

Balmer Lawrie & Co. Ltd  
21, N S Road, Kolkata – 700001  
Phone: 033-22225634, 22225416  
Website: [www.balmerlawrie.com](http://www.balmerlawrie.com)

Ref. BL/BRR/2019/1

Dated February 08, 2019

## **Invitation of Expression of Interest for Business Responsibility Reporting and Sustainability Reporting for Balmer Lawrie & Co Ltd for FY 2018-19**

### **1. The Company**

Balmer Lawrie & Co. Ltd (BL) is a Public Sector Enterprise under the administrative control of Ministry of Petroleum & Natural Gas, Government of India. It is engaged in a number of diverse businesses spanning manufacturing and services sectors, with operations spread across the country. Our company is a leading player in Industrial Packaging, Greases & Lubricants, Leather Chemicals, Tours & Vacations & Logistics.

The Company intends to engage a suitable consulting firm/agency to develop BRR in line with NVG requirement cum Sustainability report for the year 2018-19 which should be mapped with GRI Standard Core level.

### **2. Scope of the Service**

- i. **Stakeholder Engagement and Materiality Analysis** : Identification of key stakeholders of our SBU [ Strategic Business Units] and various functions and engage with them through survey questionnaire and one to one meetings with selected few at all key locations to identify the key concerns areas and the expectations of the stakeholders.
  - a) The list should be inclusive of C&MD, Directors, Executive Directors, SBU heads, SVPs and few employees at different functions.
  - b) Important external stakeholders like customers, vendors, suppliers of each SBU operations at various locations of the country like Kolkata, Mumbai, Chennai, Delhi, Hyderabad etc.
- ii. **Sustainability Strategy**: Presenting the results of the gap analysis, stakeholder's engagement and materiality analysis to the management along with the suggestions on Sustainability Management strategy for the future, including organization structure, governance structure, communication mechanism, training requirements etc for taking forward sustainability.
- iii. **Data Collection**: Development of appropriate data collection format for selected KPIs (issues relevant to the company's operation), collection, compilation, collation and analysis. Balmer Lawrie will provide necessary support in collection of data.
- iv. **Development of BRR and Sustainability Report** : Drafting developing and designing the BRR report and GRI Standard Core level report in bilingual ie in Hindi and English.

- v. **Delivery of the report** : The BRR and Sustainability report should be delivered in i) soft copy in English and Hindi for uploading in website and ii) 20 ( twenty ) number of hard copies each in both English and Hindi language with coloured printing in 130 GSM paper and 250 GSM cover pages copies).

### 3. **Proposal**

Consulting firms / Agencies interested in taking up the mentioned assignment are required to send their Expression of Interest proposal in two parts in separate sealed envelopes.

**PART- I** in a sealed envelope duly super scribed – ‘**Ref BL/BRR/2019/1 dated 08/02/2019 Commercial Bid**’ will have commercial terms and details on the following parameters:

#### 1. General Criteria:

- Proposed methodology / approach, model/ tools to be used for Gap Analysis, stakeholder’s engagement, identification of material issues, data collection and report development.
- Other credentials like training/ workshops conducted at national level / publications on sustainability etc.

#### 2. Mandatory Criteria :

- Number of BRR and Sustainability report compliant to GRI G4 developed and published in last 3 years.[ At least 3 GRI G4 and BRR reporting done in last 3 years and one reporting on GRI Standard in last one year ] Purchase order needs to be attached.
- Experience in BRR and Sustainability reporting of Conglomerate business. [ At least one GRI G4 and BRR reporting done in Conglomerate Business in last 3 years] Purchase order needs to be attached.
- Experience in BRR and Sustainability reporting in Public Sector Enterprises. [ At least one GRI G4 and BRR reporting done in Public Sector enterprise in last 3 years] Purchase Order needs to be attached.
- Team composition and brief CV of their team members who would undertake the study, in the event they are awarded the contract for the job. [ The team must have experience in carrying out similar assignment in at least 2 organization in last 3 years] CV needs to be attached.
- Vendor should not be blacklisted by any Govt Agencies /CPSE /SPSU / Govt Departments etc. (Self-declaration required)

#### Note

- No financial/commercial terms should be quoted in the EoI by the consulting firm/Agency.**
- Consulting firms/Agencies meeting the criteria as stated in 3 (2) above may be invited to make a detailed presentation on the proposed assignment at Kolkata at their own cost.**

**PART-II** in a sealed envelope duly super scribed '**Ref BL/BRR/2019/1 dated 08/02/2019 Price Bid**' shall contain the price bid in the format as shown in Annexure-A.

The price bid should be inclusive of out of pocket expense like Travelling / Boarding expense etc. However the same needs to be shown separately in the price bid .

Note: Price Bid envelope will only be opened for the successful bidder in the 'Commercial Bid ( ie Part-1) '

Both envelopes containing **Part-I & Part-II** are to be placed in another envelope duly sealed & super scribed "**Ref BL/BRR/2019/1 dated 08/02/2019** " for offer of BRR and Sustainability Reporting. Addressed to Mr Ashis Boral, Head (HSE & SD). 21 N S Road, Kolkata -700001.

The offer should reach at the above address by **04/03/2019** up to 5 PM.

**Time Frame :**

The draft BRR and Sustainability report is to be presented to us within 20 weeks of the placement of the order of engagement or 31<sup>st</sup> July 2019 whichever is earlier. The final report shall be prepared based on our feedback and submitted to us within 2 weeks of the review.

**Payment Terms :**

- a) 30% on completion of the stakeholder engagement at all SBUs and Functions.
- b) 30% on completion of draft report of BRR
- c) 20% on completion of draft report of Sustainability Report as per GRI Standards
- d) 20% on submission of the Final BRR and Sustainability report along with Hard copy and soft copy.

Taxes/duties shall be payable extra as applicable.

The company reserves the right to alter/ modify the scope of the service or cancel it without assigning any reason, whatsoever, prior to the award of the contract.

**Confidentiality:**

The bidders are required to maintain strict confidentiality in respect of information gathered from the company during the process.

Thanking you,

Yours faithfully,

For **Balmer Lawrie & Co. Ltd**

Ashis Boral  
Head (HSE & SD)

## **Annexure-A**

**Part -II** (to be submitted on the bidding Company's letter head)

Enquiry No: Ref. BL/BRR/2019/1 dated 8<sup>th</sup> Feb 2018 Price Bid Due on 4<sup>th</sup> March 2019 up to 5 PM

### **Price Bid**

#### **Sub: BRR and Sustainability reporting**

SI No	Description	Amount (Rs)
1	Lump Sum price for carrying out Stakeholder's engagement, identification of material issues, gap assessment, future strategy, data collection, report development for BRR and same to be mapped with GRI Standards. Submission of the soft copy in both English and Hindi and 20 sets of hard copy in English and 20 sets of hard copy in Hindi *	
	Sub Total	
2	GST @-----	
3	Total	

\*Out of pocket expenses for travelling/boarding etc -----

Note:

- 1) We confirm price quoted above is all inclusive and no other payment is proposed anywhere in our offer.
- 2) We agree that BL shall have right to accept/ reject any / all offer in part or total without assigning any reason thereof.

Name & designation of authorized signatory:

Company Seal :