

Balmer Lawrie & Co. Ltd
(A Government of India Enterprise)
Associate Service
Manali, Chennai-600068
Phone No.25946500, Fax: 25946539
Website: balmerlawrie.com
(Regd Office: 21, Netaji Subhas Road, Kolkata- 700001)

Ref: BL/AS/MAN/COURIE/LT/201920/0032

Date: 05.05.2020
Due Date:19.05.2020

Sub: Tender Enquiry for providing Courier Services.

We are a Govt. of India Enterprises under the Administrative control of Ministry of Petroleum & Natural Gas.

E-tenders are invited from interested parties for providing Courier service to BALMER LAWRIE & CO. LTD for sending letters/ documents / articles / packets etc. for various locations in India.

The terms and conditions for providing the Courier Services is given below:

1. The Agency shall arrange to pick up documents / consignments / parcels from our factory at Manali between 4.00 pm to 5.00 pm on all working days.
2. The documents / consignments / parcels are to be delivered at the destinations follows:
 - Chennai City and southern states – within 24 hours
 - Northern states and rest of India – within 48 hours
3. The Agency shall provide the receipts for the documents / parcels collected from the locations. The agency shall enclose proof of deliver along with the bill for payment. Payment will not be processed, if POD is not submitted with the bill.
4. The Courier agency shall intimate the company within 24 hours the delivery, date and time of certain consignments / documents if sought by the Company.
5. The Courier agency should have tracking system of documents taken for delivery and should be provided in their own website . Agencies not having website and tracking system, their offer will be rejected.
6. The Courier agency shall be held responsible for delay / loss / damage of envelope, letters, documents, articles etc. Sent through the courier by Balmer Lawrie & Co. Ltd.

In case of delay / loss / damage of envelope, letter documents being handled by the courier agency shall pay compensation to Balmer Lawrie & Co. Ltd.

7. The Contract shall be awarded to party whose overall rate is lowest based on the volume indicated.
8. The contract will be awarded for a period 2 years.
9. In case, the agencies is not able to service any destinations for any reason, they shall make alternate arrangement for servicing such location or else the Balmer Lawrie & Co. Ltd shall make alternate arrangement and recover the additional cost incurred from the Agency.

10. The payment will be made within 21 days of submission of bills supported by PODs.
The franchisee should submit a copy of agreement entered with the courier firm, otherwise tender submitted by them will be rejected.

Earnest Money Deposit (EMD)

Offer should be accompanied by A/c payee pay order/ Demand Draft by any Scheduled Bank drawn in favour of M/S BALMER LAWRIE & CO. LTD, PAYABLE AT CHENNAI for Rs.4500/- (Rupees Four Thousand Five Hundred only) towards Earnest Money Deposit.

- a. Offers received without EMD will be rejected
- b. EMD will carry no interest.
- c. If the successful bidder is unable to accept or execute orders when placed upon him or withdraws/ upwardly revises his quoted prices, within the validity period of his tender or after placement of the Order/ Letter of Intent, his Earnest Money Deposit shall be forfeited.
- d. For the unsuccessful Bidders, the EMD will be refunded only after the order is released to the successful bidder by BL.
- e. SSI UNITS WITH VALID REGISTRATION WITH NATIONAL SMALL INDUSTRIES CORPORATION LIMITED (MSME/NSE) FOR THE ITEMS / SERVICE TENDERED ARE EXEMPTED FROM PAYMENT OR EARNEST MONEY DEPOSIT.
- f. Note: Bidder having MSME/NSIC registration needs to attach copy of valid certificate applicable for the tendered service.

A. CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for bid submission

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

The bidder 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 certificate, documents etc. in support of the eligibility criteria/technical bid 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 to reach before the due date and time of the tender. The bidder shall sign on the statements, documents, certificate, 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 C-1 India Pvt Ltd,

Dedicated helpdesk for Balmer Lawrie

| HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS)) | | | |
|--|--|-----------------|-----------------------------------|
| Please email your issues before your call helpdesk. This will help us serving you better. | | | |
| Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001 | | | |
| Dedicated email : blsupport[at]c1india[dot]com | | | |
| Dedicated Helpdesk for Balmer Lawrie | | | |
| <u>Contact Person</u> | <u>E-Mail ID</u> | <u>Tel. No.</u> | <u>Helpdesk Nos are open from</u> |
| 1. Mr.TirthaDas (Kolkata) | tirtha.das@c1india.com | +91-9163254290 | MON - FRI |
| 2. Mr.Partha Ghosh (Kolkata) | partha.ghosh@c1india.com | +91-8811093299 | MON - FRI |
| 3. Mr. CH. Mani Sankar (Chennai) | chikkavarapu.manisankar@c1india.com | +91-8939284159 | MON - SAT |
| 4. Ms. Ujwala Shimpi (Mumbai) | ujwala.shimpi@c1india.com | +91-22-66865608 | MON - FRI |
| 5. Helpdesk Support (Kolkata) | | +91-8017272644 | MON - SAT |
| Escalation Level 1 | | | |
| Mr.Tuhin Ghosh | tuhin.ghosh@c1india.com | +91-8981165071 | |

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-procurements platform

All the bidders who do not have digital certificate need to obtain Digital certificate. They may contact help desk o C1 India Pvt 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 the 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. C-1 India is not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing.

Before scanning 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 online only.

The due date of the tender is 19.05.2020 at 2.00 pm

If the above terms are agreeable, kindly sign the terms and conditions and attach along with the offer.

Signature of the Agency with seal
Date

For Balmer Lawrie & Co. Ltd

Sriraman D
Chief Manager (HR&ER)

Balmer Lawrie & Co. Ltd
Manali, Chennai-600068

Ref: BL/AS/MAN/COURIE/LT/201920/0032

Date: 05.05.2020
Due Date:19.05.2020

- 1. Name and address of the Courier Agency : _____
- 2. Phone Number : _____
- 3. Mobile Number : _____
- 4. E-Mail address : _____
- 5. Web-site address : _____
- 6. GST Number : _____
- 7. SAC Number : _____
- 8. PAN Number : _____
- 9. Name of bank and Account Number : _____
- 10. IFSC code Number : _____
- 11. Name of Contact Number : _____
- 12. Phone Number : _____
- 13. Mobile Number : _____
- 14. Whether having website address : _____
- 15. if yes provide website address : _____
- 16. Whether having tracking system : _____
- 17. Date Signature with seal : _____

Date: _____

Signature with Seal

PRICE BID FOR PROVIDING COURIER SERVICE

| S.No | Description | Approx. Qty per month | Rate per unit | |
|------|--|-----------------------|---------------|--|
| 1 | Letters / Documents for Chennai City upto 250 grams | 400 | | |
| 2 | Letters / Documents for Chennai City every additional up-to 250 grams | 200 | | |
| 3 | Parcel for Chennai city up-to 1 Kg | 20 | | |
| 4 | Parcel for Chennai city for every additional up-to 1 Kg | 5 | | |
| 5 | Letters / Documents for Tamil Nadu and Pondicherry up-to 250 grams | 200 | | |
| 6 | Letters / Documents for Tamil Nadu and Pondicherry for every additional up-to 250 grams | 50 | | |
| 7 | Parcel for Tamil Nadu and Pondicherry for up-to 1 Kg | 20 | | |
| 8 | Parcel for Tamil Nadu and Pondicherry for every additional up-to 1 Kg | 5 | | |
| 9 | Letters / Documents for AP, Kerala and Karnataka up-to 250 grams | 200 | | |
| 10 | Letters / Documents for AP, Kerala and Karnataka for every additional up-to 250 grams | 50 | | |
| 11 | Parcel for AP, Kerala and Karnataka up-to 1 Kg. | 20 | | |
| 12 | Parcel for AP, Kerala and Karnataka for every additional up-to 1 Kg. | 5 | | |
| 13 | Letters / Documents for All India other than above states up-to 250 grams | 200 | | |
| 14 | Letters / Documents for All India other than above states for every additional up-to 250 grams | 50 | | |
| 15 | Parcel for All India other than above states up-to 1 Kg grams | 20 | | |
| 16 | Parcel for All India other than above states for every additional up-to 1 Kg | 5 | | |
| 17 | Fuel Charges Percentage (%) | | | |
| 18 | GST Charges Percentage (%) | | | |

Date: _____

Signature with Seal

