



## 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  
E MAIL: purchase@braithwaiteindia.com, Website: [www.braithwaiteindia.com](http://www.braithwaiteindia.com),  
CIN: U74210WB1976GOI030798

**Tender Enquiry No. :BCL/PUR/PM/SP-54/Toilet/AW/F/18**

**Date: 25.06.2018**  
**Due Date : 09.07.2018**

To

,Dear Sir,

Please quote your best possible offer / rate for repairing / renovation of toilets including supply of all requisite materials for the job at Braithwaite & Co. Ltd. Angus Works, Bhadreswar, Hooghly-712221. Your scope of works shall be as follows :

### **SCOPE OF WORK:**

#### **A. Repairing of Main Gate Toilet**

Sl. No.	Item & Description of Job	Quantity/Area (Approx.)
(1)	Chipping & Scrapping of old plaster and remove the old dismantling rubbish shifting.	650 SFT
(2)	Supplying, fitting, fixing of glazed tiles ( reputed make)	400SFT
(3)	20mm thick plaster and patch work with cement & sand mortar (1:4)	400SFT
(4)	Floor preparation with partex tiles including supply, fitting & fixing.	140SFT
(5)	Supplying, fitting, fixing of gents urinal pot. (Hindusthan Make)	3 Nos.
(6)	Supplying, fitting, fixing of Latrine Pan (Hindusthan Make)	3 Nos.
(7)	Supplying, fitting, fixing of Basin (Hindusthan Make)	1 No.
(8)	Supplying, fitting, fixing of Sintex Door (Hindusthan Make)	3 Nos.
(9)	Total Plumbing work by PVC ( Oriplast Pipe ) including Tap	lump sum
(10)	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	450 SFT
(11)	Synthetic Enamel paint (Asian/Berger)- 2 coats on door.	50FT

**Note: All the requisite materials e.g Cement, Sand, Mortar, Partex tiles, Hindusthan make Urinal Pot, Latrine Pan & Basin, Sintex door, PVC Pipes, Taps & Paints shall be in the scope of contractor and the materials for the job shall be recorded at Security/Stores (AW) during entry through proper Challans & Gate passes.**

#### **B) Repairing of Toilet at Foundry**

Sl. No.	Item & Description of Job	Quantity/Area (Approx.)
(1)	Chipping & Scrapping of old plaster	500 SFT
(2)	20mm thick plaster and patch work with cement & sand mortar (1:4)	500SFT
(3)	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	500SFT
(4)	Floor preparation with sand and cement mortar (1:4) & finishing with neat cement.	300SFT
(5)	Supplying, fitting, fixing of gents urinal pot. (Hindusthan Make)	4 Nos.
(6)	Supplying, fitting, fixing of Latrine Pan (Hindusthan Make)	4 Nos.
(7)	Total Plumbing work by PVC ( Oriplast Pipe ) including Tap	lump sum.
(8)	Supplying, fitting, fixing of Sintex Door	4 Nos.
(9)	Synthetic Enamel paint (Asian paints/Berger) 2 coats on door	200SFT

**Note: All the requisite materials e.g Cement, Sand, Mortar, Hindusthan make Urinal Pot & Latrine Pan, Sintex door, PVC Pipes, Taps & Paints shall be in the scope of contractor and the materials for the job shall be recorded at Security/Stores (AW) during entry through proper Challans & Gate passes.**

**C) Repairing of Toilet at Machine Shop**

Sl. No.	Item & Description of Job	Quantity/Area (Approx.)
(1)	Chipping & Scrapping of old plaster and remove the old dismantling rubbish shifting	500 SFT
(2)	IPS Flooring with cement, sand, stone chips etc	500SFT
(3)	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	500SFT
(4)	Supplying, fitting, fixing of gents urinal pot. (Hindusthan Make)	3 Nos.
(5)	Supplying, fitting, fixing of commode (Hindusthan Make)	1 No.
(6)	Supplying, fitting, fixing of Basin (Hindusthan Make)	1 No.

**Note: All the requisite materials e.g Cement, Sand, Stone chips, Hindusthan make Urinal Pot, Commode & Basin & Paints shall be in the scope of contractor and the materials for the job shall be recorded at Security/Stores (AW) during entry through proper Challans & Gate passes.**

**D) Repairing of Workmen Toilet Near Durwan Quarter**

Sl. No.	Item & Description of Job	Quantity/Area (Approx.)
(1)	Chipping & Scrapping of old plaster and remove the old dismantling rubbish shifting	600 SFT
(2)	IPS Flooring with cement, sand, stone chips etc	600SFT
(3)	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	600SFT
(4)	Supplying, fitting, fixing of Latrine Pan (Hindusthan Make)	12 Nos.
(5)	Repairing of Latrine Doors including fixing and fittings	12 No.
(6)	Repairing of Roof Latrine are with old GCI Sheets which will be provided by BCL.	600SFT.
(7)	Synthetic Enamel Paint (Asian/Berger Paints)-2 coats on doors.	500SFT

**Note: All the requisite materials e.g Cement, Sand, Stone chips, Hindusthan make Latrine Pan & Paints shall be in the scope of contractor and the materials for the job shall be recorded at Security/Stores (AW) during entry through proper Challans & Gate passes.**

**Your quotation should reach us by 2.30 P.M on 09.07.18**

Your quotation shall comprise of two parts-

- (a) Part-I : Techno Commercial Bid      (b) Part-II : Price Bid**

Both the parts shall be submitted separately in two envelopes and these shall be put in a 3<sup>rd</sup> envelope all the 3 envelopes shall be super scribed with our Tender Enquiry No Date & Due Date.

The quotation will be considered as cancelled if the documents required for part -I & Part-II are not placed in the respective envelope.

Quotation must be sent in sealed cover either by Registered Post or may be dropped in our **Tender Box No. : 2** In case of Hand Delivery

General Terms & Conditions mentioned in Techno Commercial Part (Part-1)

Sealed Tender, addressed to **Sr.M (Purchase & ERP ), 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 **09.07.18** (due date) up to 14.30 hrs. No offer shall be accepted after closing of the Tender Box in whatsoever mode of receipt.

The techno commercial bid (Part –I) shall be opened on **09.07.18** at 15.00 hrs. Tenderers may depute their authorized representative to be present during opening of the tender. The price bid(s) (Part – II) shall be opened for techno- commercially acceptable bidders only for which opening date and time will be intimated in due course.

**Website Display** :The Bidders who will quote against our official website display they should submit the following documents along with their Techno-Commercial bid :-

- a) Copies of Purchase Order /Bill/Completion Certificate for similar jobs (i.e. Civil Repairing) towards experience of last seven (7) years ending on 31.05.2018.
- b) Copy of Trade License, GST, PAN & IT returns.
- c) Copy of Audited/Chartered Accountant certified balance sheets & Profit & loss Accounts for last three (3) years ending on 31.03.17.
- d) For startup MSE vendors relaxation in experience & turn over will be applicable as per norms.

**An unconditional acceptance of commercial terms & conditions stipulated in Part-1 of this tender is to be given along with the offer.**

#### **PART-I – TECHNO-COMMERCIAL BID**

##### **GENERAL TERMS & CONDITIONS :**

##### **i) Earnest Money Deposit ( E.M.D) : Rs. 5,000/- (Rupees Five thousand only).**

The tenderer should deposit Earnest Money in the form of Demand Draft / Pay order drawn in favor of Braithwaite & Co. Ltd., or Bank Guarantee as per format with the Part-I offer which will be valid for 3 (Three) months from the date of opening of the Tender.

Bidders registered for the tendered jobs with GeM, SSI units registered with NSC, MSME Units and PSU units approved may be exempted from submission of EMD. **MSE bidders should have to submit UAM number failing which such bidders will not be able to avail the benefits as per Public Procurement Policy for MSE vendors.**

Regular / existing suppliers having overdue bills with the Company and willing to adjust the same against Earnest Money, may be made subject to the condition that the corresponding amount to be transferred to sundry creditors to earnest money account.

EMD is liable to be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of this tender.

Earnest Money will be refunded to the unsuccessful tenderer after finalization of subject tender.

**NOTE: EMD SHOULD BE SUBMITTED ALONGWITH YOUR TECHNO-COMMERCIAL BID OTHERWISE OFFER WILL NOT BE CONSIDERED**

##### **ii) Security Deposit:**

For due fulfillment of the contractual obligations, the successful bidder shall furnish Security Deposit in the form of Bank Guarantee / Demand Draft / Pay Order for a sum equal to 5% of the contract value within 15 days from the date of issue of the Purchase Order. In case of submission of Bank Guarantee, the same shall be verified by BCL from the concerned issuing bank. The Security Deposit shall remain valid till Warranty / Guarantee period. In case security deposit is not submitted within 15 days from the date of issue of P.O, the release of security deposit will be after taking into account of the corresponding period of delay in submission of the same even though the warranty / guarantee period expires. In case of submission of BG towards Security Deposit the BG shall cover the desired validity period plus 03 months claim period.

Security Deposit may also be built up by deducting the amount proportionately from each bill of the contractor on their request. However, 50% of the total amount of the Security Deposit is to be deposited by the successful bidder on receipt of Purchase Order. Balance 50% may be recovered from running bill. This option of security deposit submission if availed, there shall be no change afterwards.

In respect of Firms registered with SSI, NSIC, MSME Units, GeM and PSU units SD may be waived. **MSE bidders should have to submit UAM number failing which such bidders will not be able to avail the benefits as per Public Procurement Policy for MSE vendors.**

Security Deposit will be returned only on completion of contractor's obligations under the contract including any warranty obligation or specified in the contract.

**iii) Performance Bank Guarantee :**

The contractor shall have to submit Performance Bank Guarantee for 5% of Order value as per format to be provided by BCL after placement of order. In respect of vendors being registered with SSI, NSIC, MSME Units, GeM and PSU units qualifying for exemption of submission of security deposit, Performance Bank Guarantee for 5% of order value is to be submitted by them. The Performance Bank Guarantee shall have to be submitted before receipt of first payment. The Performance Bank Guarantee shall remain valid up to the warranty period. The Security Deposit, if submitted, may be converted to Performance Guarantee.

Even providing Bank Guarantee, contractors are responsible for the quality of the materials, workmanship, smooth operation etc. During the **Guarantee period**, if any defect is detected for supply item or bad workmanship, the vendor shall arrange replacement of the defective materials or repairing of defective parts wherever applicable, within 2 weeks from the date of receipt of intimation at free of cost.

**Bidders should submit copies of PF, ESI & GST Registration certificate along with the techno-commercial bid.**

**iv) Rate :**

- (a) Rate to be quoted considering Scope of work and terms & conditions of the tender as per Price Bid format.
- (b) Quoted rate shall remain firm till completion of the contract.

**v) Delivery / Completion Period :** The ordered job shall be completed **within sixty (60) days** from the date of receipt of P.O./L.O.I.

**vi) Payment :** Payment shall be made after 30 days from the date of submission of bill complete in all respect with relevant documents certified by BCL's Personnel (In-Charge-AW) / Maintenance In-charge (AW). Statutory deductions shall be made from the bill if any.

**Common Notes regarding GST :**

All Challans, Invoices shall be in the form specified by GST Authority.

HSN/HAC Code shall have to be mentioned.

BCL reserves the right to keep the payment of GST amount on hold till receipt of Input tax credit by BCL is ensured. In case of non-compliance, regarding documentation/monthly return to ensure availing input tax credit (ITC) by BCL, BCL also reserves the right to deduct the resultant amount.

**vii) Inspection :** The job shall be inspected by Personnel (In-Charge-AW) / Maintenance-in-charge (AW) or his authorized representative. After completion of the job, completion certificate is to be made, duly certified by Personnel (In-Charge-AW) / Maintenance-in-charge (AW) or his authorized representative.

**viii) Validity :** Offer shall remain valid for a period of 90 days from the date of opening of this tender.

**ix) Liquidated Damages :** In the event of failure to execute the awarded job within the scheduled delivery/completion date, BCL reserves the right to recover a sum of 0.5% per week or part thereof subject to maximum 10% of the order value.

**x) Risk Purchase :** In the event of failure or delayed execution within the reasonable period, the order may be cancelled and the purchaser reserves the right to get the job done by other Agency / Agencies on Risk Purchase basis and shall recover the extra cost thereof, if incurred, from the contractor. BCL reserve the right to forfeit the Security Deposit / PBG also of the defaulting firm.

**xi) 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 other, notice in writing of the existence of such question, dispute or difference and the same shall be referred to the adjudicator of sole Arbitrator. Managing Director/CMD shall have the right and authority to appoint an arbitrator who is not connected with either party in any way. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

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.

**xii) Guarantee/Warranty** : **01(One)** year from the date of successful completion of the job. If any defect is detected during guarantee/warranty period due to defective workmanship/materials, the Contractor shall make repair / replacement of the same – free of cost.

**xiii) Statutory Rules & Regulations** : Contractor shall comply with all statutory rules and regulations as applicable for the job. The Contractor shall observe all safety rules and regulations as per requirement of the particular nature of work. The employees of the Contractor should follow all the instruction given to their authorized representative while doing the job at the Works of BCL. Contractor should ensure proper safety of their workmen during execution of the job. The contractor should also follow the rules & regulations related to tax/duty matters as applicable for the job.

xiv) In case of any damage done to BCL by the Contractor's people during execution of work. It will be a binding to the Contractor to compensate BCL for the damage done and amount of compensation will be decided by BCL.

**xv) Safety Measures** : All safety precautions relating to this job are to be arranged by the Contractor. BCL will not be the responsible for any accident. The Contractor shall keep the coverage for all the labors (engaged for this job) against any accident.

**xvi) Purchaser may ask for further clarification / documents after opening of techno-commercial Bid (Part –I) received from the bidder.**

xvii) BRAITHWAITE & CO LIMITED reserves the right to postpone / cancel the tender at any stage due to unforeseen reasons.

#### **ADDITIONAL TERMS & CONDITIONS :**

- I. There shall be no splitting of the tendered quantity and entire quantity shall be awarded to one contractor only.
- II. Bidders are requested to quote against all the jobs.
- III. BCL reserve the right to terminate the order by giving 7 (seven) days notice at any point of time in case of non-performance / non-compliance of delivery schedule / poor quality of workmanship and materials.
- IV. Joint venture / Consortium Bid will not be considered.
- V. It is intended that bidders shall quote for the full tender quantity. In case full tender quantities are not quoted, the offers may be rejected.

#### **PART-II : PRICE BID**

##### **Price Bid Format**

Price Bid Part shall be opened only if Part –I is qualified.

Rates should be mentioned in figure as well as in words. In case of difference, the rate quoted in words shall be considered.

No over writing, erasing shall be allowed.

Price bid without signature will not be accepted.

Quoted rate against this tender shall remain Firm till completion of the order.

Evaluation will be done on the basis of **lowest Grand Total amount (excluding GST)** quoted by a bidder.

The prices are to be quoted as per following format:

**Group:A - Repairing of Main Gate Toilet**

Sl. No.	Description of Job	Quantity (Nos/Area)	Rate per Unit (Rs.)	GST per unit(Rs.)	Total Amount (Rs.)
1	Chipping & Scrapping of old plaster and remove the old dismantling rubbish shifting.	650 SFT			
2	Supplying, fitting, fixing of glazed tiles ( reputed make)	400SFT			
3	20mm thick plaster and patch work with cement & sand mortar (1:4)	400SFT			
4	Floor preparation with partex tiles including supply, fitting & fixing.	140SFT			
5	Supplying, fitting, fixing of gents urinal pot. (Hindusthan Make)	3 Nos.			
6	Supplying, fitting, fixing of Latrine Pan (Hindusthan Make)	3 Nos.			
7	Supplying, fitting, fixing of Basin (Hindusthan Make)	1 No.			
8	Supplying, fitting, fixing of Sintex Door (Hindusthan Make)	3 Nos.			
9	Total Plumbing work by PVC ( Oriplast Pipe ) including Tap	lump sum			
10	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	450 SFT			
11	Synthetic Enamel paint (Asian/Berger)- 2 coats on door.	50FT			

**GROUP-B: Repairing of Toilet at Foundry**

Sl. No.	Description of Job	Quantity (Nos/Area)	Rate per Unit (Rs.)	GST per unit(Rs.)	Total Amount (Rs.)
1	Chipping & Scrapping of old plaster	500 SFT			
2	20mm thick plaster and patch work with cement & sand mortar (1:4)	500SFT			
3	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	500SFT			
4	Floor preparation with sand and cement mortar (1:4) & finishing with neat cement.	300SFT			
5	Supplying, fitting, fixing of gents urinal pot. (Hindusthan Make)	4 Nos.			
6	Supplying, fitting, fixing of Latrine Pan (Hindusthan Make)	4 Nos.			
7	Total Plumbing work by PVC ( Oriplast Pipe ) including Tap	lump sum.			
8	Supplying, fitting, fixing of Sintex Door	4 Nos.			
9	Synthetic Enamel paint (Asian paints/Berger) 2 coats on door	200SFT			

**GROUP-C: Repairing of Toilet at Machine Shop**

Sl. No.	Description of Job	Quantity (Nos/Area)	Rate per Unit (Rs.)	GST per unit (Rs.)	Total Amount (Rs.)
1	Chipping & Scrapping of old plaster and remove the old dismantling rubbish shifting	500 SFT			
2	IPS Flooring with cement, sand, stone chips etc	500SFT			
3	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	500SFT			
4	Supplying, fitting, fixing of gents urinal pot. (Hindusthan Make)	3 Nos.			
5	Supplying, fitting, fixing of commode (Hindusthan Make)	1 No.			
6	Supplying, fitting, fixing of Basin (Hindusthan Make)	1 No.			

**Group:D - Repairing of Workmen Toilet Near Durwan Quarter**

Sl. No.	Description of Job	Quantity (Nos/Area )	Rate per Unit (Rs.)	GST per unit (Rs.)	Total Amount (Rs.)
1	Chipping & Scrapping of old plaster and remove the old dismantling rubbish shifting	600 SFT			
2	IPS Flooring with cement, sand, stone chips etc	600SFT			
3	Color washing with Ella 2 coats (lime) with a coat of primer white washing including cleaning of wall surface.	600SFT			
4	Supplying, fitting, fixing of Latrine Pan (Hindusthan Make)	12 Nos.			
5	Repairing of Latrine Doors including fixing and fittings	12 No.			
6	Repairing of Roof Latrine are with old GCI Sheets which will be provided by BCL.	600SFT.			
7	Synthetic Enamel Paint (Asian/Berger Paints)-2 coats on doors.	500SFT			

**GRAND TOTAL excluding GST ( Group-A+Group-B+Group-C+Group-D) =**

**JOINT INSPECTION REPORT FORMAT.**

<b>Sl.no</b>	<b>Description</b>	<b>Observation if any</b>	<b>Remarks</b>
1.	The site has been shown / visited by us - YES / NO.		
2.	Details of job as per Scope of work ( Group : A,B,C & D) has been shown and explained to us.		

**Bidder's Declaration:** 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 job.

.....  
Signature of BCL authority

Date :

.....  
Signature of Bidder

Date :