

**SBU: Greases & Lubricants**

P 43 Hide Road extension, Kolkata- &00088  
Tel: 033-24505-300, Fax: 033-2439 2277 / 5160  
e-mail ID : burman.p@balmerlawrie.com

GLK/TE19/352  
Date : 12.03.2020

TENDER ENQUIRY

Due Date: 17.03.2020 [15:00 Hrs -IST]

M/s

Dear Sir,

**SUB: E-TENDER FOR SUPPLY OF 600 (+/-10%) Kg OF Tolytriazole at our Kolkata plant.**

Online bids are invited for supply of **600 Kg [+/- 10%]** of **Tolytriazole at our Kolkata plant**. The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> .

**A. PRODUCT SPECIFICATION**

Parameter	Value
Color & Appearance	Pale Yellow, Granular/Powder
Assay	99% min.
Melting Point	82-90 Deg.C.
Moisture	0.5% max.
Ash Content	0.5% max.
Chlorides	30 ppm max

***The vendor should compulsorily follow all the provisions 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 for non-payment / withholding payment / black listing the vendor***

**B. QUALITY & ACCEPTANCE OF THE MATERIAL**

The successful bidder must ensure the quality and no deviation from the aforesaid specifications shall be entertained.

**C. Terms and conditions of contract****1 PERIOD OF CONTRACT**

- The contract shall be valid up to 31.05.2020 from the date of the placement of LOI/ Purchase order.

**2. DELIVERY : Balmer Lawrie & Co Ltd., P 43 Hide Road Extension , Kolkata - 700088.**

- Material shall be delivered preferably in single lot OR as indicated in call-ups.
- Supplies should commence within 15 days of placement of Call Ups.

- Cost of delivery shall include transportation, loading / unloading charges, if any. The bidders are advised to include these charges while quoting their price.

## 2 **PRICE BASIS**

- FOR Kolkata Door Delivery basis]

## 3 **LD CLAUSE**

Timely delivery is the essence of the order. In case of delay in supplying the material at Balmer Lawrie's (BL) plant beyond the lead time mentioned in clause no: 2, a pre-determined reduction of price to sum equivalent to 0.5% of the basic order value of the delayed supplies per week or part thereof subject to a maximum of 5% of the basic order value will be applicable.

Further, BL, at their own option may go in for Risk Purchase for not delivering the material beyond 1 (one ) month of the date of call up and in such instances Security Deposit will be forfeited.

## 4 **PAYMENT TERMS**

30 days from the date of receipt of the material.

## 5 **VALIDITY**

The offer shall remain valid for a period of **30 days** from the due date of the tender.

### **Provisions for Micro , Small and Medium Enterprises ( MSME ) :**

- a) Qualification Criterion: MSME vendor must confirm that UAM No has been uploaded on CPPP website as required by Ministry's circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. The MSME registration to specify manufacturing of the tender item(s).
- b) Registered MSME vendors shall be exempted from need to furnish EMD, subject to their submission of registration details. Declaration of Udyog Aadhar Memorandum [UAM Number] number by the MSME vendors on Central Public Procurement Portal [CPPP] is mandatory to qualify for availing the benefits as per Public Procurement Policy for MSMEs.
- c) Preference for Price Quotation in tenders : Participating 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 grade 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 MSME bidder matches non-MSME L1 price, 25% of the tender quantity will be equally split between the L1 matching MSMEs. If more than one MSME bidder has quoted in afore-said price band, number of such bidders will be intimated by tenderer to MSME bidders when seeking their acceptance to match L1 bid.

### **CONDITIONS FOR ONLINE BID SUBMISSION**

#### **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 below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. 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 eProcurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the eProcurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

**Registration with eProcurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

#### Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement 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.

M/s C1 India Pvt Ltd.

C104, Sector 2 Noida-201301

Contact person:

Name	E-mails	Phone Numbers
1. Mr. Tirtha Das(Kolkata)	<a href="mailto:tirtha[dot]das[at]c1india[dot]com">tirtha[dot]das[at]c1india[dot]com</a>	+91-9163254290
2. Mr. Tuhin Ghosh(Kolkata)	<a href="mailto:tuhin[dot]ghosh[at]c1india[dot]com">tuhin[dot]ghosh[at]c1india[dot]com</a>	+91-8981165071
3. Mr. Partha Ghosh(Kolkata)	<a href="mailto:partha[dot]ghosh[at]c1india[dot]com">partha[dot]ghosh[at]c1india[dot]com</a>	+91-8811093299
4. Mr. CH.Mani Sankar (Chennai)	<a href="mailto:chikkavarapu[dot]manisankar[at]c1india[dot]com">chikkavarapu[dot]manisankar[at]c1india[dot]com</a>	+91-8939284159
5. Ms. Ujwala Shimpi (Mumbai)	<a href="mailto:ujwala[dot]shimpi[at]c1india[dot]com">ujwala[dot]shimpi[at]c1india[dot]com</a>	+91-022- 66865608

#### Submission of Hard copies:

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of Techno-commercial /Unpriced bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. 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 black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

#### Corrigendum to tender:

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

#### 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.

**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 the sole discretion of BL and BL is not liable to provide any reason to the applicants for the same.

For **Balmer Lawrie & Co. Ltd.**

Pratik Burman  
Junior Officer (SCM)  
Ph- 09836809607 / 07595908681

**CONFIRMATION ON APPLICABILITY OF MICRO AND SMALL ENTERPRISES ORDER 2012**

1. We confirm that provisions of "Micro And Small Enterprises Order 2012 are applicable to us and our organization falls under the definition of :

- a. Micro Enterprise - (            )
- b. Small Enterprise - (            )
- c. SC/ST Owned MSE - (            )

( Please put a tick in the appropriate box)

Details of MSE Certificate

- a) Registration / Certificate Number :
- b) Valid Up to :
- c) Issuing Authority
- d) Tendered item ( for manufacturing purpose only) is covered in registration / certificate (Yes/No) :

2. We hereby confirmed that we are manufacturing Gr II Base Oils at our plant in India.

3. Copy of proof of valid document/certificate (indicating registration no ) of being Micro/ Small Enterprise is enclosed

4. Copy of SC/ST Certificate issued by competent authority is enclosed.

Place :

Signature of Authorized Signatory

Date :

Name :

Designation

Seal