



BRAITHWAITE & CO LIMITED

(A Govt. of India Undertaking)
UNDER MINISTRY OF RAILWAYS
ANGUS WORKS

P.O. ANGUS, DIST.- HOOGHLY, PIN-712221 (W.B)
HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, KOLKATA – 700 043

TEL 2633-6204 to 6208/6376/6378/5463 Fax, 2633-6377

EMAIL : angus@braithwaiteindia.com, Website : www.braithwaiteindia.com, CIN:U74210WB1976GOI03079

Ref. No.: BCL/PUR/AKB/G-15,SP-15,16&25/Stationery/AW/17/290

Date: 27.03.2017

Due Date: 03.04.2017

ENQUIRY

To

M/s.....

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“Sealed offers are invited in Two Bid system for supply of Stationery Items at BCL Angus Works.

Description of item	Quantity
Supply of Stationery Items at BCL - Angus Works as per ANNEXURE- I (List attached herewith)	As per ANNEXURE- I

Due date of tender submission : 03.04.2017 by 2.30 PM

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 3rd envelope super scribing our Tender Enquiry Number, Date and Due date along with Box No.

General Terms & Conditions mentioned in Techno-commercial Part (Part-I).

Sealed quotations addressed to Senior Manager (Purchase), Braithwaite & Co. Ltd, Angus Works, Bhadreswar, P.O: Angus, Dist: Hooghly, Pin 712221 (W.B) 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 03.04.2017 at 2.30 PM. The techno-commercial bid will be opened on 03.04.2017 at 3.00 P.M. Bidders may depute their authorized representative at the time of opening of techno-commercial bid.

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

An unconditional acceptance of “General Terms & Conditions” stipulated in Part-I of this tender is to be given along with the offer.

For Braithwaite & Co. Ltd.

Contd..P/2

TECHNO-COMMERCIAL BID**Note to bidders:****➤ For Tea Coupons :**

6 paisa free Tea Coupons for "A" & "B" shift in six (6) different colours
Colours of each Coupon : Sky, Red, Yellow, White, Green & Blue

- ❖ Coupons should be numerically marked from 1 to 31 .
- ❖ Each coupon required in 6 different colours, 3000 in each no. and each colour total coupons required 93000 nos.
- ❖ Each page will contain three (3) parts with perforation (Sample to be collected from BCL (AW),if necessary)
- ❖ Three (3) parts of Coupons are to be treated as one Coupon.
- ❖ Three (3) parts of Coupons are to be supplied loose and not in the form of Book.

➤ Meal Coupons :

- ❖ Each Book Contain : 26 pages with monthly Date & Serial No.

➤ For M D Challan Book:

- ❖ Each Book contains 50 Sets.
- ❖ Each set belongs to 5 pages (out of which first 4 pages in perforated) in 5 different colours i.e. **White , Yellow, Light Green, Sky Blue & Pink.**

GENERAL TERMS & CONDITIONS:

- 1) **Security Deposit:** Successful bidder should submit Security Deposit @ 5% of total order value of the purchase order in the form of Demand Draft/Pay Order or Bank Guarantee within 15 days from the date of our order which will be returned after completion of supply. In case of submission of Bank Guarantee towards Security Deposit, the Bank Guarantee should cover the desired validity period plus 03 (three) months claim period.

Security Deposit may also be built up by deducting the amount proportionately from each bill of the supplier on their request. However, 50% of the total amount of Security Deposit is to be deposited by the successful bidder on receipt of Purchase Order in the form of DD/BG/Pay order. Balance 50% may be recovered from running bill.

Security Deposit may be waived for DGS&D, RDSO, NSIC, SSI Registered Vendors of tendered items, MSME units and PSU Companies.

- 2) **Performance Guarantee:** The Supplier shall have to submit Performance Bank Guarantee for 5% of the order value as per format to be provided by BCL before receipt of first payment. However, Security Deposit (if submitted) may be converted to Performance Bank Guarantee. The PBG shall be released after completion of all supplies against the order. In case submission of PBG by conversion of Security deposit in the form of Bank Guarantee , then PBG shall be released after completion of all supplies subject to desired validity period plus 03 months claim period of BG.
- 3) **Payment:** 100% after 30 days from the date of submission of bill, with relevant documents, duly certified by Personnel / Store Dept. of BCL- AW.
- 4) **Validity:** Offer should remain valid for 90 days from the date of opening of the bid.
- 5) **Inspection:** Authorized representative of Personnel / Store Dept. of BCL- AW.
- 6) Quoted rate(s) shall remain firm till completion of the supply and no price variation shall be entertained.
- 7) **Delivery:** As per our requirement. Items should be delivered to BCL-Angus Works, Bhadreswar, Hooghly - free of cost as per daily requirement of Stores-in-Charge.
- 8) **Contract Period:** **One year from the date of issue of Purchase Order.**

- 9) **Liquidated Damages:** In the event of failure on the part of the supplier to supply Stationary items within the stipulated period, 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 ordered value.
- 10) **Risk Purchase:** In the event of your failure to supply the Stationary items within the stipulated time, BCL reserves the right to procure the items mentioned in our purchase order from alternative sources on Risk Purchase basis and recover the extra cost thereof, if incurred, from you. The security deposit/PBG may also be forfeited in such cases
- 11) **Rejection/Replacement:** In case items are found poor quality, the supplier shall immediately arrange to replace the same failing which BCL reserves the right to recover necessary charges as deemed fit.
- 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 the notice in writing of the existence of such question, dispute or difference and the same shall be referred to the adjudication of sole Arbitrator. Chairman & Managing Director of BCL shall have the right and authority to appoint any Officer of the Company as Arbitrator not below the rank of a 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) Any legal dispute that may arise will be settled within the jurisdiction of Courts at Kolkata.
- 14) **Price Bid Part shall be opened only if Part – I offer is qualified.**
- 15) Alteration/inclusion/deviation will not be allowed, once the bid is submitted.
- 16) Bidders shall mention their valid E-Mail ID , Mobile No./ Land line No. along with Techno - Commercial Bid.
- 17) Bidders shall submit copy of Sales Tax / VAT Registration document along with Techno-commercial Bid.
- 18) **Purchaser may ask for further clarification / documents after opening of techno-commercial Bid (Part –I) received from the bidder.**
- 19) **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 items (i.e. Stationary items as per enclosure) towards experience of last seven (7) years ending on **31.12.2016**.
 - b) Copy of VAT /Sales tax registration certificate, Trade License, PAN & IT returns.
 - c) Audited Profit & Loss A/cs and Balance Sheet Certified by Chartered Accountant for last three (3) years ending on 31.03.2016.

Additional Terms & Conditions :

- a) **Splitting of Order:** BCL reserves the right to place for entire quantity on Lowest (L-1) bidder in the event L-1 bidder is a MSE company or BCL reserves the right to split the tender quantity.

In case of splitting of the tender quantity is decided by BCL, the same shall be in the ratio 80:20 between L-1 & another one bidder but the same shall be subject to taking care of reservation of 20% orders & preference to NSIC/MSME/SSI registered units as MSMED Act. Initially counter offer to techno commercially qualified NSIC/MSME/SSI registered bidders shall be issued in order of their ranking position for acceptance of L-1 rate & terms, as required, if quoted price of such bidders fall within L-1 + 15% range. While deciding distribution of orders, reservation of orders for NSIC/MSME/SSI registered bidders, with SC/ST ownership as per MSMED act shall be taken into consideration. If NSIC/MSME/SSI registered bidders do not accept counter offers, other bidders in order of their ranking position shall be considered for issue of counter offers.

In cases of other bidders including MSEs do not accept counter offers, BCL reserves the right to award for the rest of the quantities to the L-1 bidder.

- b) Order quantity may vary depending upon our requirement to the extent of \pm 30% of the tendered quantity as per discretion of BCL.
- c) BCL reserve the right to place repeat order for maximum of 75% of order quantity and value at the same rate & terms.
- d) BCL reserve the right to terminate the contract / order by giving 7 (Seven) days' notice at any point of time without assigning any reason whatsoever.
- e) **Bidder(s) have to quote for all the Stationery items as per Price Bid format with actual requirement of tendered items otherwise the said offer may not be considered.**

PART – II : PRICE BID
(PRICE SCHEDULE)

- i) The rates should be quoted both in figures and words.
- ii) The quoted rate should not be different between figures and words. If there is any difference between the figures and words, the rate mentioned in words shall be considered.
- iii) Overwriting in price figure of the quotation will be rejected.
- iv) The bidder shall submit their rates in the following format.
- v) Quoted rate should be valid till completion of supply.
- vi) **Lowest bid shall be evaluated on the basis of Grand total amount quoted by the bidder.**

Sl. No.	Item description	Item	Qty.	Rate per unit (Rs.)	VAT/Sales Tax if any (Rs.)	Total value (Rs.)
(A)	Supply of Stationery Items at BCL - Angus Works as per ANNEXURE- I (attached herewith)	As per ANNEXURE- I (Chart enclosed)	As per ANNEXURE- I (Chart enclosed)			
	Grand total value of Stationery Items					

For BRAITHWAITE & CO. LTD.

Sl. No.	Item Description	Unit	Quantity
1.	Paper A-4 Size (for Photo Copy & Computer) J.K. Brand (500 pages per packet)	Packets	600
2.	Arch File (with Lever) Good Quality	Dozens	40
3.	Flat File	Dozens	60
4.	Register (8 No.) Books	Nos.	70
5.	Register '12' Nos. Books for QC, Lab., Pur.	Nos.	30
6.	Carbon (Type) 100 x 2 (Kores)	Packets	10
7.	Whitener (Liquid Form)	Nos.	20
8.	Challan Gate Pass (100 Pages/Book) as per specimen	Book	30
9.	S Challan (100 Pages / Book)	Set	50
10.	Store requisition cum issue Note	Book	20
11.	Material received record Book (SIB)	Nos.	10
12.	Casual Leave Form 100 / set	Set	5
13.	Peon Book (50 Pages / Book)	Dozens	2
14.	Exercise Book 6 No.	Nos.	24
15.	Stamp Pad (Big) (Plastic Box)	Nos.	36
16.	Stamp Pad Ink (Big Bottle)	Nos.	6
17.	Gum (Big Bottle)	Nos.	6
18.	Stapler Pin (10 Nos.) 24/6 – 1M	Pkts.	30
19.	Jems Clip (100 per box) (Triangular clip)	Pkts.	24
20.	Pin (Niddle Points) in Box (nt wt 80 gms) King Brand	Pkts.	10
21.	Attendance Clock Card	Nos.	1200
22.	Lead Pencil (Faber Castell)	Nos.	36
23.	A-4 size Fanfold Paper 210 mm x 11 2/3 (10"x12") 1000 /pkts.	Packet	3
24.	Dummy Paper (Note Sheet TC-I) side Margin	Nos.	600
25.	Dummy Paper (Note Sheet TC-II)	Nos.	800
26.	Box Files	Nos.	20
27.	Cover Files	Nos.	40
28.	Blue Colour Refill (Gel) (10 Nos. / Pkt.)	Packet	20
29.	Red Colour Refill (Gel) (10 Nos. / Pkt.)	Packet	20
30.	Paper Punching Machine	Nos.	10
31.	Correction Pen (White Fluid)	Nos.	6
32.	Highlighter Pen	Nos.	6
33.	Cello Tape (1" x 65 Mtr)	Nos.	6
34.	Ruled Paper size 17"x13" (Double Scape)	Dista	15
35.	White Paper size 17"x13" (Full Scape)	Dista	15
36.	Folding file (Maint. Department)	Nos.	6
37.	Pocket Note Book No.4	Nos.	18
38.	Medical Slip for OPD Prescription	Nos.	100
39.	Letter Head Pad for Prescription (Big size)	Nos.	200
40.	Material Receipt Report (MRR) 100x4 as per specimen	Book	10
41.	Stapler Machine (Size: 10)	Nos.	6
42.	Register 4 No. (Book) (QC Dept.)	Nos.	6
43.	Eraser	Nos.	24
44.	Candle (Big) 6 Nos. per Packet	Pkts.	12
45.	Sealing Wax (16 / Pkt.)	Pkts.	12
46.	Sealing Pocket for Pad Lock	Nos.	4
47.	Bin Card (Large)	Nos.	500
48.	Bin Card (Small)	Nos.	500
49.	Purchase Indent Form for Stores 100 / set	Sets	20
50.	Indent Form Stores Special 100 / set	Sets	10
51.	Pencil Chalk	Pkts.	30
52.	Long Book (Plain Page)	Nos.	6
53.	Cloth Envelope 12"/18"	Nos.	36
54.	MD Challan Book	Nos.	20
55.	Tea Coupons	Nos.	93000
56.	Meal Coupons	Books	1200

Enclosure to Tender Enq. No. BCL/PUR/AKB/G-15,SP-15,16&25/Stationery/AW/17/290 dt.27.03.17

Sl. No.	Item Description	Quantity
57	Payment Voucher (Cr.)	24 Pcs. (200 pages in 1 Pc.)
58	Proforma Voucher	5 Pcs.(300 pages in 1 Pc.)
59	Provision Slip	5 Pcs.(50 pages in 1 Pc.)
60	Medical Reimbursement Claim Voucher Book	5 Books(100 pages in 1 Book)
61	Medical Reimbursement Claim Voucher Book for Hospitalization	2 Books.(100 pages in 1 Book)
62	Status Sheet	10 Books (100 pages in 1 Book)
63	Journal Voucher	5 Books (100 pages in 1 Book)
64	S.D. Payment Voucher	10 Books (100 pages in 1 Book)
65	BR / BRS Register	4 Pcs.
66	Proforma Register	1 Pc.
67	RG 23 A - Part – I & Part - II	1 Book each (50 pages in 1 Book)
68	RG 23 C - Part – I & Part – II	1 Book each (50 pages in 1 Book)
69	Personal Ledger Account	1 Book (50 pages in 1 Book)
70	Tax cum Excise Invoice	4 Books (50 pages in 1 Book)

★ Sample Format will be provided by BCL