

BALMER LAWRIE & CO. LIMITED.
SBU: GREASES & LUBRICANTS
P-43, HIDE ROAD EXTENSION, KOLKATA – 700 088.
PHONE NO. 033 –24500110
FAX NO. 033 – 2439-5160 / 2277
E-mail: naha.ak@balmerlawrie.com

GLK/TE19/167
Dated 25.09.19

TENDER ENQUIRY Due Date: **10.10.19 [IST: 18:00 Hrs]**

Please arrange to send your sealed offer for working as Agent for Collection of documents from Indian Defense establishment as per following scope of work.

Scope of Work:

1. List of destinations: Enclosed in Annexure I. Destinations mentioned in Annexure I is indicative only & extending service at other destinations may also be necessary.
2. Number of consignment per month/ annum will depend on number of consignees, quantities & delivery schedule of Defense supplies.
3. Description of work in detail: Approaching the consignee of Indian Defense at various remote locations throughout India coordinating with the officials & obtaining the signed & stamped receipted challans/invoice/i-note. Depending on the requirement, agent needs to submit the above documents to our Kolkata & Delhi Office as directed by us.
4. Basis of Certification of Invoice for Payment: Agent's bills be certified on the basis of number of collected signed & stamped challans /I-Note copy from defense consignees and its corresponding quantities.
5. Estimated Volume: 300 MT for Defense. The stated quantities are indicative only & minimum qty guarantee clause in offer is not acceptable.
6. Vendor to quote service charges on Rs/MT basis as per Annexure II.

Note: At times service provider may have to make multiple visit for collecting documents. Please note that, BL shall not be paying any charges for multiple visits. Bidders are requested to include such charges or any other charges in their quoted price.

Payment Terms: Within 30 days after submission of bills duly certified by competent BL authority.

Validity: The offer should be valid for 30 days from the due date of the tender.

Period of Contract: The contract is valid for one year from the date of LOI/PO. The period of contract can be extended for another one year with all terms & conditions remaining same including rates subject to mutual concurrence from both the side in writing.

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 the sole discretion of BL and BL is not liable to provide any reason to the applicants for the same.

Submission of offer:

Please note that bid of any bidder may be rejected if a conflict of interest between the Bidder and the Company is detected at any stage. Your **sealed offer** confirming acceptance of tender requirement (signed and stamped copy of the tender document) along with the Annexure II (Price Bid) and indicating the above reference tender number (super scribed on the sealed envelope) should reach us latest by 10.10.19

Sr.Manager (Supply Chain Management)

Balmer Lawrie & Co. Ltd.

SBU: Greases & Lubricants

P-43, Hide Road Extension,

KOLKATA - 700 088.

Phone Nos. 033 - 24500110, Fax No. 033 - 24392277

E-mail naha.ak@balmerlawrie.com

Last date of submission of Price bid (along with all the relevant document): **10.10.19, 6.00 PM (IST)**

Annexure I

Defense Sign Challan Receipt Locations

Guwahati / Bengdubi / Namkom / Kolkata

Note: The aforesaid destinations are indicative. It may vary at the time of execution based on actual requirement.

ANNEXURE II

	<u>Estimated Volume</u>	<u>Rate per MT/KL</u>	<u>Value against estimated volume</u>
<u>Collection from Defense Establishments</u>	300 MT/KL		