



ब्रेथवेट 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, CALCUTTA – 700 043,**

TEL: +91 33 2439-7415, 2439-4114, 2439-6613, 2439-7413. Fax: +91 33 2439-7632/2439 5607

E-mail: [purchase@braithwaiteindia.com](mailto:purchase@braithwaiteindia.com)

Website-[www.braithwaiteindia.com](http://www.braithwaiteindia.com)

CIN: U74210WB1976GOI030798

**Tender No: BCL/PUR/PD/SP-50/Canteen-AW/18**

**Date:06.02.2018**

To  
M/s. ....  
.....

Dear Sir,

Sealed quotations in two-bid system are invited from resourceful suppliers for supply of the following items required for our **Angus Works Canteen at Bhadreswar, Hooghly.**

Sl. No.	Description of Items	Required approx. quantity (for 1 year)
1.	Supply of fresh and dressed Ruhi Fish (without Head, tail & Liver)	620 kg
2.	Supply of Poultry Egg standard size good quality	6760 pcs.
3.	Preparation & distribution of Tea good quality (100 ml. approx.)	71000 cups
4.	Supply of Snacks Packet for 'B' shift & 'C' shift employees	1800 pkts
5.	Supply of Sweet Curd	310 kg.

**Due date of tender submission is: 19.02.2018 by 14.30 hrs.**

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 superscribing our Tender Enquiry Number, Date and Due date along with Box No.

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

Sealed quotations addressed to GM (Co-ordination), 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 but must reach us positively within **19.02.2018 at 14.30 hrs.** The techno-commercial bid will be opened on **19.02.2018 at 15.00 hrs.** 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 the Scope of work & terms & conditions stipulated in this tender is to be given along with the offer.

For Braithwaite & Co. Ltd.

Contd.P/2

**SCOPE OF WORK:****❖ For Fresh and Dressed Ruhi Fish, Sweet Curd and Poultry Eggs for Works Canteen at Angus Works:**

- 1) Fresh and Dressed Ruhi Fish without head, tail and liver. Weight of each Fish should be between 1 kg. and 2 kg. before processing. Approximate requirement per day is 6 kg. (2 days in a week).
- 2) Sweet Curd approximate requirement per day is 1.5 kg. (4 days in a week) and it should be supplied at our canteen in containers of 100 gm each.
- 3) Poultry Eggs to be supplied in standard size as per the specification by Canteen-in-Charge & Store personnel.
- 4) Delivery of dressed Fish & Sweet Curd to be made at Angus canteen within 7.00 A.M.
- 5) Exact quantity of requirement to be specified by Canteen In-Charge & Store personnel.
- 6) The quality of Fish & Sweet Curd should be 100% hygienic.
- 7) The rejected / substandard materials (Fish / Curd) should be replaced within one hour from the time of supply / reporting at free of cost. In case of default of supplies, BCL-AW will arrange the same at your risk and cost.
- 8) Free delivery to be made at AW Canteen.

**❖ Preparation & distribution of Tea for Works Canteen at Angus Works:**

Tea should be of good quality, along with all other accessories i.e. Milk and Sugar. It should be of standard quality. Tea is to be supplied to each employee two times per head per working day. Each cup of tea supplied should be of 100 ml (approx). Cumulative requirement of tea is 240 cups approximately per working day which may vary as per our requirement (as per instruction of respective department). Delivery of Tea to AW Canteen within the scheduled time (Morning & After noon / as per discretion of the Management) shall be prefixed by Personnel Department. The rejected / sub-standard Tea shall be replaced within one hour from the time of supply, free of cost. In case of default in supplies, BCL-AW will arrange the same at your risk and cost. Free delivery of Tea is to be made to AW employees & Staff (at their table and job place).

**❖ Snacks Packets for Works Canteen at Angus Works:**

- a) Non-Vegetarian packet consisting of Boiled Poultry Egg-1 No., Martaman / Singapuri Banana of 6" size-2 nos., Sweet Chanar Gaja-1 No. (35 pieces per Kilogram i.e. 30 grams approximately), Sliced Bread of SENCO/ MODERN make-200 grams.
- b) Vegetarian Packet consisting of Sweet as above (02 nos.), Banana as above (02 nos.), Sliced Bread as above (200 grams), plain Bread (100 gms).

**NOTES:**

- 1) All the above items should be 100% hygienic and fit for human consumption. These items are required by our Angus Works' Canteen as per daily requirement advice by the Canteen-in-Charge / respective Head Of Department / Personnel Department.
- 2) The quality of above items should be as per standard which is being maintained at AW Canteen.
- 3) Samples of the above mentioned items, to be approved by Canteen Authority / HOD of Personnel Department before supply.
- 4) Supply is to be made on as and when required basis / prior intimation given by the Canteen authority / Personnel Department.
- 5) Party should contact with our In-charge of Personnel Department of AW for all sorts of queries regarding supply prior to submission of offer.
- 6) **All the bidders are requested to mention their contact details viz. E-Mail ID, Mobile No./Land line No, etc. during submission of their offer.**

**PART-I: TECHNO-COMMERCIAL BID****GENERAL TERMS & CONDITIONS:**

1. **Earnest Money Deposit ( E.M.D) : Rs. 5,000/- (Rupees five thousand)** EMD is required to be deposited as Bid Security and to be submitted in the form of DD/ pay order/ Bank Guarantee in favour of Braithwaite & Co. Ltd payable at Kolkata. However, for SSI Units with single point registration with NSIC, RDSO, MSME & DGS&D registered vendors for the tendered items, payment of EMD can be considered for exemption to the extent of monetary limited granted on submission of valid NSIC registration certificate. Copy of the valid NSIC/MSME Registration Certificate should be furnished. PSU bidders are also exempted from submission of EMD. EMD will be returned on submission of required Security Deposit for successful bidder(s) and after finalization of order, for unsuccessful bidders.

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

2. **Security Deposit:** For due fulfillment of the contractual obligations, the successful bidder shall furnish security deposit within 15 days of receipt of purchase order in the form of Bank Guarantee (BG) (as per format provided by the purchaser), Demand Draft / Pay Order valid till completion of the contract, or warranty / guarantee period, if any. The amount of Security Deposit for this tender is 5% of the order value. In case of submission of BG towards Security Deposit the BG shall cover the desired validity period plus 03 months claim period. The proceeds of the security deposit or proceeds on invocation of BG shall be payable to the purchaser as compensation for any loss resulting from the supplier's / contractor's failure to complete its obligations under the contract. Security deposit will be discharged and returned to the supplier / contractor on completion of supplier's / contractor's obligations under the contract including any warranty obligation or specified in the contract.

As and when amendment is issued to the contract, the supplier / contractor shall within 15 days of the receipt of such an amendment furnish to the purchaser an amendment to the security deposit and / or Bank Guarantee rendering the same valid for the contract as amended.

Security Deposit may also be built by the 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 the successful bidder on receipt of purchase order. Balance 50 % may be recovered from running bill.

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

3. **Performance Guarantee:** The Supplier shall have to submit Performance Bank Guarantee @ 5% of the order value before receipt of 1<sup>st</sup> payment. However, Security Deposit (if submitted) may be converted to Performance Bank Guarantee (PBG). The PBG shall be released after completion of all supplies against the order.
4. **Payment:** The standard terms of payment are 100% with 30 days credit from the date of submission of bill(s) with all relevant documents duly certified.
5. **Validity:** Offer should remain valid for 90 days from the date of opening of the bid.
6. **Inspection:** BCL authorized representative.
7. Quoted rate shall remain firm till completion of supply. No price variation shall be entertained.
8. **Delivery:** As per requirement. Items should be delivered to BCL-Angus Works, Bhadreswar, Hooghly - free of cost as per daily requirement of Canteen-in-Charge/Personnel Deptt.
9. **Contract Period:** One (1) year w.e.f. 01-03-2018 to 28-02-2019.
10. **Quantity Variation:** Order quantity / Period may vary depending on our requirement to the extent of +/- 30% of the tendered quantity at the same rate and terms. BCL reserves the right to place repeat order for 75% of original order quantity at the same rate & terms of original order. However consent of the supplier will be taken before placing the repeat order.
11. BCL reserve the right to terminate the contract / order by giving 7 (Seven) days' notice at any point of time during the contract, without assigning any reason whatsoever.

12. **Liquidated Damages:** In the event of failure on the part of the supplier to supply materials 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 quantity.
13. **Risk Purchase:** In the event of your failure to supply the materials, 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.
14. **Arbitration:** All questions, disputes or differences whatsoever shall arise between the purchaser and the supplier upon or in relation to or in connection with the contract, either party may forthwith give to the other notice in writing of the existence of such question, dispute or differences and the same shall be referred to the adjudication of sole Arbitrator. CMD-BCL shall have the right and authority to appoint any Officer of the Company as arbitrator not below 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 arbitration, within the meaning of the Arbitration and Conciliation Act, 1996 & statutory modification thereof. The proceedings of the arbitration shall be held in Kolkata.
15. Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata.
16. **Price Bid Part shall be opened only if Part-I(Techno commercial bid) is qualified.**
17. Alteration/inclusion/deviation will not be allowed, once the bid is submitted.
18. **BCL 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 should submit the copies of Purchase Orders / Bills / Completion Certificates, etc. as proof of supply for similar items, towards experience. Further, Audited/CA certified Balance Sheet and P&L Account for last 3 (three) years ending on 31.03.2017 shall be submitted with their Techno-Commercial bid. Also, Copies of Trade License, GST Registration certificate (if any), PAN & IT returns to be submitted.

**Note:** 'Similar items', as mentioned above means supply of Fish, Sweet Curd, Poultry Eggs, preparation & distribution of Tea and supply of Snacks Packets.

## 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 rate in the following format.
- v) **Lowest bid shall be evaluated item wise separately on the basis of respective amount quoted by the bidder.**

Sl. No.	Item Description	Qty. -P	Unit Rate (Rs.)-A	Total Amount(Rs.) (In figure)-A X P	Total Amount(Rs.) (In words)
1	Supply of fresh and dressed Ruhi Fish (without Head, tail & Liver)	620 kg			
2	Supply of Poultry Egg standard size good quality	6760 pcs.			
3	Preparation & distribution of Tea good quality (100 ml. approx.)	71000 cups			
4	Supply of Snacks Packet for 'B' shift & 'C' shift employees	1800 pkts			
5	Supply of Sweet Curd	310 kg.			