

BRAITHWAITE & CO.LTD.  
5, Hide Road, Kolkata-700043.

### **EXPRESSION OF INTEREST**

BCL invites Expression of Interest for selection of Agency for Recruitment of Personnel in various Posts.

Sealed offers are invited in response to our EOI as per terms and conditions specified in this EOI document for selection of Agency for recruitment of Personnel for various posts in Staff & Sub-staff category in BCL.

The scope of work, eligibility criteria and other terms & conditions are mentioned hereunder:

#### **1) Scope of Work:**

- Conduct of Written Tests including preparation of Question Papers, evaluation of such written tests and Selection Tests wherever required and preparation of shortlisted / qualifying candidates.
- Arrangement of proper infrastructure for conduct of Written Tests and other Selection Tests as would be required.
- Preparing panel of candidates selected for employment post wise.
- Verification of educational qualification, Age, Experience and Certificates thereof of the selected candidates.
- Medical Tests of selected candidates.
- Any other jobs intervening the selection process.

#### **2) Eligibility/Qualifications Criteria:**

- The agency having conducted recruitment processes, selection tests i.e. Written / Selection Tests for various posts during the last 2 years.
- The agency should submit their credentials in having conducted such recruitment and selection process.
- The agency shall also provide the organizational and financial capabilities for undertaking such job.
- The Agency should have requisite Registration viz. Service Tax Registration Number; PAN Number & Trade License etc. Copy of such documents should be submitted along with the offer.

#### **3) EVALUATION:**

Evaluation of bids shall be based on fulfilling the eligibility/qualifications criteria and acceptance of all terms & conditions of this EOI. Price Bids shall be invited later on from the short listed agencies.

4). **TERMS & CONDITIONS:**

- i) **Secrecy:** The agency shall maintain utmost secrecy with respect to the data, files, particulars of documents etc. submitted to them and no information, whatsoever, relating to the contract, conduct of selection tests etc. to be divulged which would otherwise attract legal action.
- ii) **Job Completion Period:** The job to be completed within 06 months (negotiable) from the date of receipt of Purchase Order.
- iii) **Prohibition of sub-contract:** The firm/agency shall not appoint any sub-contract for the work under any circumstances.
- iv) **Validity of offer:** The offer shall remain valid for a period of 90 days from the date of opening of offer.
- v) **Security Deposit:** @ 5% of the total order value to be deposited by way of DD / Bank Guarantee.
- vi) **Payments:** Payment shall be made after 30 days from the date of completion of the job as well submission of bill with relevant documents.
- vii) **Arbitration:** Any dispute and difference, whatsoever, arising between the agencies out of or relating to the installation, meaning, scope, operation or effect of this contract or validity of the breach thereof shall be settled by arbitration as decided by CMD-BCL in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the agency. Such a reference submitted to the arbitrator shall be deemed to be the submission to the arbitrator within the meaning of the Arbitration & Conciliation Act., 1996 statutory modifications thereof. The proceedings of the arbitration shall be held in Kolkata.
- viii) **Jurisdiction:** Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata.
- ix) **Termination:** BCL reserve the right to terminate the contract/order by giving 15 (fifteen) days notice at any point of time in case of poor performance or if any discrepancy is noticed with respect to divulgence of information, data etc.

The Agency should mention in their offer the details of their office, names & addresses of responsible officials and contact details.

**Submission of offer against this EOI:** Sealed cover super scribed with EOI No. & Due Date and addressed to the Sr. Manager (PAS), Braithwaite & Co. Ltd, 5 Hide Road, Kolkata-700 043 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 10.04.2017 (due date) by 2.30PM. No offer shall be accepted after closing of tender box at 2.30 PM on 10.04.2017 in whatsoever mode of receipt. Offer (Scope of work and terms & conditions of EOI) shall be opened on 10.04.2017 at 3.00 PM. Agency may depute their representative during opening of offer for witnessing the same.

BCL reserve the right to postpone the due date, cancel the EOI at any stage without assigning any reasons.

Any corrigendum etc. will be notified in BCL's website only [www.braithwaiteindia.com](http://www.braithwaiteindia.com).

**For Braithwaite & Co. Ltd.,**