failing such agreement shall be appointed by agreement between the nominated arbitrators and failing such agreement shall be appointed in accordance with the UNCITRAL rules or if rules do not provide for an appointing authority, then the appointing authority shall be as provided in accordance with the appointing procedures of the International Chamber of Commerce, Paris, France; otherwise, the arbitration shall be instituted in accordance with the UNCITRAL rules.
- 11.2.3 The arbitration, including the rendering of the award, shall take place in New Delhi. The language to be used in the arbitration shall be English.
- 11.2.4 Any decision or award of the arbitrators shall be based solely on the provisions of this Agreement, provided, however, that to the extent that the subject matter for the decision or award is not provided for in such provisions, it shall be based on the substantive and procedural law of India, excluding its conflicts of law provisions. The arbitrators shall not be requested nor shall they have the power to render any decision or award except as provided in the preceding sentence. Cost of arbitration shall be shared equally by the Parties.
- 11.2.5 Judgment upon the award rendered shall be enforceable in any court having competent jurisdiction thereof, or application may be made to such court for a judicial acceptance of the award and an order of enforcement, as the case may be.
- 11.2.6 This agreement shall be governed by the laws of India.

11.3 Notwithstanding the existence of any dispute or arbitration in terms hereof or otherwise, the Contractor shall continue and to be bound to continue and perform the works to completion in all respects according to the Contract (unless the Contract or works be determined by the Owner) and the Contractor shall remain liable and bound in all respects under the Contract

12. FORCE MAJEURE CLAUSE

Only the following shall be considered as "Force Majeure" if they intervene before the contractual delivery date and impede performance: Acts of God, Wars, Revolutions and Official Strikes.

13. Control Regulations

Successful bidder warrants that all goods/materials covered by this order have been produced, sold, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods covered in the order. The bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

14. Testing and inspection

Sampling, testing and acceptance of the material supplied shall be carried out in accordance with the procedure prescribed by the company.

It must be noted that it is incumbent upon the company to check and test each and every unit of the material. The Company shall make only random checks in accordance with the inspection procedure. The tenderer should therefore take note of all requirements before submission of tender. The final acceptance/rejection of materials will be decided at the time of actual usage in the respective plant and it will be binding on the part of the bidder to replace the rejected quantity including the quantity used till the time of identification of quality problem.

15. Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

16. Delivery

The bidder shall try to complete the delivery as mentioned in the scope of work/call-up's/purchase order/weekly schedule as may be provided time to time within the stipulated time period. The tenderer will note the destination of the material as indicated in individual call up's/orders/weekly schedules.

Any spill over quantities / undelivered quantities can be uplifted beyond the contract period, at the same rates and terms and conditions, at BL discretion.

17. Risk Purchase

In the event of delay in delivery/ short supply as against the work/call-up's/purchase order/weekly schedule, BL reserves the right to source the equivalent quantity from any of the other bidders, at a mutually agreed price/ market price, and reducing the equivalent quantity from the defaulting bidder's. The differential price between the L1 price/ordered price and at the price at which BL would source the short supplied/delayed quantities from other suppliers will be recovered from defaulting supplier.

18. Price Basis

Rates to be quoted on "Delivered at Plant basis" as per price bid format in Annexure V, separately indicating Basic Price in Rs. per unit, GST. Freight etc. during Priced bid submission stage. Transit Insurance to be included in the base price.

Unless otherwise agreed to in terms of the purchase order, the price shall be:

Firm and not subject to escalation for any reason whatsoever till execution of entire order. However, all other statutory levies introduced by the statutory authorities during the contract period shall be payable extra by BL. Any increase/decrease in statutory levies on the date of delivery during the scheduled delivery period on finished materials will be on BL account. If the material is not supplied within the delivery period, then any increase in the statutory levies shall be to Vendor Account.

19. Termination

Without prejudice to BL's right to price adjustment by way of discount or any other right or remedy available to BL, BL may terminate the Contract of any part thereof by a written notice to the bidder if :

- The bidder fails to comply with any material term of the Contract.
- The bidder informs BL of its inability to deliver the item within the stipulated Delivery Period or such inability otherwise becomes apparent.
- The bidder fails to deliver the item within the stipulated Delivery Period and / or to replace / rectify any rejected or defective material promptly.
- The bidder becomes bankrupt or goes into liquidation.
- The bidder makes a general assignment for the benefit of creditors.
- A receiver is appointed for any substantial property owned by the bidder.
- The bidder has misrepresented to BL, acting on which misrepresentation, BL has placed the Purchase Order on the bidder.

Upon receipt of said termination notice, the bidder shall immediately discontinue the supply as per the purchase order.

On termination of the contract, without prejudice to any other right or remedy available to BL under the contract, in the event of BL suffering any loss on account of delayed delivery or non-delivery, BL reserves the right to claim and recover damages from the bidder in respect thereof. BL reserves the right to recover such loss from any outstanding payment to the bidder towards previous supplies.

I/We accept all your terms and conditions as stated above.

By accepting the clause "Vendor Undertaking" in the tender base information of the online bid or offline submission, it is understood that:

- a) Bidder has read and understood the tender document and agrees to fully abide by the terms & conditions mentioned herein.
- b) Bidder is fully aware of the technical specifications and agrees to supply as per the specifications without any deviations thereto.

ANNEXURE – V

PRICE BID FORMAT – to be filled by BIDDER ON LINE

Sl. No.	Description		Zero SPANGLE	Zero SPANGLE
	Material Description		0.97MM to 1.25MM X 910MM to 1050MM	0.97MM to 1.5MM X 1220MM to 1315MM
A.	Quantity		20	70
B.	UOM		MT	MT
C.	Basic + Freight	Input by Seller		
D.	SGST / UGST %	% of (C)		
E.	CGST %	% of (C)		
F.	IGST %	% of (C)		
G.	Total landed price	(C+D+E) or (C+F)		
H.	Less GST	(D+E) or F		
I.	Net Landed Price	(G-H)		
J.	Net Landed Value	(A X I)		

Annexure – VI

GST Compliances

1. Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure – VII attached if not provided already.
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.

Annexure – VII

Format for GST Details

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/SA Code for Supply/Service	
21	GST rates (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	

Annexure – VIII

CONDITIONS FOR ONLINE BID SUBMISSION

Pre-Requisites Before Login to System(Software requirements.)

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

Operating System:

- Windows 2000 Professional
- Windows XP

Browser Version:

- Internet Explorer Versions 6.0 SP2 and above

Java Component:

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

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.

Registration with e.Procurement platform:

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

Contact Nos. and email IDs for C1 India helpdesk officers

1. Ms. Ritu Patil (Mumbai), +91-0124-4302000 (Ex-236) (Monday-Friday) ritu.patil@c1india.com
 2. Mr. Tirtha Das, Mob: 9163254290, email id tirtha.das@c1india.com (Kolkata/ Monday – Friday)
 3. Mr. CH Mani Shankar 6374241783 email: chikkavarapu.manisankar@c1india.com (Chennai/ Monday-Saturday)
 4. Helpdesk Support (Kolkata) Email : blsupport@c1india.com (Monday-Saturday) 8017272644
- Escalation level 1**– Mr. Tuhin Ghosh, Mob.+91-8981165071 Email – tuhin.ghosh@c1india.com **Level 2** -Mr. Sandeep Bhandari sandeep.bhandari@c1india.com +91-8826814007

Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate (Class III) 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.

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, owning responsibility for their correctness / authenticity.

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.

ANNEXURE IX

SUPPLIER CODE OF CONDUCT

This Code of Conduct defines the basic requirements placed on Balmer Lawrie & Co. Ltd.'s suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Balmer Lawrie & Co. Ltd. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Balmer Lawrie & Co. Ltd. Compliance Program. In such event Balmer Lawrie & Co. Ltd. expects the supplier to accept such reasonable changes

The supplier declares herewith:

Legal Compliance

- To comply with the laws of the applicable legal system(s).

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.

Respect for the basic human rights of employees

- 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;
- To respect the personal dignity, privacy and rights of each individual;
- To refuse to employ or make anyone work against his will;
- To refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- To prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- To provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- To comply with the maximum number of working hours laid down in the applicable laws;
- 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.

Prohibition of child labor

- To employ no workers under the age of 18;

Health and safety of employees

- To take responsibility for the health and safety of its employees;
- To control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- To provide training and ensure that employees are educated in health and safety issues;
- To set up or use a reasonable occupational health & safety management system;

Environmental Protection

- To act in accordance with the applicable statutory and international standards regarding environmental protection;
- To minimize environmental pollution and make continuous improvements in environmental protection;
- To set up or use a reasonable environmental management system;

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.

ANNEXURE X

CONDITIONS FOR OFFLINE BID SUBMISSION

Bidders who opt to submit their bids in PDF format are requested to follow the following instructions carefully while filling up the Bid Form and submission of the same:

1. Bids to be filled in Annexure V as provided in the Tender document. Prints out may be taken and filled up (typed or hand written).
2. Bidders may also opt to submit their bids in their Company Letter Pad as per the format provided in Annexure V Page 13 of 20 of the Tender document. No change or alternation to the specified bid format will be accepted.
3. All pages of the bid documents to be signed by authorized representative of the Company. Bids without signature of the authorized signatory will not be treated as valid document
4. Bidders to carefully put in their bids. No amendment, correction or withdrawal will be accepted post submission of the bids
5. Bids to converted in PDF format and password protected and sent to only designated email ID : **gupta.amlan@balmerlawrie.com and ingale.td@balmerlawrie.com**
6. Bids to be sent positively on or before due date 16:00 Hrs. on 01.09.2020. No bids will be accepted post closure of the bidding time. BL will not be held responsible for any delay due to system issue or any reason whatsoever at the bidders end and bids received post closure date and time will not be accepted.
7. Bidders to email the password to BL designated email ID's only post closure of the bidding time on receipt of email request for password from BL.
8. Bidders to strictly agree and abide by the decision of BL as to the outcome of the bidding and no claims whatsoever will be accepted once the bids are opened and results declared.
9. The time of opening of the bids will be 01.09.2020 at 16.05 Hrs

ADDRESSES OF VARIOUS BALMER LAWRIE PLANTS AND TAX DETAILS

Address	Tax Information
Balmer Lawrie & Co Ltd (1030) SBU – Industrial Packaging Survey no. 23/1/1, Khadoli Silvassa (UT of Dadra Nagar & Haveli) – 396230 Ph - 0260-2649044, Fax – 0260-2699045	Provisional ID Number: 26AABCB0984E1ZX
Balmer Lawrie & Co Ltd (1050) SBU – Industrial Packaging Vill: Piyala, PO Asaoti Faridabad (Haryana) – 121102 Ph - 0129-2205073, Fax – 0129-2215090	Provisional ID Number: 06AABCB0984E1ZZ
Balmer Lawrie & Co Ltd (1070) SBU – Industrial Packaging 32, Sattangadu Village, Manali Chennai (Tamil Nadu) – 600068 Ph - 044-25941438, Fax - 044-25941156	Provisional ID Number: 33AABCB0984E1ZZ
Balmer Lawrie & Co Ltd (1090) SBU – Industrial Packaging 62, Patnam Village, Araconda Road Chittoor (Andhra Pradesh) – 517131 Ph - 08573-281077, Fax No. – 08573-281088	Provisional ID Number: 37AABCB0984E1ZU
Balmer Lawrie & Co Ltd (1110) SBU – Industrial Packaging P-4/1, Oil Installation Road, Paharpur Kolkata (West Bengal) – 700088 Ph - 033-24393808, Fax No. – 033- 24393793	Provisional ID Number: 19AABCB0984E1ZS
Balmer Lawrie & Co Ltd (1150) SBU – Industrial Packaging G 15,16,17, MIDC, Taloja, District – Raigad (Maharashtra) – 410208 Ph – 022-27412660	Provisional ID Number: 27AABCB0984E1ZV