



## Balmer Lawrie & Co. Ltd.



[A Government of India Enterprise]  
REGIONAL HUMAN RESOURCE DEPARTMENT  
21 Netaji Subhas Road, Kolkata 700 001

TENDER REFERENCE NO : RHRD/HO/RG-Gold Coin/NIT 97/2021-22  
DATE : 09.04.2021

### NOTICE INVITING TENDER NO. 97/2021-22

**Sub: Tender for supply of Gold Coin – 10 gms (24ct) – 99.5% Purity  
With Monogram/Engraving/Polishing/Box**

BALMER LAWRIE & CO. LTD. [A Government of India Enterprise] wishes to procure **53** [Fifty three] Gold Coins as per following specifications:-

(a)	Weight	10 gms	 Front Side
(b)	Diameter	2.4 cm	
(c)	Purity of Gold	24 ct (99.5%)	
(d)	Design	Gold Coin	
(e)	Engraving On the front side (Round Shape)	"RETIREMENT GIFT" Center Position – LOGO	 Back Side
(f)	Engraving on the back side (Round Shape)	"PRESENTED BY B.L. & CO. LTD." Center Position - 10 gms	
(g)	Tolerance weight	No negative tolerance in respect of weight & purity	
(h)	Packing	Velvet Box	

#### Tentative Quantity Break-up

10 gms 24 Ct Gold Coin (Hall marked & with 99.5% purity)			
Kolkata	Delhi	Mumbai	Chennai
29	3	5	16
<b>TOTAL - 53</b>			

For this purpose, the Company invites sealed tender from the authorised jewelers dealing in gold works.

#### **1.0 Pre-qualification criteria**

- 1.1 The bidders specifying the following qualification norms shall only be considered. Only authorized jewelers engaged in gold works for at least 3 years in similar line of business shall only be considered. **Copy of license from BIS [Bureau of Indian Standards] should be enclosed with Techno Commercial Bid [Part-A].**

*Contd. 2*

**Balmer Lawrie & Co. Ltd.**

TENDER REFERENCE NO : RHRD/HO/RG-Gold Coin/NIT 97/2021-22  
DATE : 09.04.2021

- 1.2 Bidders not meeting the above requirements shall be rejected. Pre-qualification of the bidders shall not imply final acceptance of the tender. The bids may be rejected at any point during techno-commercial evaluation or during price evaluation. The decision in regards to acceptance and/or rejection or offers any/all offers in part/full shall be at the sole discretion of Balmer Lawrie & Co. Ltd. and decision in this regard shall be binding on the bidder.

**2.0 Delivery**

- 2.1 **The jeweler would be required to deliver the Gold Coins at Kolkata, Delhi, Mumbai and Chennai Offices of the Company.**

- 2.2 **The delivery shall be within ten days from the date of placement of order.**

**3.0 Payment Terms**

**No advance will be paid at the time of placing order.** The bill shall be raised within a week from the date of delivery and the same shall be paid within 15 days from the date of receipt of the bill.

**4.0 Quality Assurance**

- 4.1 The supplier shall be responsible for meeting 24 ct [99.5%] purity quality assurance for the Gold Coins. The supplier shall submit requisite documents in support of the purity level of Gold coins supplied. Any defective piece shall be replaced by the supplier.

- 4.2 **The supplier should provide individual Gold Purity Certificates at the time of delivery of coins.**

**5.0 Query :**

- 5.1 For any query, the bidders may contact **Shri Pritam Rudra, Asst. Manager (HR) - ER,** 21, N S Road, Kolkata – 700 001 at phone no. 9064504750 or email [rudra.pritam@balmerlawrie.com](mailto:rudra.pritam@balmerlawrie.com) on any working day from Monday to Friday between 10 AM to 6 PM.

- 5.2 No claim, of any nature on any ground of inadequate information or knowledge or misunderstanding or otherwise in any respect shall be admissible.

**6.0 Validity**

The supplier should clearly mentioned the validity period of gold rate and other charges from the date of closing of the tender.

**Contd. 3**

**Balmer Lawrie & Co. Ltd.**

TENDER REFERENCE NO : RHRD/HO/RG-Gold Coin/NIT 97/2021-22  
DATE : 09.04.2021

**7.0 Miscellaneous**

- 7.1 Balmer Lawrie & Co. Ltd further reserves the right to accept or reject any/all bids without assigning any reasons thereof.
- 7.2 Balmer Lawrie & Co. Ltd as its sole discretion unilaterally may change the quantities as indicated in tender enquiry. The successful bidder shall be bound to supply these quantities on the same rate and terms and conditions.

**8.0 Submission of Offer**

- 8.1 Please note that the offer shall be submitted in two parts comprising of: Part A being the "Techno Commercial Offer" and Part B being the "Price Bid". The two offers shall be given in the prescribed format enclosed.
- 8.2 Each part shall be separately sealed in a separate envelope and super scribed as "Techno Commercial Offer" and "Price Bid" as applicable. Both the envelopes shall be sent to the Company AT THE FOLLOWING ADDRESS in common envelope sealed and superscribed as "Tender Enquiry No. 97/2021-22 due on 21.04.2021

**CHIEF MANAGER [HR & ER] – ER  
BALMER LAWRIE & CO. LTD.  
REGIONAL HUMAN RESOURCE DEPARTMENT  
21 NETAJI SUBHAS ROAD, KOLKATA 700 001**

- 8.3 The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.

8.4 The last date of submission of offer is **15.00 hours IST on 21.04.2021**

For **BALMER LAWRIE & CO. LTD.**



**[SUMIT DHAR]  
CHIEF MANAGER [HR & ER] – ER**



**"Tender Enquiry No. 97/2021-22 dated 09.04.2021 due on 21.04.2021**

**[Part – A]  
TECHNO COMMERCIAL BID**

**Shri Sumit Dhar  
Chief Manager [HR & ER] – ER  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road,  
Kolkata 700 001**

We are glad to submit our Techno Commercial Offer for **"Gold Coins"** against your Tender Enquiry No. 97/2021-22 dated 09.04.2021 due on 21.04.2021

**1. Particulars of Company**

a] Name of the firm :

b] Type of the firm :  
(Whether proprietary/partnership)

c] Year of incorporation :

d[i] Address [Office] :

Postal Code :

State :

d[ii] Address [Office] :

Postal Code :

State :

e[i] Telephone :

e[ii] Mobile :

e[iii] Email :

e[iv] Website :

Contd.../2

e[v] GST No :

e[vi] PAN No :

e[vii] Bank Name :

e[viii] Bank Address :

e[ix] Branch :

e[x] A/c No :

e[xi] IFSC Code :

e[xii] MICR Code :

fa[i] Contact person Name :

fa[ii] Mobile No :

Email :

fb[i] Contact person Name :

fb[ii] Mobile No :

Email :

2. **Product specification offered**

24 Ct Gold Coin (Hall marked & with 99.5% purity)		
Weight	Diameter	Quantity
<b>10 gms</b>	<b>2.4 cm</b>	<b>53 *</b>
Tolerance weight	No negative tolerance in respect of weight & purity	
Packing	Velvet Box	

- **The quantities may vary. However, the exact numbers would be specified at the time of placement of order.**

**3. Details of Turnover / Sales**

In the last preceding three years –	<b>2017-18 :</b>
	<b>2018-19 :</b>
	<b>2019-20 :</b>

**4. Sales Tax/Income Tax Return :**

We are agreeable to all the "Terms & Conditions" set in the Tender and submit herewith signed and sealed copy of the "**Notice Inviting Tender No. 97/2021-22 dated 09.04.2021**" as our token of acceptance of all terms and conditions of the Tender.

**(Authorised Signatory)**

**Office Seal**

Date :

Place :

**Encl. : Copy of Notice Inviting Tender No. 97/2021-22 dated 09.04.2021 duly signed and sealed.**

**PART – B**

**PRICE BID**

**"Tender Enquiry No. 97/2021-22 dated 09.04.2021 due on 21.04.2021**

**Shri Sumit Dhar  
Chief Manager [HR & ER] – ER  
BALMER LAWRIE & CO. LTD.  
Regional Human Resource Department  
21 Netaji Subhas Road,  
Kolkata 700 001**

We are glad to offer our best price as given below for **"Gold Coin"** on outright purchase basis as per your specifications against your Tender Enquiry No. 97/2021-22 due on 21.04.2021 :

<b>10 gms 24 Ct Gold Coins Purity of Gold : 24 ct [99.5 %]</b>		
<b>[a]</b>	<b>Basic Price</b>	
<b>[b]</b>	<b>Making Charges</b>	
<b>[c]</b>	<b>GST</b>	
<b>[d]</b>	<b>Packing Charges</b>	
<b>[e]</b>	<b>Any other charges (Please specify)</b>	
<b>[f]</b>	<b>Total Cost</b>	
<b>(g)</b>	<b>Period of Price Valid</b>	
<b>(h)</b>	<b>Remarks</b>	

[Authorised Signatory]

Seal

Date :

Place :