



**Grease & Lubricants Division,  
P-43, Hide Road Extn., Kolkata - 700 088  
Ph : 033 24500148 / Fax : 033 2439-2277**

**NOTICE INVITING TENDER FOR PROCUREMENT OF TEA  
AT G&L-KOLKATA**

<b>Tender No. :</b> GLK/TE21/002
<b>Date :</b> 03.04.2021
<b>Due Date :</b> 17.04.2021

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 Govt. of India Enterprise; under Petroleum Ministry & engaged in manufacturing of Grease & Lubricating Oil. Our factory is situated at P-43, Hide Road Extn., Kolkata - 700 088.

We require to procure Darjeeling Half Dust Tea and CTC Heritage Tea for our Officers and Guests, at the above address.

Sealed Single Bid offers are invited from the enlisted vendors for "Procurement of Darjeeling Dust Tea and CTC Heritage Tea, to be supplied at our premises at Balmer Lawrie & Co. Ltd., P-43, Hide Road Extn., Kolkata - 700 088, as per order. The tender document can be downloaded from [www.balmerlawrie.com](http://www.balmerlawrie.com) website

**Contact details**

Shri Ratikanta Panda  
Deputy Manager (HR)  
Balmer Lawrie & Co.Ltd.  
Grease & Lubricants Division  
P-43, Hide Road Extn.,  
Kolkata - 700 088.

**ANNEXURE-I**

**A. PERIOD OF CONTRACT**

One year from the date of PO/LOI. The contract may be extended for another one year at the same rates, terms & conditions on mutual written consent.

**B. TERMS & CONDITIONS**

1. The tenderer means all parties/firms who respond against this tender notice and successful tenderer(s) mean party/parties, with whom the order is placed and shall be deemed to include the tenderer's successors, representatives, heirs, executors and administrators duly approved by the firm.
2. **Purpose of Contract:**  
  
We have to procure the materials on monthly basis. The vendor will supply the materials within 24 hours on placement of requisition through email/verbal order.
3. The tenderer is expected to quote in accordance with the terms and conditions of the Company. Printed Standard conditions which may accompany the quotation of the tenderer will not be acceptable.
4. **Tender Evaluation**  
  
The tender would be finalized on the basis of Lowest Nett delivered price (NDP) as per Annexure -III (Price Bid).
5. The company reserves the right to accept any tender in whole or in part and reject any or all tenders.
6. The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who is / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates. **Negotiations, if held will be only with the lowest bidder.**
7. **Validity of Quotation:** The quotation should be valid for the Company's acceptance for a **period of 120 days** (excluding the due date) from the date of opening of the tender.
8. **Sub-Contracting:** The successful bidder shall not be allowed to sub contract either wholly or any part of the order without Company's prior written consent.
9. **PAYMENT TERMS : Within 15 days after submission of bill.**
10. **ARBITRATION**

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator to be appointed by the Head of the Unit, Balmer Lawrie & Co. Ltd. P-43, Hide Road Extn., Kolkata-88, and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final & binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

**11. 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.

**12. 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.

**13. PROVISION FOR MICRO, SMALL ENTERPRISES (MSE)**

This order is not splittable. Hence, MSE price preference is not applicable.

**14. GST Compliances**

- [1] Vendor to comply with all requirements under GST and provide their GST Registration details as per Annexure-III A attached
- [2] Vendor to issue a valid invoice with correct and complete disclosures as required under GST invoice rules and payments shall be processed only post receipt of correct invoice from the vendor
- [3] Vendor has to provide clear indication of place of supply [Invoicing location] related to place of supplies [BL location].
- [4] Vendors are required to raise invoice as per the GST tax structure.

- [5] Vendors to ensure that all invoices submitted are compliant with GST Laws. Any discrepancies in the Invoice which results in tax credit loss to Balmer Lawrie will be recovered from vendors.
- [6] In case of advance payment against goods/services, vendor to ensure payment of tax as per GST Laws.
- [7] Balmer Lawrie will keep a watch on compliance rating of their vendors as per the GST portal. If at any time such rating falls below prescribed criteria, Balmer Lawrie will have right to terminate the services without any prior notice to vendor.

<b>Company Seal</b>	<b>Signature</b>	
	<b>Name</b>	
	<b>Designation</b>	
	<b>Company</b>	
	<b>Date</b>	

**Annexure-II**

**A. DETAILS OF VENDOR**

1	Name of the Vendor	
2	Address	
3	Postal Code	
4	State	
5	Country	
6	Telephone No.	
7	Mobile No.	
8	Fax No.	
9	Email ID	
10	Contact Person	
11	Bank Name	
12	Street	
13	City	
14	Branch Name	
15	IFSC Code	
16	MICR Code	
17	Account Number	
18	GSTIN Registration Number	

**ANNEXURE- III**

**PRICE BID - to be filled by BIDDER**

SN	Description	A QTY	B Rate/Kg.	A X B Amount
A	Darjeeling Half Dust Tea	120 kgs.		
B	CTC Heritage Tea	30 kgs.		
C	GST			
D	TOTAL			

I / We have studied the Tender Documents carefully and have quoted our lowest rates, in accordance with the **Terms and Conditions** as laid down in the Tender Documents.

<b>ADDRESS /MOB NO. /e-mail ID</b>	<b>Signature</b>	
	<b>Name</b>	

NB : The rate will be unchanged upto one year from the date of Placement of Order.