



BRAITHWAITE & CO LIMITED

(A Government of India Undertaking under Ministry of Railway)
HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, KOLKATA – 700043,
TEL (033) 2439-7415/4114/6613/7413, FAX : 91 (033)2439-5607 / 2439-7632.
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CIN: U74210WB1976GOI030798

EXPRESSION OF INTEREST (EOI)

EOI NO.: BCL/PUR/EOI/HR AUDIT/2018

DATED : 03.10.2018

Expressions of Interest are invited from Established and Experienced HR Consulting Firm / Agency / Institution for HR Audit in Braithwaite & Co. Ltd., covering all the three units & Corporate Office, as per EOI conditions.

Interested parties may submit offer against this Expression of interest to Sr Manager – Purchase, Braithwaite & Co Ltd, 5 Hide Road, Kolkata 700043 in a sealed envelope super scribing EOI Number , Date, Box No & due date.

Bidders who are interested to participate in this EOI may download the EOI document from our Website 'www.braithwaiteindia.com.'

Sealed envelope with all relevant documents related to credential & eligibility criteria may be dropped in our Tender Box No.2 (in case of hand delivery) or may be sent by Registered post but must reach us positively within **22.10.2018 (due date)** 2.30 P.M.

The EOI shall be opened on **22.10.2018 at 3.00 P.M.** During opening of EOI, Bidders may depute their authorized representative to be present as witness.

Price Bid will be invited later from the qualified / accepted participants only. A separate intimation will be given to the qualified / accepted participants. Such Bidders / representatives may be present during opening of price bids.

1.0 INTENTION OF EOI:

Braithwaite & Co. Ltd., (BCL) intends to engage experienced Agencies / HR Audit Firm / Institution for HR Audit in Braithwaite & Co. Ltd., covering all the three units & Corporate Office, as required by the Management.

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2.0 ELIGIBILITY CRITERIA :

The bidding Agency / Firm must possess the following Eligibility criteria :

- The Bidder/Agency/Firm should be an established and experienced HR Consulting Firm with a presence (an office with consulting team) at Kolkata.
- The Bidder/Agency/Firm should have been in existence in India for at least 7(seven) years as on 31.03.2018. Supporting documents to this effect viz. Audited Balance Sheets of last 3(Three) years, shall have to be submitted.
- The Bidder/Agency/Firm should have conducted HR Audits for at least 5 companies of Turn Over not less than 150 Crores.
- The Bidder/Agency/Firm should not have been blacklisted by any Government department/PSU/PSE.

Documents in support of the above shall be furnished.

DOCUMENTS TO BE SUBMITTED ALONG WITH OFFER:

The bidders should submit the following documents along with their offer:

- Covering letter which should indicate the interest by the bidder for taking the job as per scope of work. Documents as required in the para for "Eligibility Criteria". An unconditional acceptance of terms & conditions of the EOI shall also be submitted.
- Company Profile along with addresses of Registered Office / Head Office, names & contact details of Directors / Partners.
- Must have completed in the last 7 years ending 31.03.2018, any of the following.
 - a. 3 similar jobs of value each of Rs. 1.40 lacs
 - b. 2 similar jobs of value each of Rs. 1.75 lacs
 - c. 1 similar job of value of Rs. 2.80 lacs,Where, similar job means - "HR Audit in any organisation"
- Audited / Chartered Accountant certified Balance Sheet and Profit & Loss Accounts Statement for the last three years ending on 31.03.2018. The bidder should have earned profit during any of these three years.
- The Bidder / Agency shall submit a copy of at least three Work Orders for HR Audit in Government department / PSU / PSE.
- Completion certificate or Documents / Certificates from Client's organization in respect of client satisfaction.
- PAN & IT Returns for last three years ending on 31.03.2018.
- Copies of GST registration & trade license.

EVALUATION OF OFFERS:

The offers of bidders shall be evaluated on the basis of credential documents to be submitted as in Para for Eligibility Criteria and documents to be submitted along with the offer. From the same, a list of techno-commercially eligible Firms / agencies shall be prepared considering suitability in the context of BCL's requirements. Subsequent to the same, rates will be invited only from the said panel, and the job will be awarded to the Agency / Firm, quoting the lowest rate for the job. The obtained lowest rate(s) may be further negotiated for arriving at rate(s) acceptable to BCL. Selection of the Firm / Agency will be on the basis of documents submitted by the bidders. The decision of BCL with respect to evaluation & selection shall be final & binding to all the bidders.

3.0 SCOPE OF WORK:

The bidder should have capabilities and experience in conducting HR Audits covering the below mentioned areas:

- Industrial, Factory and Labour Compliances which are statutory in nature.
- HR / IR Compliances which are considered to be good / standard practices as per national / international benchmarks.
- Organisational Structure, Job Roles & Job descriptions
- Compensation Structure
- HR Policies, practices and Processes
- Performance Management System
- Organisational Development and Employee development Processes
- Promotion and Career Planning
- Motivational Practices: Reward System / Incentives
- To Conduct Organisational Diagnostic Exercises in the following key areas:
 - Personality Profiling
 - Managerial Styles
 - Effective / Ineffective Leadership Styles
 - Business Communication Styles
 - Corporate / Organizational Culture

The Audit Report on the basis of the above parameters, along with recommendations should be submitted to Braithwaite & Co. Ltd, within three weeks from the date of the Order / Letter Of Intent.

TERMS & CONDITIONS:

1. The offers received through e-mail / Fax shall not be accepted.
2. The Selected Firm / Agency shall not sublet or sub-contract the awarded job to any third party without written consent of BCL.
3. BCL may ask for further clarification / documents during evaluation of the offers received.
4. The operating authority for the job would be the DGM(PAS).

5. **Payment:** 100% payment with 30 days credit shall be made from the date of submission of bill, after completion of the total job, along with submission of necessary reports and all relevant documents, duly certified by In-Charge (HR)-BCL. Payment of GST, if applicable on the selected firm / Agency, shall be made extra at actual as per prevailing rate on receipt of GST compliant invoice from the firm/Agency. As regards GST, the following clauses shall be adhered to by the successful bidder.
 - The successful bidder/Firm shall give compliance regarding documentation/monthly returns to ensure availing Input Tax Credit (ITC) by BCL, failing which BCL will deduct the resultant amount.
 - During Submission of Bill, the successful bidder/firm shall mention the GSTIN No.
 - BCL reserves the right to keep the payment of GST amount on hold till the receipt of ITC by BCL is ensured
6. BCL shall be entitled to terminate the contract at any time with 15 days notice at BCL's discretion. Once the termination letter is issued upon the concerned agency, within 3 days of receipt of the said letter they shall return all the documents of BCL and other related documents if any, lying in the possession of the concerned agency, unconditionally.
7. For any query regarding the Scope of Work of the job, bidders may contact DGM(PAS), Braithwaite & Co. Ltd., 5, Hide Road, Kolkata – 700 043.
8. BCL may accept or reject any offer, without assigning any reason thereof.

Schedule of Rate / Price for the job:

The rates are to be quoted by the nominated qualified bidders at appropriate time against BCL's request for the same, at a later date. However the rate / Price shall remain Firm during validity of the Contract.

For Braithwaite & Co. Ltd.