



Balmer Lawrie & Co. Ltd.

P-43, Hide Road Extn., Kolkata – 700 088.

Phone : 033-24500148, Fax – 033-24392277, Email : panda.r@balmerlawrie.com

Tender Enquiry No. : GLK/TE21/165
Date : 30/10/2021
Due Date : 11/11/2021 at 4.00pm

Dear Sir[s] / Madam[s]

Sub. : Engagement of Courier Service

The tendered items is not available in GeM. Balmer Lawrie & Co. Ltd. have no objection in providing detailed information for making available the said item on GeM.

Balmer Lawrie & Co Ltd. is a Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Government of India, New Delhi.

Balmer Lawrie is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Logistics, Steel Barrels, Specialty Greases & Lubricants, Travel & Vacations and Leather Chemicals. In its 156 years of existence, Balmer Lawrie has been successfully responding to the demands of an ever changing environment, leveraging every change as an opportunity to innovate and emerge a leader in industry, spread across the country and abroad.

We are having a Greases and Lubricants manufacturing plant located at P-43 Hide Road Extension, Kolkata - 700088.

As a part of our business transaction, Electronic bids are invited on-line from related parties of repute to render **COURIER SERVICES at GREASES & LUBRICANTS DIVISION, situated at P-43, Hide Road Extension, Kolkata – 700088**, as per tender document enclosed.

Thanking you

Yours faithfully,
for BALMER LAWRIE & CO. LTD.,

[Ratikanta Panda]
Manager [Human Resources]

Encl : As above



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Annexure - I

1. **Scope of Work**
- A. **Courier Services** covering Domestic Destinations
- B. **Type of Service:** (a) Domestic (Intercity) – [Documents & Parcel/Cartons/Samples]
(b) Domestic (Intra City) covers Kolkata, Barasat, Kalyani, Barrackpore, Howrah, North & South 24 Parganas & other intercity destinations (Documents & Parcel/Cartons/Samples)
- C. **Collection and delivery of Letters & Articles:** Articles and Consignments for different destinations will be packed and sealed by the office of respective user departments of Balmer Lawrie & Co. Ltd., Greases & Lubricants Kolkata with clear name and address of addressee and of sender on it. The same are to be collected on free of charge basis i.e. free pick up from different locations of Balmer Lawrie's office premises located at P-43, Hide Road Extension, Kolkata-700 088 throughout the year on regular basis, thrice every day at convenient time to be set as per discussion with different user departments, preferably between 10:30am to 11:30am in the morning and between 3:30pm to 4:30pm in the afternoon from Monday through Friday/Saturday. Separate arrangement has to be made for exigency. Documents and articles are to be handed over to the respective destinations. The delivery schedules from the date of collection of documents are to be strictly adhered.
- D. A proper record of the collection and delivery of the documents and articles is to be maintained and to be produced whenever called for.
- E. Documents/Articles of Domestic (Intra City) are to be handed over to respective destination within a day or two from the date of collection. Location-wise minimum No. of days required for each '**Type of Service**', as mentioned in point (A), page: 1, Annexure-II, are to be specified clearly by tenderer.
- F. **Weight of the Consignment:** Dead/Dry or volumetric weight whichever is higher should be taken while calculating rate. The Tenderer must provide detailed formula for arriving volumetric weight of consignment sent through Air or Surface transport.
- G. **Tracking Facility:** This tracking facility should also be available for the documents & articles sent through Courier.
- H. **Proof of Delivery:** The Courier should provide 100% Proof of Delivery in the form of either POD documents or DRS, in which the signature of the receiving personnel along with official seal must be submitted along with the bill on monthly basis for payment.



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Annexure-II

Specific Terms & Conditions

1. Terms of Performance

- i) Prompt, punctual, efficient, safe, courteous and quality are the essence of this service.
- ii) Quality of work and completion of the jobs within the stipulated time frame are the essence of this Contract.
- iii) The successful Tenderer shall ensure that adequate number of trained manpower shall be deployed by them to carry out all the jobs envisaged under this Contract.
- iv) The successful Tenderer will ensure that the job as specified in the Scope of Work are carried out to the complete satisfaction of the respective user department and that all the activities envisaged in the Scope of Work are completed within time.
- v) As far as possible, the successful Tenderer will engage same manpower for the job defined in the work-scope so that there is continuity of work and the job quality does not suffer.
- vi) The successful Tenderer shall not employ any person below the age of 18 for duties envisaged in this contract.
- vii) The personnel detailed by the successful Tenderer for duty under this Contract shall at all times behave courteously with the employees, visitors and customers of Balmer Lawrie and any other persons working on behalf of Balmer Lawrie and will carry out their job without causing any inconvenience to them or damage to their property or of the property of any other agency.
- viii) The Tenderer shall be solely responsible for the acts and deeds of his personnel deployed by him for the job. Balmer Lawrie will, in no way, be responsible for violation of any rules/regulations/instructions of the concerned agencies and/or for any loss or damage caused by his workmen to Balmer Lawrie and/or third party and any such loss or damage shall have to be compensated/borne by them.
- ix) Any damage so caused by the successful Tenderer, his agent or employee or claims arising there from will be made good by the successful Tenderer at his sole risk and cost. The successful Tenderer will take insurance for such risk.



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Annexure-II

- x) Balmer Lawrie though its officials authorized in this behalf, shall be entitled to inspect from time to time all the documents maintained by the successful Tenderer in respect of this Contract.
- xi) In the event of the deputed person not turning up on time to carry out the work, it shall be the successful Tenderer's responsibility to depute an alternative person to carry out the work without loss of time.
- xii) The successful Tenderer shall not sub-contract this job or any part thereof to any other person, concern, firm or company without prior approval of Balmer Lawrie. In case the subcontracting without prior approval is detected at any stage. Balmer Lawrie is at liberty to terminate the contract with immediate effect without any liability on 'Balmer Lawrie & Co. Ltd.' and also without prejudice to any other rights which Balmer Lawrie may have against the Tenderer under the Contract.
- xiii) The successful Tenderer shall not re-deploy any of his personnel whose previous work is not found satisfactory or whose presence on the premises is otherwise objectionable in the opinion of the authorized officials of Balmer Lawrie.
- xiv) BL reserves the right to add/supplement any further deemed necessary during the currency of the Contract to ensure safety and security of the premises.
- xv) The successful Tenderer shall at his own risk and cost ensure that his employees deployed to carry out the work in Balmer Lawrie & Co. Ltd. are insured against all attendant risk that may be associated with the job.
- xvi) The personnel deployed by the successful Tenderer shall under no circumstances be deemed to be in the employment of Balmer Lawrie & Co. Ltd. The successful Tenderer shall be solely responsible for the personnel employed by him under this Contract. The successful Tenderer shall also be responsible for any theft, dishonesty or disobedience and for any offence whether criminal or social that may be committed by his employees, agents and those acting or claiming to act on his behalf.
- xvii) BL will not be liable for any incident/accident or non-compliance of any rules/regulations issued by government, or other regulatory bodies.

2. Other Terms & Conditions

- i. Offer will be valid for 90 days from the due date of the tender.
- ii. Rates to be quoted directly on our format enclosed in the Annexure-'V' attached with the tender form. The Tenderer should quote rates for Courier services according to the weight of documents in Grams.
- iii. The rates should be firm and valid for the contractual period and its extension thereof (if any). No enhancement of rate/s will be entertained during the contractual period and its extension thereof (if any) at any circumstances whatsoever.
- iv. Any imposition of any statutory Govt. Tax and Levy only, during subsistence of the contract, pertaining to rendering of such service will be to BL account. The successful tenderer will have to provide proof of payment for the same to BL authority for incorporating necessary amendment in the contract.



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Annexure-II

3. Payment Terms

- i) Payment will be made within 30 days from the date of submission of bills duly certified along with POD/DRS.
- ii) BL will make payment of the undisputed amount on monthly basis by an account payee cheque within 30 days of the submission of Bills.
- iii) No advance payment shall be admissible.
- iv) The deduction of TDS shall be made as per rules applicable from time to time.

4. Indemnification

- i) The successful tenderer shall indemnify Balmer Lawrie against any claims, damages, loss or penalty including costs thereof in case of liability arising out of any accident/incident involving manpower deployed by him.
- ii) BL will not be responsible for any injury sustained by Tenderers personnel during the performance of their duties and also any damage or compensation due to any dispute between them and its personnel. Any expenditure incurred by Balmer Lawrie & Co. Ltd. to handle the situation arising out of the conduct of personnel deployed by the successful tenderer will be made good from security deposit/Bills of the successful tenderer.

5. Extension and Termination of Contract

- i) The contract period will be for two years, and can be extended on mutual agreement for another period of one year, at the same rates, terms & conditions.
- ii) In the event, the successful tenderer fails to comply with any of the terms and conditions of the contract, the successful tenderer will be required to give his explanation & rectify the deficiencies within a reasonable period to Deputy Manager (Human Resources), B.L. & Co. Ltd., Greases & Lubricants, if BL will not satisfied with the explanation and the remedial action taken by the successful tenderer. BL shall be liberty to terminate the contract with 30 days notice besides forfeiting the security deposit.
- iii) BL may at any time terminate the Contract with immediate effect by giving written notice to the Tenderer, if Tenderer becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to BL. Dead/Dry or volumetric weight whichever is higher should be taken while calculating rate. The Tenderer must provide for arriving volumetric
- iv) The successful tenderer will be at liberty to terminate the contract by giving 90 days' notice under the unavoidable circumstances clearly explaining the reasonable and justifiable reasons for the same. Incorrectly Quoted Rates and losses thereof will not be accepted as a reason for terminating the contract by the successful tenderer under any circumstances. Once the contract is terminated due to reasons mentioned above, the successful tenderer will be debarred from participating in immediate next tender of similar job.



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Annexure-II

6. Interpretation

- i) In the event of any difference in the interpretation of any of the clauses of the Service Agreement and/or the Tender documents, the clarification given by Deputy

7. Arbitration Clause

- i) Any dispute or difference whatsoever arising between the parties out of relating to construction, interpretation application, meaning, scope operation or effect of this contract of the validity or the breach thereof, shall be settled by conciliatory arbitration in accordance with the rules of arbitration of the SCOPE Forum of conciliation and arbitration and the reward made in pursuance thereof shall be binding on the parties.

8. Jurisdiction

- i) All disputes and/or claims arising out of this Tender/Contract shall be subject to the territorial jurisdiction of the Courts in Kolkata

Note:

- i) The suitability of tenderer and subsequent award of work would be subject to Lowest Quoted Rate.
- ii) The Tenderer must have quote for all categories of Courier Service in the above rate sheet otherwise their quotation would not be considered and liable to be rejected at the sole discretion of BL authority.
- iii) The Tenderer should quote rates for Courier services according to the weight of documents in Grams. Dead/Dry or volumetric weight whichever is higher should be taken while calculating rate. The tenderer must provide the formula calculations for arriving volumetric weight of consignments.
- iv) Rates quoted shall be for the job of Courier services as per Work scope – Annexure II and shall not change in case there is any addition of activity to the scope of work mentioned in the tender.
- v) The rates at which the work under this contract is awarded shall be operative for the entire period specified in the contract, including such extended period thereof (if any).



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Annexure-II

- vi) The rates should be firm and valid for the contractual period and its extension thereof (if any). No enhancement of rate/s will be entertained during the contractual period and its extension thereof (if any) at any circumstances whatsoever.
- vii) Any imposition of any new statutory Govt. Tax and Levy only, during subsistence of the contract, pertaining to rendering of such service will be to BL account. The contractor will have to provide proof for the same to BL authority for incorporating necessary amendment in the contract.
- viii) Separate Sheet may be attached if the tenderer wants to give any additional information.
- ix) Any overwriting must be signed.

9. Provisions for Micro and Small Enterprises (MSE) :

Following benefits would be extended to qualifying MSE vendors as per Public Procurement policy for MSEs subject to meeting the qualification criteria.

- a. Qualifying Registered MSE vendors shall be exempted from need to furnish EMD, subject to submission of their registration details and meeting the qualification criteria.
- b. Preference for Price Quotation in tenders: Qualifying Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply 25 per cent of total tendered quantity for the particular grade(s)/item(s) at the respective plants subject to operational viability as considered appropriate by tendering authority. It may be further noted that if more than one such duly qualified MSE bidder matches non-MSE L1 price, 25% of the tender quantity will be equally split between the L1 matching MSEs. If more than one MSE bidder has quoted in afore-said price band (L1+15%), number of such bidders will be intimated by tenderer to MSE bidders when seeking their acceptance to match L1 bid.”

Qualification Criterion for MSE's for availing the above benefits:

- a. Tenderer should declare their UDYAM Registration Number on CPPP website as required by Ministry's circular no S.O.1702 (E) dated 01.06.2020.
- b. The Tenderer should confirm that they have declared the UDYAM Registration number in the CPPP (Central Public Procurement Portal). The bidder needs to submit the Declaration as per the below format on their letter head duly signed and stamped by the authorized



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signatory. *“We hereby declare that we have declared / uploaded the UDYAM registration number / certificate in CPPP and that the tendered item is manufactured by us (in case of supply of goods).”*

- c. Non-declaration of UDYAM number in CPPP shall make the tenderer ineligible to enjoy the benefits as per Public Procurement Policy for MSME Order, 2012.
- d. Required UDYAM Registration Certificate needs to be uploaded / provided along with the bid document.
- e. It is also to be noted that in UDYAM certificate, turnover and investment in Plant Machinery for last completed F.Y must be mentioned, without the same the certificate will be treated as invalid for availing MSE benefits.
- f. UAM certificate is replaced by UDYAM Certificate. Hence, no UAM certificates will be acceptable for availing benefits of MSE.
- g. The above-mentioned provisions are meant for procurement of goods produced or service provided by MSEs and not for any trading activities done by them. A self-certification to be provided by the bidder that the tendered item is manufactured by them in case of goods. Balmer Lawrie & Co Ltd reserves the right to verify the same.
- h. All of the above details are mandatory to qualify for availing the benefits as per Public Procurement Policy for MSEs.

Bidder should read **Government Notification dated 1st, June'2020 in respect of “New Definition of MSE” as under** before furnishing their MSE status to qualify for availing the benefits as per Public Procurement Policy for MSEs.

MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

NOTIFICATION

New Delhi, the 1st June, 2020

S.O. 1702(E).—In exercise of the powers conferred by sub-section (1) read with sub-section (9) of section 7 of the ‘Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006) and in supersession of the notification of the Government of India, Ministry of Small Scale Industries, dated the 29th September, 2006, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section(ii), vide S.O. 1642(E), dated the 30th September 2006 except as respects things done or omitted to be done before such supersession, the Central Government, hereby notifies the following criteria for classification of micro, small and medium enterprises, namely:—



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- (i) a micro enterprise, where the investment in Plant and Machinery or Equipment does not exceed one crore rupees and turnover does not exceed five crore rupees;
- (ii) a small enterprise, where the investment in Plant and Machinery or Equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees;

This notification shall come into effect from 01.07.2020.

10. Local Content Clause

Preference to Make In India Policy – Local content in the tendered items (Order No P-45021/2/2017-PP (BE-II) dated 04.06.2020 of Department for promotion Of Industry and Internal Trade, Ministry of Commerce and Industry, Govt Of India.

Further the above referred Order defines' Local Content, "Class -I local supplier" and "Class II local supplier" as under:

"Local Content" means the amount of value added in India which shall unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.

Class – I local supplier – means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal or more than 50%, as defined under this Order.

Class – II local supplier – means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20%but less than 50%, as defined under this Order.

Non - Local supplier' means a supplier OR service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%, as defined under this Order.

Vendor should note that only "Class I Local Suppliers are eligible to bid in this tender.

In view of above guidelines, you are required to furnish information in the following prescribed format and to provide a certificate duly signed by authorized person of your company letter head regarding the percentage of local content of the item (s). Your attention is also drawn towards Para 9 (f) and (g) of the above referred Order of GOI, prescribing action in case of false declaration, as under.



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Verification of local content

1. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
2. A supplier who has been debarred by any procuring entity for violations of this order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph (h) below.

3.

Sl No	Item(s) Description	Percentage of local content in your product

11. Ground Defence Clause

Restrictions on Ground of Defence of India and National Security

Restriction under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.



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III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country;
or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company,
- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;



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2. In case of a partnership firm. the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of Senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of Control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. (To be inserted in tenders for Works contracts, including Turnkey contracts} The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.



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A Certificate regarding the compliance of the above in the letter head of the bidder duly signed and stamped by the authorized representative of the bidder to be submitted along with the tender. If the certificate submitted by the bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

" We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; we certify that (Name of firm/bidder) is not from such a country or, if from such a country, has been registered with the Competent Authority. We hereby certify that (Name of Firm/Bidder) fulfills all requirements in this regard and is eligible to be considered."

Where applicable, evidence of valid registration by the Competent Authority shall be attached.

12. **Bid Security Declaration**

Participating bidders need to submit bid security declaration on bidder's letter head duly signed and stamped by authorised signatory of the bidder in lieu of EMD.

The bidder in the said declaration should declare that the bidder shall not withdraw or modify their bid after tender due date and during the bid validity period etc. The bidder should also declare that if they fail to abide by the declaration, they agree to accept the penal action taken against them as specified in the tender.

In case any bidder withdraw or modify the bid after tender due date and during the period of bid validity etc., the bidder may be liable to be suspended for a period of 03 (Three) months (based on the frequency of tender and contract period, to be defined by the tenderer while preparing the NIT - may change tender to tender). In case, BL request any modification of bid by the bidder and the bidder accepts it, then the mentioned penal action will not be applicable."



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13. PROVISION OF GST

The vendor should compulsorily follow all the provision of GST Law and in the event of any default of complying with any of the provisions of the GST Law, Balmer Lawrie would exercise the right of non-payment / withholding payment / black listing the vendor.

14. TENDER CANCELLATION

The tender may be cancelled due to any unforeseen/unavoidable circumstances or due to any other reason at any stage of the tender processing as per sole discretion of BL and BL is not liable to provide any reason to the Applicants for the same.



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Annexure-III

Undertaking

- i) Confirmed that the 'Complete job of providing Courier Services to the offices of Balmer Lawrie & Co. Ltd. at P-43, Hide Road Extn., Kolkata – 88. As per the Work Scope (Annexure-II) given in the Tender shall be operational within 30 days from the date of acceptance of LOI (Letter of Indent).
- ii) Confirmed that the 'Terms of Payments' as given in Annexure-II is acceptable to us.
- iii) It is agreed that the registration and licenses under all the applicable local and central taxes and laws and to be specified separately under each applicable Tax/Law/Act (i.e. Service Tax/Work Contract Act etc.) the same shall be produced for verification/checking of Balmer Lawrie & Co. Ltd. or to a third party authorized by BL/agencies of Govt. of India.
- iv) It is agreed that the requisite work as per enclosed Work Scope (Annexure-II) would be completed to the satisfaction of BL.
- v) It is agreed that on the spot surprise checks could be conducted by BL/third party authorized by BL, anytime and shortcomings are to be overcome and penalized.
- vi) It is confirmed that their firm/company is not registered in the name of BL employee/in the name of such partner or his/her family member as owner/proprietor.
- vii) We have carefully gone through and have understood the General Terms & Conditions, Work scope and Specifications Governing the tender and would abide by the same.
- viii) I hereby confirm that I am authorized to sign the tender document.
- ix) All the pages of the Rate Sheet (Annexure-V) should be signed by the under sign person.

Date: _____

Signature: _____

Place: _____

Name : _____

Designation: _____

Co. Name & Seal: _____



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Annexure IV

CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for bid submission

The bidder would be required to register on the e-procurement market place <https://balmerlawrie.eproc.in> and submit their bids online.

The bidders shall submit their eligibility and qualification documents, Technical bid, financial bid, etc., in the standard formats prescribed in the Tender documents & displayed in e-procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents, etc. in support of their eligibility criteria/technical bids in the e-procurement website. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to our Manali, Chennai office so as reach before the due date and time of the tender. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

1. Registration with e-procurement platform

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

<u>SN</u>	<u>Name</u>	<u>Email ID</u>	<u>Mobile No.</u>
1.	Mr. Tirtha Das (Kolkata)	- tirtha.das@c1india.com	- 9163254290
2.	Mr. Tuhin Ghosh (Kolkata)	- tuhin.ghosh@c1india.com	- 8981165071
3.	Mr. Partha Ghosh (Kolkata)	- partha.ghosh@c1india.com	- 8811093299
4.	Mr. Ritabrata Chakraborty (Kolkata)	- ritabrata.chakraborty@c1india.com	- 8697910411



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Vendors need to get themselves registered online as above to participate in tender.

2. 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 certificate need to obtain Digital certificate. They may contact help desk of C1 India P Ltd.

3. Submission of hard copies

The bidder shall furnish the hard copy of the documents so as to reach before the due date and time of the tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. The company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for blacklisting, cancellation of work and criminal prosecution. The bidder is requested to get a confirmed acknowledgement from the Tender inviting authority as a proof of hardcopies submission to avoid any discrepancy.

4. Deactivation of bidders

The offer of bidders failing to submit the hard copies of documents as required to the tender inviting authority on or before the stipulated due date & time will be rejected.

5. Tender documents

The bidder is requested to download the tender documents 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 in the Tender terms by viewing the addendum/corrigenda 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

6. Bid submission acknowledgement

The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgement is given in the system through bid submission number after completing all the process and steps. C1 India is not responsible for incomplete bid submission by users. Users may also note



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that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing.

Before scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

- a) Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids on line.
- b) The bidders should furnish hard copies of all the uploaded documents.

Disclaimer clause

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

GENERAL

BL shall not take any responsibility for any delay or non – receipt of said documents. If any of the documents furnished by the bidder is found to be false/fabricated, the bidder is liable for blacklisting, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

PRICE BID TO BE UPLOADED ON LINE ONLY



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Annexure-V

PRICE BID

Domestic Documents						
SN	Particulars	Indicative volume of consignment per Year	Weight	UOM	Unit Rate	Total
(A)	Domestic (Intercity)	3000	Upto 100 grms.	NOS.		
		3200	101 - 250 grms.			
		1500	251 - 500 grms.			
		1700	Addl. 500 grms.			
(B)	Domestic (Intra City) Covering KOLKATA, BARASAT, KALYANI, BARAKPUR, NORTH & SOUTH 24-parganas and HOWRAH & any other destination within the city	400	Upto 100 grms.	NOS.		
		400	101 - 250 grms.			
		400	251 - 500 grms.			
		400	Addl. 500 grms.			

PARCEL/CARTONS/SAMPLES						
	Particulars	Indicative volume of consignment per Year	Weight	UOM	Unit Rate	Total
(C)	Domestic (Intercity)	7000	Flat Rate/Kg. Minch arable wt. -1kg	KGS.		
(D)	Domestic (Intra City) Covering KOLKATA, BARASAT, KALYANI, BARAKPUR, NORTH & SOUTH 24-parganas and HOWRAH & any other destination within the city	400	Flat Rate/Kg. Minch arable wt. - 1kg	KGS.		
Total (Excluding Tax, charges)						
GST %						
Grand Total						