



ब्रेथवैट एण्ड कम्पनी लिमिटेड
(भारत सरकार का एक उपक्रम)
BRAITHWAITE & CO LIMITED
(A Government of India Undertaking)

MINISTRY OF RAILWAYS
HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, KOLKATA – 700 043,
TEL +91 33 2439-7415, 2439-4114, 2439-6613, 2439-7413.
E-mail : braithwaite_co@yahoo.com, FAX : +91 33 2439 7632 / 2439 5607
CIN-'U74210WB1976GOI030798'

Ref.: BCL/PUR/Annual Report/2017-18

Dt: 04.06.2018

Sealed tenders are invited in Two Bid System for the job of **Printing of Annual Report & Accounts 2017-2018**, as per the **Scope of Work** given in the tender.

Quotation in sealed cover, addressed to Sr. Mgr(Pur), Braithwaite & Co. Ltd, Clive Works, 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. Sealed quotations must reach us positively within **18.06.2018 (due date)** by **2.30 PM**. No offer shall be received after closing of the tender box.

1. **Closing of Tender Box** : 2:30 pm on 18.06.2018
2. **Opening of Part-I Bid of the tender** : 3:00 pm on 18.06.2018

The offer should comprise of parts as under –

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

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

The Techno-commercial Bid shall be opened on 18.06.2018 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. Bidders will be invited to attend opening of price bids if found qualified techno commercially.

An unconditional acceptance of the terms & conditions stipulated in Part-I of this tender is to be given along with the offer.

Special Note: For Website bidders, the following documents are to be submitted.

- a) **Audited/C.A. Certified Balance Sheet for last 3(Three) Financial Years, ending 31.03.2018**
- b) **Proof of execution of similar jobs(e.g. P.O., Certified bill, printed books, etc.) to other reputed organizations.**

For Braithwaite & Co. Ltd.
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Scope of work :

Description of job	Qty
Printing of Annual Report & Accounts for 2017-18 (English & Hindi Separately)	175 nos. copies in English & 75 nos. copies in Hindi. (Each copy shall consist of approx. 84 Pages, excluding Cover & Back Page

Along with their offer(s), bidders must submit copies of sample of Annual Reports in respect of the job done for reputed PSU's / industries / organizations etc. where the job of printing has been done by the bidder in both versions (i.e. Hindi & English, separate) towards their experience. BCL reserves the right to consider or not to consider the bid based on samples provided by the bidder. In case of any query as regards the quality of books to be printed, before quoting, interested vendors/bidders may visit Secretarial Deptt. – BCL.

Terms & conditions:-**No EMD is required to be submitted with this tender.**

- Security Deposit** : @ 5% of the order value only in the form of DD/ pay order/ Bank Guarantee from Indian Nationalized Bank to be submitted by the successful bidder within 15 days from the date of receipt of Purchase order. However, exempted for NSIC ,DGS&D & MSME registered vendors for the tendered job & PSU bidders However SD can be submitted 50% by the bidder & balance 50% can be adjusted against their Running Bills. SD shall be released after successful completion of the job.
- Performance Bank Guarantee** : The Contractor shall also submit a Performance Bank Guarantee for a sum equal to 5% of the contract value after receipt of order and before receipt of first payment. The performance Bank Guarantee shall remain Valid up to successful completion of the contract. The Security Deposit if submitted can be converted Performance Bank Guarantee.
- Payment**: 100% Payment with 30 days credit, after submission of bills with all relevant documents duly certified by Secretarial department officials of BCL. As regards GST, the successful bidder shall have compliance regarding documentation/monthly returns to ensure Input Tax Credit (ITC) by BCL, failing which BCL will deduct the resultant amount. BCL reserves the right to keep the payment of GST amount on hold till the receipt of ITC by BCL is ensured.
- Validity**: Offer must remain valid for 90 days from the date of tender opening.
- Price**: Quoted rate shall remain firm till completion of the job. No variation shall be entertained. Quoted rate shall also include translation charges from English to Hindi. Price must be quoted both in figures & words & your quotation must be free from any kind of overwriting, alteration, corrections etc.

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6. **Quantity variation:** Order quantity may vary \pm 30% during the period of contract. BCL also reserves the right to place repeat order for 75% of original order quantity at the same rate & terms of original order.
7. **Liquidated Damages:** In the event of failure to complete the job within the stipulated date, BCL reserve the right to recover a sum of 0.5% for every week or part thereof by way of LD subject to maximum limit of 10% of the ordered value.
8. **Risk Purchase :** In the event of your failure to execute the job, BCL reserve the right to procure the items mentioned in our Purchase order from alternative source on Risk Purchase basis and recover the extra thereof, if incurred, from you.
9. **Arbitration :** All question, disputes or difference whatsoever shall arise between the Purchaser and the supplier upon or in relation to or in connection with the contract either the party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to the adjudication of sole Arbitration. 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 processing of the Arbitration shall be held in Kolkata.
10. Supply of soiled printed pages must be avoided.
11. Supply of good quality papers and printing work is to be done, as per samples.
11. **Lowest bid shall be evaluated on the basis of lowest grand total amount (all inclusive) received in the tender.**
13. **Delivery:** Proof shall be approved before bulk supply. Delivery of all copies of Annual Report & Accounts shall be completed within 10 days from the date of approval of proof. Proof should be submitted for approval within 7 days from date of handing over of printing materials. All copies shall be delivered at our Clive Works (Corporate Office) only.
14. **Termination :** BCL reserves the right to terminate the contract by giving 7 days notice (if required) due to poor performance / bad workmanship/ Delay in delivering the books etc.

Price bid:

1. No overwriting in the Price part is allowed. Corrections, if any, must be duly signed and stamped by the bidder.
2. Rate(s) should be quoted both in words & figures. (In case of any difference then, quoted rates in words will be considered)
3. Prices to be quoted as per price format given.

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Price Bid Format:

Description of the Job	Qty	Rate / Book (all inclusive) -Rs.	Total Amount (all inclusive) -Rs.
Printing of Annual Report & Accounts for F.Y. 2017-18 (English & Hindi separately)	175 books in English (84 pages approx, excluding Cover & back page)		
	75 books in Hindi (84 pages approx, excluding Cover & back page)		
GRAND TOTAL(Rupees.....only)			

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Braithwaite & Co. Ltd.