



**BALMER LAWRIE & CO. LTD.**

Container Freight Station  
P-3/1, Transport Depot Road  
Kolkata – 700 088

Phone No. 2450-6810/811

Fax No. 2449-8355

Email No.: [sett.a@balmerlawrie.com](mailto:sett.a@balmerlawrie.com)

**BL/CFS/KOL/PHOTOCOPIER/ 18-19**

**TECHNICAL/COMMERCIAL BID**

**Tender Document for**

TENDER FOR PHOTOCOPIER ON HIRING BASIS  
AT CFS AT P-3/1 TRANSPORT DEPOT ROAD, KOLKATA 700088

**DUE DATE & TIME: [24 /01 /2019 BY 3:00 PM ]**

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**BALMER LAWRIE & CO. LTD.**  
**SBU-LI : CFS**  
**P-3/1, Transport Depot Road**  
**Kolkata – 700 088**  
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**Fax No. – 2449-8355**  
**E-mail No : [sett.a@balmerlawrie.com](mailto:sett.a@balmerlawrie.com)**

**NOTICE INVITING TENDER**

**TENDER NO. BL/CFS/KOL/PHOTOCOPIER/ 18-19**

**NOTICE INVITING TENDER**

Sealed tenders in Single Bid System are invited from reputed and registered Vendors of Balmer Lawrie, who would adhere to jobs enumerated in the Scope of Work and comply General Terms & Conditions mentioned subsequently, for undertaking the subject contract for “TENDER FOR 1 NO. PHOTOCOPIER MACHINE, 2015 MAKE OR AFTER [APPROVED BRAND : CANNON/RICHO/SHARP/KONICA MINOLTA , SUITABLE FOR AROUND 20,000 COPIES OUTPUT PER MONTH – ON RENTAL BASIS WITH MAINTENANCE/ CONSUMABLES AGAINST PER COPY CHARGE–TO BE INSTALLED AT CONTAINER FREIGHT STATOIN AT P 3/1 TRANSPORT DEPOT ROAD, KOLKATA 700088”

Tenderers are advised to download the Tender Document along with terms and conditions from our web site “[www.balmerlawrie.com](http://www.balmerlawrie.com)”. Interested parties may please inspect the site and understand the job-scope on ground before submitting quote.

The offer against Tender, complete in all respect and sealed in a Single envelope should reach the office of the undersigned latest by 3-00 PM on 24/01/2019 , super scribing the Name & Tender Ref. No. and the last date of submission, on the envelop.

Interested parties are advised to quote their rates in conjunction with compliance of all Terms & Conditions, specification and Price Bid as stipulated in this NIT.

Dy. Manager [Commercial]  
Container Freight Station,  
P-3/1 Transport Depot Road  
Kolkata-700088,  
Tel Nos.24506811, Fax 2449-8355

<b>S. No</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	Name of Work	TENDER FOR 1 NO. PHOTOCOPIER MACHINE 2015 MAKE OR AFTER, APPROVED BRAND, : CANNON/RICHO SHARP/ KONICA MINOLTA , SUITABLE FOR AROUND 20,000 COPIES OUTPUT PER MONTH – ON RENTAL BASIS WITH MAINTENANCE/ CONSUMABLES AGAINST PER COPY CHARGE–TO BE INSTALLED AT CONTAINER FREIGHT STATOIN AT P 3/1 TRANSPORT DEPOT ROAD, KOLKATA 700088
<b>2</b>	Tender No	<b>BL/CFS/KOL /PHOTOCOPIER/ 18-19</b>
<b>3</b>	Validity Of Offer	90 days from the due date of submission of the tender.
<b>4</b>	EMD	Rs.3000/- (MSME/NSIC certified vendors under micro and small category are exempted subject their submission of valid Certificate)
<b>5</b>	Contract Period	Three Years
Submission of Tender :		
<b>6</b>	a. Starts on	14/01/2019
	b. Closes on	By 3.00PM on 24/01/2019
<b>7</b>	Opening of Tenders	On or After the above closing date & time.

## **1. FILLING OF TENDER DOCUMENTS**

a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.

b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender document.

c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.

d. The sole proprietor or authorised representative shall sign all documents as required. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

## **2. SUBMISSION OF TENDER :**

The tender in prescribed format to be submitted super scribing  
“**BL/CFS/KOL/PHOTOCOPIER/ 18-19** Submission Due Date 24/01/2019, with reference  
Tender No. and date.

### **3. SITE VISIT :**

Parties are advised to check the job area physically before quoting the rates.

### **GENERAL TERMS AND CONDITIONS:**

1. The photocopier machine should be in condition, of 2015 MAKE OR AFTER AND APPROVED BRAND : CANNON/RICHO SHARP/ KONICA MINOLTA, suitable for around 20,000 copies output per month. Documentary proof of purchase to be furnished to Balmer Lawrie (BL) at the time of installation. In case of malfunctioning/ break-down of the machine or unacceptable quality of copy output party has to within 24 hours provide a second machine of similar capacity as a stop-gap arrangement. Vendor shall quote for monthly rental as per item-1 of Price Schedule (BOQ). **Meter reading shall not be more than 3,50,000 copies.**

a) A per-copy (to be metered) charge for all comprehensive maintenance including servicing, consumables, spares as may be required for running the machine in normal course to be quoted as per item-2 of Price Schedule(BOQ). Paper would be arranged by BL.

b) Meter reading on the photocopier would be recorded by party in writing on a job card, signed jointly with authorized BL representatives.

c) The machine should possess a paper capacity of minimum 250 papers in the paper tray.

d) It should have a zoom capacity of 25% to 400% & resolution capacity of 600\*600 dpi.

e) The machine should have engine speed of minimum 20 pages per minute.

f) Statutory deductions will be levied as applicable. Rates should be quoted inclusive of all Taxes except for GST. GST if any shall be paid by BL extra at prevailing rate.

g) No price escalation in the scheduled item rates for cost of materials /labour charges etc shall be entertained during the tenure of contract.

h) Ensure adherence to all safety norms.

The above list is illustrative and not exhaustive, and the contractor will arrange for necessary operations as and when required and as instructed by the Company officials.

### **2. RATE :**

The rates should be quoted as per Price Bid format only which shall be including all Taxes & Duties, Transportation (if any). However, GST (if applicable) shall be paid by BL extra at the prevailing rate.

### **3. SECURITY DEPOSIT / EMD**

The bidder should submit Earnest Money of Rs. 3,000/- (Rupees Three Thousand Only) in the form of Pay Order/Demand Draft drawn in favour of BALMER LAWRIE & CO. LTD. payable at Kolkata. In case bidder revokes or withdraws its offer within validity of the offer or does not perform after the contract is awarded, Balmer Lawrie will be at liberty to forfeit the Earnest Money Deposit. While, EMD of unsuccessful bidder shall be refunded without interest after

finalisation of the contract, EMD of successful bidder shall be converted into Security Deposit which shall be refunded after closing of the contract.

#### **4. COMPLIANCES:**

The maintenance/ servicing/ change of parts/ consumables as and when required would be done by persons authorized with permit by the vendor/authorized service dealer for carrying out the servicing job. Such persons should be covered under ESI, be provided with all required safety equipments and instructions. All statutory and other obligations regarding such persons would be with the contractor. BL reserves right to make statutory deductions from bills if required by the law of the land.

#### **5. PAYMENT:**

Within 30 days of submission of bill accompanied by challan duly signed.

#### **6. VALIDITY OF OFFER :**

Offer should be valid for 90 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

#### **7. CONTRACT PERIOD :**

The period of contract should be for Three Years from the date of Work Order/LOI.

#### **8. TERMINATION :**

The contract may be terminated by either party by giving at least two months notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.

#### **9. ACCEPTANCE OF OFFERS**

Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.

Balmer Lawrie would like to place order for all the items of work as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder based on the estimate quantity against a line item as given in the tender document multiplied by the rate quoted by the bidder.

Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.

**Tender Ref: BL/CFS/KOL /PHOTOCOPIER/ 18-19**

Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

**DECLARATION**

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. **BL/CFS/KOL/PHOTOCOPIER/ 18-19** and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

Telephone Nos.

Office:

Fax Nos. :

PRICE BID

Sl.No.	Description	Qty	Rate(Rs.)	Amount (Rs.)
1	Rental for providing 1 no. photocopier machine ( <b>2015 make or after</b> ) on rental basis [APPROVED BRAND : CANNON/ RICOH SHARP/ KONICA MINOLTA, suitable for around 20,000 copies output per month]	36 months	Per Month	
2	Per-copy (to be metered) charge for all comprehensive maintenance including servicing, consumables, spares as may be required for running the machine in normal course (other than copy paper which shall be supplied by BL).	7.2 Lacs copy	Per copy	
	TOTAL			

**\*Quantity may increase or decrease according to usage.**

The metered reading on the photocopier would be the only reference for payment of per-copy basis maintenance/ consumable charges – to be recorded in writing on a job card, signed jointly with authorized BL representatives.

Rates to be quoted above shall be inclusive of all taxes & duties, transportations etc. excluding GST, which shall be paid by BL extra at the prevailing rate.

SAC CODE: \_\_\_\_\_ GST: \_\_\_\_\_%

Date

Name of the Company

Seal

Designation

Authorised Signatory