



BRAITHWAITE & CO LIMITED

(A Government of India Undertaking Under Ministry of Railways)
HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, KOLKATA – 43,
TEL 2439-7415 / 4114 / 6613 / 7413, FAX :91 (033) 2439 7632 / 5607
MAIL: purchase@braithwaiteindia.com , Website: braithwaiteindia.com
CIN: U74210WB1976GOI030798

Tender Enquiry No: **BCL/ VW/AKC/Rep & Reno-Civil/2017/01**

Dated:11.04.2017

To,
M/s.

Sealed tenders are invited in Two Bid System for (a) Renovation of Staff / Officers Canteen (b) Making of Archive Room for Works Manager (I/C) within his chamber after splitting up the attached Toilet , at Victoria Works. as per tender conditions.

- 1. Closing of Tender Box : 2.30 PM on 24.04.2017**
- 2. Opening of Part-I Bid of the tender : 3.00 PM on 24,04.2017**

The offer should comprise of parts as under –

Part-I : Techno-commercial Bid & EMD
Part-II : Price Bid

Both Part-I & Part-II shall be inserted separately in two (2) envelopes, sealed and super scribed with Tender No. and Part No. These two bids shall be put in a 3rd Envelope, sealed and super scribed with Tender No. and Due Date.

Sealed Tender, addressed to General Manager (MM), Braithwaite & Co Ltd. Clive Works, 5, Hide Road, Kolkata - 700043 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 **24.04.2017 (due date) by 2.30 PM**. No offer shall be received after closing of tender box.

The Techno-commercial Bid shall be opened on **24.04.2017 at 3.00 PM**. Tenderers may depute their authorized representative during opening of the tender. The price bid shall be opened for techno-commercially acceptable bidders for which opening date and time will be intimated in due course. .

Tender documents can also be downloaded from our website www.braithwaiteindia.com. and offer can be submitted meeting the tender requirements.

Bidders should submit the copy of Service Tax Registration Copy & profession Tax paid certificate along with Techno Commercial Bid.

For Braithwaite & Co. Ltd.

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Scope of Work & Responsibility of the contractor for Renovation of Staff / Officer Canteen at Victoria Works (Job –“A”)
(Anexure- A)

Sl.No.	Description of job	UOM	Approx. Qty.
Renovation of Staff / Officer Canteen at Victoria Works			
01	Mosaic of Floor Area along with skirting Including supply of materials in all respect, necessary preparation work and finishing.	Sq.ft	1300
02	Supply, fitting & fixing wall tiles after necessary preparation work	Sq.ft	650
03	Windows(4 Nos.) to be blocked with brick work and finishing with plastering work(after necessary dismantling works) including supply of material.	Sq.ft	150
04	Doors to be repaired and 02 coat paint(including supply of necessary materials)	Nos.	04
05	02 Nos Table(2' X 8' x 4') with Black Stone Table Top with necessary masonry work including supply of materials	Sq.ft	32
06	Supply and fitting of Pedestal Basin(White) along with Swan Neck Pillar Cock(Make : Hindware) and necessary Fittings	Set	01
07	Concealing of existing water supply pipeline and necessary plumber work including supply of necessary items - complete in all respect	LS	---
08	Replacement of existing electrical switches including board with New Swiches and Board.	Set	01
09	Oil paint(02 coat) of inside wall, staircase wall including supply of material, necessary preparation and finishing of job in all respect.	Sq.ft	3500
10	Repairing of existing tables, chairs and bench. Finishing with painting.	LS	---
11	Supply and fitting of palmate, curtain for 04 Nos windows	Set	04
12	false Ceiling with MS Plate at Worker's canteen and staff / Officer's canteen – preparation, fitting and 02 coat painting over a coat of primer(including supply of necessary paints)	Sq.ft	450
13	Covering of Stairway to Canteen with MS-Chq. Plate –preparation, fitting and 02 coat painting over a coat of primer(including supply of necessary paints)	Sq.ft	550
14	Painting of Kitchen - 02 coat Snow chem. painting over a coat of primer after properly cleaning/ preparation of the wall& ceiling(including supply of necessary paints)	Sq.ft	2000

Scope of Work & Responsibility of the contractor for Making of Archive Room for W.M (I/C) within his chamber after splitting up the attached toilet at Victoria Works (Job: B)
(Annexure- “B”)

Making of Archive Room for Works Manager(I/C) within his chamber after splitting up the attached toilet			
01	Dismantling of floor and wall, shifting of commode line	LS	---
02	Supply and fitting of new Commode along with Cistern (Make: Hindware & Color: Pearl) and associated accessories	Set	01
03	Supply and fitting of new Pedestal Basin(color: Pearl)along with Swan Neck Pillar Cock(Make : Hindware)and mirror, soap tray, soap dispenser, to welhanger ,necessary fittings etc.	Set	01
04	Brick work and finishing of partition wall along with supply of Bricks, Sand & Cement.	Sq.ft	40
05	Supply and fixing of Wall Tiles & Floor tiles after necessary preparatory work.	Sq.ft	450
06	Necessary plumbing works(as per requirement) along with supply of materials.	LS	---
07	Supply and fitting of Grass Rack	Nos.	02
08	Supply and fitting of wooden door(7' X 3') along with wooden frame ,lock(latch type) finished with teak ply and polishing.	Nos.	01
09	Distemper Painting(02 coat) over a coat of primer of inside wall of toilet and archive room after necessary patch works and preparatory work including supply of paint and primer.	Sq.ft	500

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Common Note to Bidders

- 1 Job to be carried out at BCL Victoria Works (For Job A & B)
- 2 **Job has to be completed within 2 (Two) months after receipt of P.O.-**
- 3 **All necessary materials are to be supplied by the party in all inclusive basis up to BCL Victoria Works I,e inclusive of Taxes & duties and loading unloading charges of material.**
- 4 **Quoted rate should be in Lump Sum basis (Excluding Service Tax) Rate shall not include of Service Tax which shall be paid by BCL extra against documentary evidence as per Govt. rule.**
- 5 Stage Inspection with progress of work and Final Inspection at completion of the work, shall be carried out by Manager (Maint), CW & VW . or PE (Maint) VW, or WM (I/C) CW & VW
- 6 **The quantities mentioned above are tentative and may vary during execution of job.**
- 7 **Jobs shall be certified with the progress of work on the basis of Measurement Sheet and same shall be jointly signed by BCL and party.**
- 8 **Bill will be certified by Manager (Maint) CW & VW or PE (Maint)VW or W.M I/C) CW & VW or his authorized representative.**
- 9 Interested party shall visit BCL, Clive Works to see the quantum of job before submission of their offer.
- 10 **joint inspection report (for Victoria Works) shall be prepared on the basis of parties visit and the same to be submitted along with the offer. (1 No Joint Inspection Report copy enclosed with this tender)**
- 11 For any further query, party may communicate with Works Manager (I/C) (VW-CW) / Manager (Maintenance) CW /VW
- 12 Before purchasing of supplying material, approval should be taken from Manager (Maint) CW & VW or PE (Maint) VW or W.M (I/C) CW & VW or his authorized representative (for make & colour)

BCL Responsibility

BCL Will provide

- a) For False Ceiling with MS Plate at Worker's Canteen and Staff/Officer's Canteen
 - i) MS Plate, MS Cheq. Plate
 - ii) Welding Machine, Electrode and Welding Set with Cable
 - iii) Oxygen & LPG
 - iv) Gas Cutting Set & Primer Paint
 - v) Electricity, Water, Space to execute the Job

Instruction for contractor to supply the Materials as per following make

Make: Mentioned in Annexure A & B

Note: All supplying materials (for Victoria Works) shall be supplied to BCL- Store- VW for verification of Quality & quantity.

- a) **Loading, Un-loading and carrying of materials:** Loading, unloading and carrying and handling of materials during execution of work shall be the yours responsibility
- b) **Machineries, Tools & Tackles, labourers:** All tools & tackles. Accessories ,experienced , workmen & other related labour required to execute the total job successfully shall be arranged by you.
- c) **Workmanship & quality of work:** The job to be carried out as per direction of Manit. Manager (CW & VW) or PE (Maint) VW, or WM (I/C) CW & VW. You should clear the floor after execution of the job. Regarding workmanship the party should abide by the decision of competent person

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- d) **Payment:** payment shall be made on actual measurement basis
- e) **Approval :** You should have to take the approval of all supply materials from the concerned in charge I,e Manager (Maint) CW & VW or PE (Maint) VW or WM (I/C) CW & VW for Victoria Works, before starting the work, fitting & fixing
- f) **Safety measures:** All types of safety rules & regulations of the labour(s) (engaged for this job) to be followed by you. BCL shall not be responsible in this regard
- g) **Statutory Obligation:** You have to maintain all types statutory obligations for the labours related to this job.. BCL shall not be liable for this
- h) **TDS , Income Tax: & other Taxes (if any) :** shall be recovered as per company's rule

CREDENTIALS FOR WEBSITE BIDDERS
QUALIFYING CRITERIA:

Financial Eligibility:

The bidder should have average annual turnover of Rs. 2 Lakh during last 3 (three) years ending on 31.03.2016 and should have earned net profit in any of the last three years..

For the above purpose, bidders should enclose copy of Audited / CA Certified Balance Sheets and Profit & Loss Accounts for the last 3 (three) years ending on 31.03.2016 along with Techno-commercial Bid

Technical Eligibility:

Experience of having successfully executed similar works (defined below) during last seven years ending 31.12..2016 fulfilling any of the following criteria:

Three similar executed works each costing not less than Rs. 2.40 Lakh against each such job.

OR

Two similar executed works each costing not less than Rs. 3.00 Lakh against each such job.

OR

One similar executed work costing not less than Rs. 4,80 .Lakh against such job.

"Similar job" means any of the jobs of the following nature:

- i) New civil construction of office/Building/School/college/Market complex etc.
- ii) New civil construction of any office/Building/ Guest House or any turn key projects of any Industry /factory.
- iii) Repairing , finishing , painting, plumbing & Renovation works and new construction along with interior decoration , by demolishing /splitting the existing office/building.

Bidder shall enclose documentary evidences along with techno-commercial bid regarding the above, e.g. copies of Purchase Orders / ICs / approved Bills / Performance Certificates etc. in support of fulfilling above technical eligibility criteria. In case of running orders, the value / quantity completed up to 31.12.2016 shall be considered.

Bidder should have registration with PF, ESI, Sales tax / VAT & Service tax authority., profession tax paid certificate Copies of the same are to be submitted along with Techno-commercial Bid.

General Terms & Conditions:

1) Earnest Money Deposit (E.M.D.) : Rs.5,000/- (Rupees Five Thousand Only)

Earnest Money Deposit of Rs. 5,000/- is required to be submitted by Pay Order/ Demand Draft / Bank Guarantee in favour of Braithwaite & Co. Limited, payable at Kolkata, failing which tender will not be considered. In case of BG, the validity period should initially be 120 days from the date of opening of your offer. However, for SSI Units with valid single point registration with NSIC for the tendered items, DGS&D RDSO approved vendors, MSME PSUs payment of EMD can be considered for exemption. For NSIC registered bidders, exemption shall be to the extent of monetary limit granted on submission of valid NSIC registration certificate for the tendered items

EMD/ will be forfeited or revoked if the bidder withdraws, amends, impairs or derogates and/or if the price is escalated later within the period of validity of their offer.

EMD shall be returned to unsuccessful bidder only after finalization of the contract.

EMD will be refunded to the unsuccessful bidder without any interest. For successful bidder entire amount of EMD will be retained till submission of security deposit. In case the contractor desires, EMD can be converted to security deposit and in that case the balance amount of security deposit is to be submitted by the contractor in the manner specified in the tender

2) Security Deposit : 5% of the order value only in the form of DD/Pay Order / Bank Guarantee from an Indian Nationalized Bank to be submitted by you within 15 (Fifteen) days on receipt of Purchase Order. Security Deposit will be released and returned to the supplier/ contractor on completion of all supplies & execution of total job against the order

Security Deposit may be waived for SSI, NSIC, MSME units, PSU and vendors registered/ approved by DGS&D & RDSO.

Security Deposit may also be built up by deducting the amount proportionately from each bill of the supplier/contractor on their request. However, 50% of the total amount of security deposit is to be deposited by you on receipt of purchase order. Balance 50% may be recovered from running bill.

3) Performance Guarantee: You shall have to submit Performance Bank Guarantee for 5% of the order value before receipt of 1st payment. However, Security Deposit (if submitted) may be converted to Performance Bank Guarantee. The PBG shall be released after completion of all supplies & execution of total job against the order

4) Payment: 100% payment will be made with a credit period of 30 days after completion of total job (A & B) and duly certified by the Manager (Maint) CW & VW or PE (Maint) VW or WM (I/C) VW & CW or any authorized representative of BCL)

5) Taxes & Duties: Taxes & duties shall be paid as per prevailing rate as effective at the time of execution of job , against submission of documentary evidence.

6) Offer validity: Offer should remain valid for 90 days from the date of opening of price bid

7) Inspection: By BCL, CW/VW stage inspection will be made as and when required.

8). Price Confirmation: Ordered Rate shall remain firm till to the completion of the Job. Price variation shall not be entertained by BCL during the currency of contract period / till completion of job.

9) Execution/completion/Delivery : As per our VW requirement / job should be completed within 60 days/Two months from the receipt of LOI/PO. You should contact the respective authority of BCL-CW for execution of job & mobilization of man power , equipments and materials

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- 10) **Liquidated Damages:** In the event of failure to execute the job within the stipulated delivery date, BCL reserves the right to recover a sum of 0.5% for every week or part thereof by way of Liquidated Damages, subject to a maximum of 10% of the unexecuted quantity
- 11). **Risk Purchase:** In the event of failure or delayed execution of awarded job within the stipulated period of time, BCL reserves the right to get the job done by other agency/agencies on risk purchase basis and recover the extra cost thereof, if incurred from you..
- 12) **Arbitration:** All questions, disputes or difference, whatsoever, shall arise between the purchaser and the supplier upon or in relation to or in connection with the contract either may forthwith give to the notice in writing of the existence of such question, dispute or difference and the same shall be referred to the adjudication of the sole Arbitrator MD/CMD-BCL shall have the right and authority to appoint any officer of the Company as Arbitrator, not below the rank of General Manager who is not directly connected with the Purchase Order

Such a reference submitted to the Arbitrator shall be deemed to be the submission to the Arbitrator within the meaning of the Arbitration and Conciliation Act, 1996 statutory modification thereof. The proceedings of the Arbitration shall be held in Kolkata

- 13) **Jurisdiction:** Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata
- 14) **Bad workmanship/ Rejection::** In case any supply (for supply material) and for the ordered job is not in conformity with the size/specification/Quality/terms and conditions of the contract and are rejected by BCL-Angus Works , then you have to replace the material immediately by their own arrangements and in cases of bad workmanship for other related works you have to repair the same at free of cost. Process loss to be borne by you. If the job is not satisfactory ,. BCL shall reserve the right to forfeit Security Deposit/Invoke Risk Purchase Clause /other penal actions as deemed fit and arrange for new party for this job.
- 15) **Order Quantity Variation:**
 - (a)Order quantity may vary depending upon our requirement to the extent or +/-30% of the tendered quantity as per discretion of BCL, at the same rate & terms
 - (b)BCL reserve the right to place repeat order for maximum of 75% of order quantity and value at the same rate, terms & conditions
- 16) **Termination of Contract:** BCL reserve the right to terminate the order at any point of time in case of non-performance/non-compliance of delivery schedule/poor quality of materials/bad workmanship by giving 7 days notice
- 17). **Un-Conditional Acceptance: Party should have to submit the Un conditional Acceptance of our tender's terms & conditions along with Techno Commercial Bid**
- 18) **Alteration/ Inclusion /Deviation:** shall not be allowed once the bid is submitted
- 19) **Corrections (if any) :** All corrections (if any) must be signed at the appropriate place by the signatory of the bidder, otherwise tender will be invalidated.
- 20) **Service Tax: & Profession Tax paid certificate: Bidders shall submit copy of valid Service Tax Registration & Profession tax paid certificate along with Techno Commercial Bid.**
- 21) **Un Quoted Price Bid: Bidders shall submit a copy of Un quoted Price Bid duly signed & stamped (I,e copy of price bid without any price figure but mentioning as "Price Quoted ") along with Techno Commercial Bid. In case prices are quoted in Techno Commercial Bid , such offers will be rejected**
- 22) **Cartel Information:** Wherever all or most of the bidders quotes equal rates and cartel formation is noticed , BCL reserve the right to place the order on one or more bidders with exclusion of the rest without assigning any reasons thereof.
- 23) **Price bid Part shall be opened only if Part -1 is qualified.**

PART-II : PRICE BID**PRICE SCHEDULE**

- 1) The bidder shall submit rate in the following format
- 2) **Price to be quoted as excluding of service Tax. In Lump Sum basis**
- 3) **Supplying items rate should be inclusive of all taxes & duties and other charges**
- 4) The rate to be quoted both in figures & words,
- 5) The quoted rate should not be different in between figures and words . If there is any difference in between the figures and words , we will take the quoted rate in word s only
- 6) Overwriting, Using of correcting fluid, in price figure of the quotation will be rejected.
- 7) Lowest bid evaluation shall be made on the basis of Grand Total Amount of Job A + B from a bidder, as per price bid format .
- 8) **Price Break-Up Format as given in Page no 8 & 9 is a part of price bid and which is compulsory, failing which the offer may be treated as cancelled**

PRICE BID FORMAT**For Job: "A"**

SI No	Description	Qty/Approx area	Total Amount in Lump Sum (excluding of Service Tax) (Rs)
1	Engagement a contractor for Renovation of Staff / Officer's Canteen at Victoria Works	Details as per Annexure "A"	

For Job: "B"

SI No	Description	Qty	Total Amount in Lump Sum (excluding of service tax) (Rs)
	Engagement a contractor for Making of Archive Room foe Works Manager (I/C) within his chamber after splitting up the attached Toilet	Details as per Annexure "B"	

Grand Total Amount (For Job A + B) : Rupees (in words)

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PRICE BREAK-UP**Scope of Work & Responsibility of the contractor for Renovation of Staff / Officer Canteen at Victoria Works (Job –“A”)**
(Anexure- A)

Sl.No.	Description of job	UOM	Approx . Qty.	Unit Rate(Rs)	Total Amount(Rs)
Renovation of Staff / Officer Canteen at Victoria Works					
01	Mosaic of Floor Area along with skirting Including supply of materials in all respect, necessary preparation work and finishing.	Sq.ft	1300		
02	Supply, fitting & fixing wall tiles after necessary preparation work	Sq.ft	650		
03	Windows(4 Nos.) to be blocked with brick work and finishing with plastering work(after necessary dismantling works) including supply of material.	Sq.ft	150		
04	Doors to be repaired and 02 coat paint(including supply of necessary materials)	Nos.	04		
05	02 Nos Table(2' X 8' x 4') with Black Stone Table Top with necessary masonry work including supply of materials	Sq.ft	32		
06	Supply and fitting of Pedestal Basin(White) along with Swan Neck Pillar Cock(Make : Hindware) and necessary Fittings	Set	01		
07	Concealing of existing water supply pipeline and necessary plumber work including supply of necessary items - complete in all respect	LS	---		
08	Replacement of existing electrical switches including board with New Switches and Board.	Set	01		
09	Oil paint(02 coat) of inside wall, staircase wall including supply of material, necessary preparation and finishing of job in all respect.	Sq.ft	3500		
10	Repairing of existing tables, chairs and bench. Finishing with painting.	LS	---		
11	Supply and fitting of palmate, curtain for 04 Nos windows	Set	04		
12	false Ceiling with MS Plate at Worker's canteen and staff / Officer's canteen – preparation, fitting and 02 coat painting over a coat of primer(including supply of necessary paints)	Sq.ft	450		
13	Covering of Stairway to Canteen with MS-Chq. Plate – preparation, fitting and 02 coat painting over a coat of primer(including supply of necessary paints)	Sq.ft	550		
14	Painting of Kitchen - 02 coat Snow chem. painting over a coat of primer after properly cleaning/ preparation of the wall& ceiling(including supply of necessary paints)	Sq.ft	2000		
	Total (Rs)				

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Braithwaite & Co Ltd.

Scope of Work & Responsibility of the contractor for Making of Archive Room for W.M (I/C) within his chamber after splitting up the attached toilet at Victoria Works (Job: B) (Annexure- "B")

Sl.No.	Description of job	UOM	Approx . Qty.	Unit Rate(Rs)	Total Amount(Rs)
Making of Archive Room for Works Manager(I/C) within his chamber after splitting up the attached toilet					
01	Dismantling of floor and wall, shifting of commode line	LS	---		
02	Supply and fitting of new Commode along with Cistern (Make: Hindware & Color: Pearl) and associated accessories	Set	01		
03	Supply and fitting of new Pedestal Basin(color: Pearl)along with Swan Neck Pillar Cock(Make : Hindware)and mirror, soap tray, soap dispenser, towelhanger ,necessary fittings etc.	Set	01		
04	Brick work and finishing of partition wall along with supply of Bricks, Sand & Cement.	Sq.ft	40		
05	Supply and fixing of Wall Tiles & Floor tiles after necessary preparatory work.	Sq.ft	450		
06	Necessary plumbing works(as per requirement) along with supply of materials.	LS	---		
07	Supply and fitting of Grass Rack	Nos.	02		
08	Supply and fitting of wooden door(7' X 3') along with wooden frame ,lock(latch type) finished with teak ply and polishing.	Nos.	01		
09	Distemper Painting(02 coat) over a coat of primer of inside wall of toilet and archive room after necessary patch works and preparatory work including supply of paint and primer.	Sq.ft	500		
	Total (Rs.)				

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JOINT INSPECTION REPORT

For Renovation of staff/officer's canteen (For Job - A) & Making of Archive Room for Works Manager (I/C) VW & CW within his chamber after splitting up the attached Toilet of Victoria Works(For Job – B) as per tender conditions.

(Must be attached with Techno-Commercial Bid)

Enq. no: **BCL/VW/AKC/Rep & Reno-Civil/2017/01**

Dated

Description of job	Qty/Area
<u>For Renovation of staff/officer's canteen (For Job - A) & Making of Archive Room for Works Manager (I/C) VW & CW within his chamber after splitting up the attached Toilet (For Job – B) of BCL, Victoria Works</u> <u>(Details as per Anexure-“ A” &” B”)</u>	Details as per enclosure

Observations (if any):

Remarks (If any) :

DECLARATION BY THE BIDDER(S) / PARTY (s)

- 1) The site/work place has been shown/visited by us : YES/NO
- 2) Details of job as per Annexure 'A' & B has shown : YES/NO
and explained to us
- 3) We have gone through the detail scope of work as per tender enquiry

I/We have been shown and explained all the parameter associated with this job and we are submitting our quotations being fully aware of all the parameter of the job.

Signature of BCL-VW Authority

Signature of the bidder/Party

Date:

Date:

Stamp/Seal