

Balmer Lawrie & Co. Ltd.

SBU: Greases & Lubricants
32 Sathangadu Village, Manali
Chennai 600 068

Tender No: GLC/TE20/001, dt.11/04/2020 Due On: 04/05/2020 at 3:00 P.M.[IST]

Sub: Tender for Outbound transportation (FTL) of greases, lubricants and related products packed in barrels, cartons or any other standard packing from Coimbatore Depot to various destinations in Tamilnadu.

1.0 INTRODUCTION

- 1.1 SBU: Grease & Lubricants, Chennai of Balmer Lawrie & Co. Ltd. (BL) invites online e-bids from transporters of repute and meeting pre-qualification criteria as stated later for Outbound Transportation of various greases & lubricants and related products packed in Barrels, Cartons or any other standard packing from Balmer Lawrie & Co Ltd, Coimbatore Depot, 5/245, Thadagam Main Road, Kanuvai, Coimbatore, Tamil Nadu 641108, to various destinations in Tamilnadu, as mentioned in **Annexure – IV - Price Bid**. The annual loads mentioned are best estimates and are not binding.
- 1.2 The terms "BL", "Balmer Lawrie" and "Company", in the appropriate context means Balmer Lawrie & Co. Ltd. incorporated under the Companies Act, 1913 and having its registered office at 21, N S Road, Kolkata - 700 001.
- 1.3 Interested bidders may obtain the tender document by downloading the same from the Company's website [www.balmerlawrie.com].

Type of Tender: Public Tender - Two (2) Bid, followed by Reverse Auction

2.0 PERIOD OF CONTRACT

Contract period shall be for 18 Months from the date of Contract. The contract can be further extended on mutual agreement for a period of up to 6 months maximum or otherwise as agreed upon.

3.0 PRE-QUALIFICATION / ELIGIBILITY CRITERIA

Bidder must fulfil the following eligibility criteria, and submit details/documents vide **Annexure-I**

- 3.1 The bidder shall have ownership of a minimum of 5 (Five) nos. trucks each of 3.5 MT or more, 2 (two) nos. trucks each of 6 MT or more and 2 (two) nos. trucks each of 9 MT or more. (Copies of registration certificates in their name to be attached as an evidence).
- 3.2 The bidder shall have a minimum of 3 (three) years' experience in transportation of goods with Govt. departments / PSU / Private companies of repute [copy(ies) of certificates in support of experience/reference contract/PO copies to be submitted].
- 3.3 The bidders shall have their office in Coimbatore, equipped with telephone and e-mail facilities for correspondence and / or tracking the consignments at any point of time.

4.0 RATE BASIS

The basis of rates shall be as under:

- 4.1 Rates quoted shall be excluding GST or any other statutory levy applicable at the time of execution of contract but will be inclusive of labour charges for loading goods in vehicle, unloading the same at the destinations and other incidental charges, if any. Any local levy charged at Coimbatore or consignee's premises will also be borne by transporters. Transporters must reckon such levy while quoting the rates.
- 4.2 The rate quoted shall remain firm for the contract period, except for escalation/de-escalation clause as defined later. No changes in rate will be considered under any circumstances.
(Contd...2...)

- 4.3 The rates quoted shall apply for delivery at consignee's factory/godown and also at customer's premises situated in the vicinity of the town/city where factory/godown is located.
- 4.4 Rates quoted shall be for open truck / container truck on FTL basis. The minimum guaranteed load is 1.5 MT, 3.5 MT, 6 MT and 9 MT Capacity trucks as mentioned in **Price Bid Annexure-IV** Extra freight charges on proportionate basis will be paid in case given load is over & above these weights, if applicable.
- 4.5 If the transporter has quoted a lower rate for a 'distant location' and higher rate for a relatively closer location which is in-route, BL can ask the transporter to place vehicle for the location which is at a longer distance but may ask to deliver goods at a place which is closer than the location for which vehicle is asked for. **Transporters are, therefore, advised to quote the rates carefully and logically.**
- 4.6 Pro-rata deduction with respect to short receipt of material by consignee will be deducted from the invoice of the transporters.
- 4.7 Weighment will be normally done at our premises. Our weighment shall be considered final.
- 4.8 Transshipment is strictly prohibited, unless permitted by the company in writing. The company may impose penalty of 15% of Freight amount or Rs.15,000/- (whichever is lower) if and when the vehicle number on LR/Waybill and the vehicle that reaches the destination are different. Nevertheless, the penalty will be waived if the transporter has informed BL in writing about the compelling situation leading to transshipment (like failure of vehicle, accident etc.) and the concerned officer of BL has given a consent for the same in writing.
- 4.9 Part loading of other consignee's goods along with BL goods, even if there is space in vehicle, is strictly prohibited. Trucks shall be loaded at Coimbatore in certain arrangements and secured. If on reaching BL consignee's premises, it is evident that goods have been handled en-route and/ other material has been subsequently loaded and unloaded/ still present in truck, similar penalty as mentioned in Point no.4.8 shall be imposed.
- 4.10 BL will cover transit Insurance.
- 4.11 Rates quoted shall be valid for acceptance up to 90 days from the date of the on-line bidding.
- 4.12 The company shall not be responsible for the turn-around of trucks at the offloading destinations for any reason whatsoever.
- 4.13 No detention charges for delays due to any reason at BL Warehouse/Depot or consignee premises shall be considered/ payable.

5.0 PRICE EVALUATION

- (a) Evaluation of bid and placement of order shall be done independently for each market.
- (b) A bidder may apply for one or more market and it is not compulsory that a bidder has to apply for all the markets. However, the bidder selected for any market have to serve for all destinations as per BL requirement of the market during execution of the Contract.

6.0 BASIS OF SELECTION

Bids which fulfil pre-qualification criteria shall only be considered for price bid evaluation.

The on-line price bids shall be used to designate the provisional L1, L2, L3 etc.

Bidders successfully meeting the pre-qualification criteria will be informed about date & time of online auction and shall be allotted ID log-in and password to enable them to participate in on-line bidding.

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The Start Bid Price (SBP) and Minimum decremental amount shall be communicated on-line at the commencement of the reverse auction.

On-line auction will be done on the total value market wise. Any reduction offered during the on-line auction shall be applicable proportionately to the individual destination rates for the purpose of arriving at the final rates quoted for the destination.

It will be 'compulsory' for the bidders who have participated in Reverse Auction to accept the order as per their final bid in the reverse auction. If any transporter refuses to accept/execute the order at a rate quoted by them in the reverse auction, his/their EMD will be forfeited and the transporter may be blacklisted. In such an event, the L-2 bidder (as per reverse auction) will automatically become L-1 and the L-3 bidder will be considered as L-2 and so on. The bidders have to, therefore, be fully prepared to accept the order at the rate quoted by them in reverse auction. No claim for withdrawal of final bid will be entertained nor will BL consider added bid that could not be uploaded by the bidder during reverse auction due to power failure or connectivity issues, after the online reverse auction is frozen.

The general terms & conditions of on-line auction are given in **Annexure-III**

The party emerging as lowest bidder in reverse auction shall be designated as final L1.

The final grading shall be done as follows:

- a) If no bid is received in reverse auction, the provisional classification shall be confirmed as final.
- b) If "Final L1" in reverse auction is a different party from "Provisional L1", then the classification emerged after Reverse Auction shall be treated as Final & grading of L1, L2 shall be revised based on outcome of Online Reverse Auction.
- c) However, for any vendor who have not participated / not quoted revised market value during Reverse Auction, The vendor's original market value (price bid) will be considered as final market value for that vendor and ranking will be done accordingly combining the outcome of Reverse auction and initial price bid market value (for those who have not quoted revised market value during reverse auction).

Orders will be split in ratio of 70:30 between L 1 bidder and L1 matched other bidder from list of bidders. The option to match L1 will be offered first to L2 bidder & successively to L3, L4 bidders etc. (till L1 matched bidder is identified). If no bidders matches L1 rate, the L1 bidder would be eligible for securing full quantity of order. However, orders on MSE will be netted off from the tender quantity for arriving at order quantity which is to be split in afore detail 70:30 ratio.

L1 matching bidder to match the L1 value for the market and need not to match exact (Inbound/Outbound) of L1 bidder's rate destination wise. However, the rates quoted by L1 matching bidder will be proportionately reduced/ adjusted to arrive the L1 bidder's quoted market value.

- Evaluation of bid and placement of order shall be done independently for each market.
- Split Order/ Part Order/ Order in full in each market will be decided by BL and all bidders are bound to accept any/ all decisions taken by BL in this regard. No request/ appeals are to be entertained/ accepted. After splitting the total market value into 70:30 (after netting of MSE bidder market value) between L1 bidder and L1 matching bidder, the respective bidder's market value will be translated into number of trips approximately for the purpose of raising Contract to each bidder.

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7.0 ESCALATION / DE-ESCALATION

7.1 The escalation / de-escalation will be payable when diesel price differential exceeds ₹ 3.00 per Litre from the reference diesel rate.

7.2 **The reference "Diesel Rate" shall be the ruling retail price of diesel charged by IOCL in Chennai on due date of reverse auction. Diesel Price after increase or decrease more than or equal to Rs.3 will be the new reference rate for next escalation/de-escalation.** The escalation/de-escalation shall be worked out rounded off to the nearest rupee as per the following formula:

$$\text{Differential allowed in contract rate} = \frac{0.40 \times \text{Original Contract rate} \times \text{Increase/Decrease in Diesel price}}{\text{Reference Diesel Rate}}$$

8.0 PICK-UP OF MATERIAL

8.1 The contractor shall uplift the materials promptly within 12 hours of the advice being conveyed in writing/e-mail/over phone.

8.2 The transporter shall place the vehicle during 09.00 a.m. to 3:00 pm on working days. If the vehicle reports after 3:00 pm, the Company may at their sole discretion load the materials or may return the truck without liability for detention charges.

9.0 AMENDMENT / RE-ALLOCATION OF THE NUMBER OF TRIPS

The number of trips mentioned against each destination are only indicative/estimated and during operation it may change without any limit, depending on business requirements of BL. The numbers of trips may be amended during operation. The transporter / contractor shall be bound to accept the amended numbers of trips (increase or decrease) as per the requirement of BL.

10.0 NEW DESTINATIONS

During operation, new destinations may be added to the destination list. Transporters shall be bound to service any such new destination. The rate for the new destinations shall be computed as detailed in following clauses:

a. All destinations noted in Price Schedule (**Price Bid Annexure-IV**) shall be considered as Reference Destinations.

b. The rate for the new destinations shall be calculated with regard to the nearest Reference Destination. The addition / reduction of transportation distance for the new destination as compared to the nearest reference destination shall be determined from the Google Road Map by the shortest motorable route from Coimbatore.

c. The differential amount for the new destination shall be equal to addition in distance multiplied by the Rate/Km arrived at from the Price Schedule duly modified post reverse auction. The Rate/Km shall be the result of dividing the rate quoted for 'Reference Destination' by the distance in KMs of the 'Reference Destination' from Coimbatore as per 'Google Road Map' by the shortest motorable route.

d. The rate for the new destination shall be equal to the rate for the nearest reference destination plus/minus the differential amount for addition/ reduction respectively in transportation distance.

11.0 EARNEST MONEY DEPOSIT (EMD)

The bidder shall submit interest free EMD of Rs 20,000 (Twenty Thousand only). The EMD amount shall be paid by Online Bank transfer/ Pay Order/ Demand Draft drawn in favour of "Balmer Lawrie & Company Limited" payable at Chennai, and shall be submitted with the pre-qualification bid. The EMD shall be refunded to the unsuccessful bidders within 15 days of finalization of the tender. The EMD of successful bidder(s) shall be retained till the submission of Security Deposit. The EMD amount of successful bidder may be adjusted against SD on written request of bidder.

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12.0 SECURITY DEPOSIT (SD)

The successful transporter(s) shall submit SD of 5% of the order value, rounded off to the nearest thousand, subject to a maximum of Rs.2,00,000/- by a demand draft, or in lieu of that Bank Guarantee from a nationalized/ Schedule "A" Bank of equivalent amount as per the BL prescribed format towards satisfactory execution of order.of equivalent amount towards the satisfactory execution of the order. The validity of such Bank Guarantee should be 6 months more than the date of completion of contract. The SD shall be furnished within 15 days from the date of order. In case of failure to furnish SD within the stipulated time BL shall be entitled to terminate the order and forfeit the EMD without further reference to the bidder.

13.0 PROVISIONS FOR MICRO AND SMALL ENTERPRISES (MSE):

- (a) Qualification Criterion: MSE vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F: No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSE vendor under this tender. The MSE registration to specify service of the tender item(s). MSE vendors registered with CPPP for providing the tendered service will only be considered under this provision/EMD exemption.
- (b) Micro & small-scale units (Transporters) registered with MSE are exempted from payment of EMD. Transporters registered with MSE should enclose a copy of their valid registration certificate to make their bid eligible for consideration.
- (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 respective markets 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, number of such bidders will be intimated by tenderer to MSE bidders when seeking their acceptance to match L1 bid."

14.0 PENALTY FOR NON-PLACEMENT OF TRUCKS AND RISK PURCHASE.

Transporter shall be required to place trucks /containers promptly (preferably within 12 hrs from the call up), in clean & dry condition. The transporter shall place the trucks at BL's Depot premises between 9.00 a.m. to 03.00 pm on working days and on holidays if required. If the vehicles report after 03.00 pm, BL may, at their sole discretion, load the materials or return the truck without liability for detention charges. Transporter will have to provide the trucks as per daily call up for loading the quantity of material scheduled for dispatch. In case Transporter fails to place trucks / containers as per BL's call up within 24 hours from the call up time, BL shall be at liberty in transporting the goods by engaging any other transporter at the risk and cost of the contractor without further reference to the transporter. If any transporter fails to place trucks thrice in a month, BL may, at its sole discretion, transfer order for balance quantity of the market to the bidder who is already sharing that market or to any other bidder who agrees to share it matching rates, without any further intimation to the failed transporter. Such a transporter may also lose right on other markets allotted to him. He may be disallowed to participate in our bidding process in future too.

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15.0 DELIVERY CHALLAN(S)/DOCUMENT(S)

- 15.1 The transporter shall be responsible for obtaining from BL the Duplicate for Transporter [DFT] copy, copy of Invoice, road permit or other relevant documents as required by the authorities for verification / clearance at the check post and handover to the consignee. Any financial loss suffered by BL due to loss/damage of the DFT copy while in the transporter's custody, shall be recovered from the transporter.
- 15.2 For dispatches to Steel Plants & other similar customers the consignee does not endorse the exact quantity received on the Invoice/Consignment Note. They issue receipt to the drivers with the remarks "SUBJECT TO QUALITY & QUANTITY CHECK". The transporter shall be fully liable for any shortage / damage subsequently intimated by such consignee.
- 15.3 BL reserves the right to impose a penalty @ Rs.1000 per day for delay in delivery of material. The table given below shows the maximum number of days allowed to deliver the material. The **Time/Days allowed for delivery will exclude both days i.e. the day of dispatch from our factory and the date of delivery**. Days allowed for Delivery are as under:

Distance From Coimbatore in Km	Penalty @ Rs.1000 per Day for Delay in Delivery beyond Days mentioned below
Less than 250 Km from Coimbatore	2 Days
Above 250 but less than 500 km	3 Days
Above 500 but less than 1000 km	4 Days
Above 1000 but less than 1500 km	5 Days

The distance shall be determined using the 'Google Road Map' by the shortest motorable route from Coimbatore. The imposition of this penalty will be subject to relevant clauses of "Force Majeure" explained in clause 20 of this tender. **No penalty will be imposed if the consignee is unable to unload the material. This penalty will also not apply to "Two Point / Three Point" Deliveries.**

16.0 TRANSIT INSURANCE

Transit Insurance will be covered by BL. However, the transporter has to make necessary arrangement for conducting survey, lodge FIR for enroute claims, issue short/damage certificate towards any short delivery / damage during transit or at Customer's end, within 30 days of occurrence of such incident. The transporter's relevant bill for such cases will be settled only after the required documents are received. The transporter will have to comply with the insurance formalities to enable BL to lodge the claims with the insurance company to make good any damage or loss of products or loss due to leakage/pilferage in transit. In case the transporter fails to provide such documentation as required by the insurance company, then BL shall recover from the transporter the equivalent value towards the loss. Any damage / pilferage caused by the transporter's truck / workmen within BL's premises and /or at customer's end will also have to be compensated by the transporter.

17.0 PAYMENT TERMS

- 17.1 Within 30 days from the date of submission of bills along with supporting documents which includes LR copy duly acknowledged / receipted by the customer without any negative remarks and duly stamped. Shortage/damages mentioned on receipted LR will be recovered from the transporter.
- 17.2 Payment towards additional gross weight to be made as per weighment made in BL's warehouse/Depot loading.
- 17.3 Payment shall be made on 'Truck Capacity' basis (for the vehicle called for) irrespective of actual weight of the material loaded. However, transporter will be paid proportionately extra amount if the actual quantity loaded is more than the capacity of the vehicle called for.

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17.4 All payments shall preferably be made through RTGS and accordingly the successful transporter must submit all bank particulars as per BL format within 7 (seven) working days of placement of LOI/PO on them.

18.0 VALIDITY OF QUOTATION

The prices quoted shall be valid for acceptance upto 90 days from the date of on-line bidding.

19.0 TERMINATION OF CONTRACT

In the event of unsatisfactory performance, BL reserves the right to terminate the contract without prejudice. In this eventuality the Security Deposit will be forfeited.

20.0 FORCE MAJEURE

20.1 The transporter shall not in any way, be held liable for non-performance, for any delay in the delivery schedule in consequence of the following:

- Declared Strike / Bandhs
- Lockout
- Natural Calamities/Epidemic/Pandemic
- Decrees of any Government or Governmental Authority.
- Revolution
- Wars
- Acts of enemies of the state.
- Riots

Any reason other than the above will not be considered as force majeure condition except events which are declared by the concerned government authorities as Force Majeure.

20.2 As soon as the cause of Force Majeure has been removed, the party whose liability to perform its obligation has been affected shall notify the other of such cessation and inform the other party through such notice the actual delay incurred in such affected activities. Any such event which is Force Majeure, wherever it occurs, provided that it prevents, affects or delays the parties in performing contractual obligation shall justify the affected party's claim of Force Majeure.

21.0 GENERAL

21.1 Workmen engaged by the transporter shall abide by factory / security regulations and entry inside the factory/Depot would be only against authorized gate pass. In every respect the transporter is responsible for the good behavior and conduct etc. of his employees, contractor or assigns. Any penalty or levies being imposed on client for this account for any reasons whatsoever will be recovered from the transporter.

All workmen including driver and helpers of the trucks must abide by the safety rules of BL inside the factory premises. They must wear safety shoes and wear normal dress like trousers and shirts. They must not wear loose dress like lungi, dhoti, banyan etc. while inside the factory/Depot premises.

21.2 Sub Contracting shall not be allowed unless specially asked for and agreed by BL.

21.3. Transporter should have an Office at Coimbatore and an authorised person with telephone/mobile for interaction on operational matters. Transporters will have to contact the local representative of the client in certain destinations / location as informed by the BL before delivering the material.

21.4 Tracking facility for enroute status / position of the truck for delivery should preferably be provided for all locations.

21.5 The transportation contract is by lorry /containerized truck only. No other mode of transport such as hand cart/rail etc. is permitted.

21.6 The Company reserves the right to accept or reject any or all bids in full or part without assigning any causes.

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- 21.7 Every vehicle placed MUST be accompanied with a cleaner. It will be noted at the security gate whenever the vehicle reports without a cleaner/helper. A deduction of Rs. 500/- (Rupees Five Hundred) will be made for every vehicle that enters BL without a cleaner/helper. Security guards at the gate of BL will also check Fitness of the Vehicles. All the vehicles provided by transporter, whether owned/hired, must be in well-maintained condition (properly covered with good tarpaulin, Cross angles and reapers covered with rubber pad) and shall meet all the parameters prescribed by the Transport Authority in respect of 'safety and fitness'. The truck placed must have tyres with proper treads and its other facilities like brakes, headlights, backlights, side-mirrors, horns, reverse-horns, hand-brake etc. must be found working properly. The platform of the truck must be free from dust, rust, dents, sharp corners & areas and uneven surfaces. A valid Pollution Certificate is also a must. Any loss/delay suffered by BL due to failure on the part of transporter (including the damages caused within factory premises) shall be recovered in full from the transporter's bill.
- 21.8 Please note that bids of any tenderer may be rejected if a conflict of interest arise between the bidder and company is detected at any stage.

22.0 GST FORMALITIES & COMPLIANCES

- 22.1 GST as applicable will be paid by BL directly to Tax Authority under Reverse Charge Mechanism (RCM) as per current practice, changes if any, in relevant Governmental guidelines during contract period will be applicable/addressed accordingly.
- 22.2 Government levies like toll tax etc., shall be paid by transporter. If any new Government levy becomes payable, same will be reimbursed against submission of original receipt. However, no incidental charges in any form shall be payable.

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 / blacklisting the vendor.

23.0 TENDER CANCELLATION

Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.

24.0 ARBITRATION

In case there arises any dispute or difference of opinion with regard to the order, after the finalization of the tender and during the period of contract, endeavour shall be made to resolve through mutual discussion and conciliation within 30 (thirty) days of reference of such dispute by the disputing party. On failure to resolve the dispute to mutual acceptance, the matter will be referred to the Chairman and Managing Director (C&MD) of Balmer Lawrie & Co. Ltd., who may act himself or engage somebody to act as sole Arbitrator. The decision of Sole Arbitrator is final and binding to both the parties.

25.0 SUBMISSION OF PRE-QUALIFICATION BID AND CONTACT PERSON

- 25.1 Price-bid shall be submitted online through e-Procurement system only.
- 25.2 Any amendment/corrigendum to above Tender Notice will be uploaded only on the website of the company www.balmerlawrie.com. Interested vendors should regularly visit this website for updation or enquire over telephone with the undersigned.
- 25.3 The pre-qualification bid in the prescribed format along with all documents noted in clause no. 3.0 of tender document with each page duly signed and stamped by authorized signatory of the bidder as a token of acceptance of tender terms &

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conditions and EMD may be uploaded on the e-Procurement system and has to be submitted in a sealed envelope duly super scribed as "Tender Number GLC/TE20/001" dated 11/04/2020 superscribed as "Un-Price Bid" within the due date 04/05/2020 Time 03.00 PM.

Sr. Manager [SCM]

Balmer Lawrie & Co. Ltd.

SBU: Greases & Lubricants

32 Sattangadu Village

Manali, Chennai 600 068

Phone : 044 – 25946621

Fax No. : 044 - 25941436

E-mail: santhanakrishnan.pg@balmerlawrie.com

26.0 Opening of Pre-qualification Bid:

Pre-qualification bids will be electronically opened at 4.30 PM on 04.05.2020.

Senior Manager (SCM)

Balmer Lawrie & Co Ltd

PRE-QUALIFICATION BID**1.0 PARTICULARS OF COMPANY:**

- 1.1 Type of company : (Partnership / Private Ltd. / Public Ltd.)
(Please enclose certificate of Incorporation)
- 1.2 Year of Incorporation :
- 1.3 Full address :
- 1.4 Phone :
- 1.5 E-mail :
- 1.6 Bank Name & Branch :
- 1.7 Bank Account No. :
- 1.8 IFSC Code :
- Contact person's
- 1.9 Name :
- 1.10 Mobile No. :
- 1.11 Offices Address :

2.0 DETAILS OF ORGANISATION:**LIST OF OFFICES / GODOWNS IN INDIA:**

Sl. No.	Location	Full address (including phone / e-mail)

Note: Please attach list in the above format.

3.0 DETAILS OF INCOME TAX & ST CLEARANCE:

Sl. No.	Particulars		Remarks
3.1	Income Tax	Permanent A/c No.	
3.2	GST	Reg No	

*Please submit copy of GSTIN & PAN

4.0 FLEET STRENGTH :**OWNED VEHICLES:**

Sl. No.	Regn. No.	Make	Capacity	Year of Manufacture	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note: Please attach separate sheet, if necessary. (Attach copies of registration documents)
(Contd...2...)

5.0 EXPERIENCE DETAILS

Bidder shall have minimum 3 years' experience in transportation of goods, preferably petroleum products/ lubricants:

Sl.No.	Customer Name	Business Year	PO No with date	PO/Contract Value [Rs in Lakhs]

- (Please mention at least one PO/Contract, in the last three years)
- Please mention one single PO/Contract value of min Rs.20 Lakhs

List of Important Clients:

Sl. No	Name of Client	Business Volume (Rs / lakhs)		
		2016-17	2017-18	2018-19

Note: Please attach work orders from 3 largest customers for 2016-17/17-18/18-19 along with certificates of performance.

6.0 Other Information:

- 6.1 Is the company a sick / potentially sick company? : Yes / No
- 6.2 Has the company been black listed by any Public Sector Enterprise? : Yes / No
- 6.3 Does the company have business with any other unit of Balmer Lawrie? : Yes / No
(If yes, attach details.)
- 6.4 Is the company Bank approved : Yes / No
(If yes, attach details).

We certify the above information is true to the best of our knowledge.

(Authorised Signatory)

Date :

Place :

Enclosures:

- 1) Copies of all document as asked above.
- 2) EMD of Rs.20,000 vide Pay Order / DD nodated..... drawn on bank.....
- 3) One Copy of Tender Document alongwith all Annexures duly signed and sealed shall be submitted as token of acceptance of all terms & conditions of tender.
- 4) Copy of Registration Certificate under Carriers Act.

Other Enclosures (Please list)

- 1.
- 2.
- 3.

ANNEXURE - II

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.

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 e-Procurement 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 e-Procurement 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

1. Mr. Tirtha Das(Kolkata)	tirtha[dot]das[at]c1india[dot]com	+91-9163254290
2. Mr. Partha Ghosh(Kolkata)	partha[dot]ghosh[at]c1india[dot]com	+91-8811093299
3. Mr. CH.Mani Sankar (Chennai)	chikkavarapu[dot]manisankar[at]c1india[dot]com	+91-8939284159
4. Ms. Ujwala Shimpi (Mumbai)	ujwala[dot]shimpi[at]c1india[dot]com	+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. 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 and cancellation of work. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

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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

GENERAL TERMS & CONDITIONS OF ON LINE BIDDING

1.0 GENERAL CONDITIONS

- 1.1 Bidders shall commit to supply the product/service (being bid for) at the price entered by them in the online bid, as detailed in **Annexure-II** AND at the terms and conditions specified herein by the BL. All Prices entered shall be legally binding on the Bidders. Bidders are strongly advised to exercise due diligence while placing bids. Failure to honour the bids placed during the online Bid shall render the bidders liable for any penal action as deemed fit by BL or its e-bidding agent.
- 1.2 In the event of winning an allotment in the bidding event, the bidder shall commit to fulfil outlined obligations under the contract.
- 1.3 The bidder shall bid on the terms specified by BL and place their bids in the online bid in the manner specified by our e-bidding agent. The Bidder shall not stipulate any conditions on his/her own unless the terms of the Client (in the BL's Terms and Conditions) expressly permit such conditions being stipulated by the Bidder. Bids entered with conditions attached shall be considered Conditional bids and e-bidding agent retains the right of rejecting these bids even without intimating the BL.
- 1.4 BL or its e-bidding agent shall not be responsible for any delays in initiating the online bidding event or postponement/cancellation of the online bid proceedings due to any problem with the hardware/ software/ infrastructural facilities or any other shortcomings.

2.0 RIGHT OF BL

BL reserves the right to partially or totally accept or reject any/all bids placed in the Online Bidding Event without assigning any reason whatsoever. BL also retains the right to allot the requirement to more than one bidder or consolidate the requirements among one or more bidders.

3.0 DEFINITION OF KEY TERMS

3.1 On Line bidding Event/ Reverse Auction

Online Bidding/Negotiation Event (Reverse Auction/ Open Request for Quotation/ Sealed Bid) refers to those negotiations conducted through the Internet with the bidders (from one or more locations) simultaneously bidding, to be selected for providing the service/s in the online bid. In other words, the venue for the online bid is on an Internet website/ platform. Any other URL assigned by e-bidding agent would constitute venue for the purpose of the online bidding event.

3.2 Timing of the on-line bid

All the timings of the Online Bid shall be based on the time indicated by the Server hosting the Bid/Auction Engine. It shall be the endeavour of e-bidding agent to ensure that the Server Time reflects as closely as possible the Indian Standard Time (IST) i.e. GMT + 0530 hrs. However, in the event of any deviations between the Server Time and the Indian Standard Time, the functioning of the Bid/ Auction Engine (launch, operation, closure) would be guided by the Server Time. Bidders are advised to refresh both the windows of the online bid to check the exact Server Time (displayed in both the windows).

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3.3 Preview Time & Start Time

Preview Time refers to the period of time that is provided prior to the commencement of bidding. This is to facilitate approved participants to view the bidding details such as item specification and bidding rules. The purpose is also to familiarise participants with the functionalities and screens of the online bidding mechanism. It is not mandatory for e-bidding agent to provide Preview Time.

Start time refers to the time of commencement of the conduct of the online bid. It signals the commencement of the Price Discovery process through competitive bidding.

3.4 Auto Extension of the on-line bid timing

In the event of bids in the last few minutes of the scheduled bid time, the Bid Timings are automatically extended for a specified period from each such bid. Such Auto Extension shall continue until no bids are placed for the specified period (Engine remains inactive for the specified period). The Inactivity Time for Auto Extension purpose is normally 7 minutes. The e-bidding agent however have the right to change the same. The Inactivity Time applicable for the particular Online Bid shall be visible to the bidders under the Bidding Rules module on the engine.

3.5 End of the on-line bidding event.

End of the Online Bidding Event refers to the termination of the online bid proceedings signalling an end to the price discovery process.

PRICE BID

MARKET	S.NO	Distributor's Destinations	Qty (A)	Rate (B)	Total (C = A* B)
DESTINATION AREA (TAMILNADU)					
MARKET- 1	1	1.5 MT Coimbatore Local	30		
		SUB TOTAL	30		
MARKET- 2	1	3.5 MT Coimbatore Local	6		
	2	3.5 MT TIRUPUR	4		
	3	3.5 MT ERODE	24		
	4	3.5 MT SALEM	18		
	5	3.5 MT NAMAKKAL	44		
	6	3.5 MT TRICHY	30		
	7	3.5 MT MADURAI	30		
	8	3.5 MT VIRUDHUNAGAR	12		
	9	3.5 MT TUTICORIN	10		
	10	3.5 MT THIRUNELVELI	22		
	11	3.5 MT KANNIYAKUMARI (NAGERKOIL)	12		
	12	3.5 MT VELLORE	8		
	13	3.5 MT THIRUVANNAMALAI	6		
	14	3.5 MT CHENNAI	10		
	15	3.5 MT THIRUVANNAMALAI (ARANI)	6		
		SUB TOTAL	242		
MARKET- 3	1	6 MT THIRUNELVELI	4		
	2	6 MT TRICHY	6		
	3	6 MT ERODE	6		
	4	6 MT VELLORE	4		
	5	6 MT NAMAKKAL	18		
	6	6 MT SALEM	6		
	7	6 MT MADURAI	6		
		SUB TOTAL	50		
MARKET- 4	1	9 MT NAMAKKAL	4		
	2	9 MT SALEM	4		
	3	9 MT CHENNAI	4		
		SUB TOTAL	12		
		GRAND TOTAL	334		