



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.
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CIN: U74210WB1976GOI030798

EXPRESSION OF INTEREST (EOI)

EOI NO.: BCL/PUR/EOI/PLACEMENT/2018/02

DATED : 26.02.2018

Expressions of Interest are invited from reputed and experienced Agencies for providing Executives on contract basis depending upon BCL's requirements as per EOI conditions.

Interested parties may submit offer against this Expression of interest to Sr Manager – Purchase, Braithwaite & Co Ltd, 5 Hide Road, Kolkata 700043 in a sealed envelope super scribing EOI Number and Date and Box No & due date.

Participants who are interested to participate in this EOI may download the EOI document from our Website 'www.braithwaiteindia.com.'

Sealed envelope with all relevant documents related to credential & eligibility criteria 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 **08.03.2018** (due date) by 2.30 P.M.

The EOI shall be opened on **08.03.2018** at 3.00 P.M. During opening of EOI, Bidders may depute their authorized representative to be present as witness.

Price Bid will be invited later from the qualified/ accepted participants only. A separate intimation will be given to the qualified/ accepted participants. Such Bidders may be present during opening of price bids.

A.0 INTENTION OF EOI:

Braithwaite & Co. Ltd., (BCL) intends to empanel and engage reputed and experienced Agencies for providing suitable executives from different disciplines on contract basis temporarily as per discretion of BCL on "as & when required" basis.

B.0 QUALIFYING CRITERIA :

The agency / agencies should be well equipped with adequate strength on its roll and/ or resource bank to deploy personnel of qualification & experience that an organization like BRAITHWAITHE & CO LTD may require at times of exigencies. Such personnel shall include, by way of illustration but not exhaustively, personnel from engineering back ground (Degree / Diploma holders in various disciplines like Civil, Mechanical, Electrical etc) of varying length of experience; personnel for services in the fields of Finance / Personnel / Administration / Stores / Production / ERP, Medical/ Para Medical Personnel background for day to day operation / maintenance/ service activities.

The bidder must possess the following minimum qualifying criteria :

- Should have an office based in Kolkata.
- The Bidder/Agency should have previous experience of successful deployment of minimum 50 competent qualified executives in various disciplines in any year (in different engineering disciplines) to any PSU Organizations during last 5 years, ending on 31.01.2018.
- Having average annual Turnover of more than Rs.105 Lakh in last 3(three) years ending on 31.03.2017.

Unregistered Partnership/ Agencies/Firms are not eligible to apply.

C.0 DOCUMENTS TO BE SUBMITTED ALONG WITH OFFER:

The bidders should submit the following documents along with their offer:

- Covering letter which should indicate the interest by the bidder for taking the job as per scope of work. Documents as required in the para for "Qualifying Criteria". An unconditional acceptance of terms & conditions of the EOI shall also be submitted.
- Company Profile along with addresses of Registered Office / Head Office, names & contact details of Directors/ Partners.
- Audited / Chartered Accountant certified Balance Sheet and Profit & Loss Accounts Statement for the last three years ending on 31.03.2017.
- The Bidder/Agency shall submit a copy of at least three Work Orders for deployment of manpower in PSU Company.
- Details of Experience during last 5 (five) years ending on 31.12.2017 in respect of similar jobs executed by the bidder. Relevant documentary evidences shall have to be submitted.
- Completion certificate or Documents / Certificates from Client's organization in respect of client satisfaction.
- PAN & IT Returns for last three years ending on 31.03.2017.
- Copies of GST registration & trade license.
- Copies of PF & ESIC Registration

D.0 EVALUATION OF OFFERS:

The offers of bidders meeting the Qualifying criteria shall be evaluated and a panel of agencies shall be prepared considering suitability in the context of BCL's requirements of different recruitment matters. Bidders to note that only Empanelment as above does not guarantee that all such firms shall be engaged for awarding jobs to them. However, BCL may in future consider them awarding jobs at the discretion of BCL, subject to acceptability of rates by BCL at proper times.

E.0 BASIS OF SELECTION AND AWARD

- 1) Selection and Empanelment/Engagement will be on the basis of credential documents to be submitted by the bidders. Bidders will have to meet the qualifying criteria. Those Bidders who will not meet the qualifying criteria shall not be considered.
- 2) Rates for different activities will be invited later on only from the qualified firms as mentioned in para 1 above, which would be further negotiated for arriving at acceptable rates to BCL.
- 3) Accordingly the agencies shall be empanelled and letters of engagement will be issued along with agreed rates and others terms and conditions. Issue of Letter of engagement will also be at the discretion of BCL. In case there are large no. of qualified firms [generally more than 3(three)], invitation of rates from such firms shall be at the sole discretion of BCL, without assigning any reasons thereof.
- 4) The decision of BCL with respect to evaluation & selection shall be final & binding to all the bidders.

F.0 SCOPE OF WORK:

The selected agency shall be required to carry out the following jobs:

- To provide Executives for the following departments and the Executives should be skilled, experienced & qualified staff /engineer / technician / accountant etc. as required in BCL's H.O. / Corporate Office / Any Works of BCL:
 - a) Purchase Deptt.
 - b) Accounts Deptt
 - c) ERP Deptt.
 - d) Marketing & Business Development Deptt.
 - e) Personnel & Administration Deptt. including Public Relation matters.
 - f) Legal Deptt.
 - g) Project Deptt.
 - h) Stores / Production

BCL reserves the right to include / exclude any department at their discretion.

- HR department of BCL would raise an indent for manpower requisition, clearly defining the role profiles including duties and responsibilities of the Personnel needed on contract basis. The role profile will clearly give details of competencies/skills needed, educational qualifications, relevant experience needed compensation and duration of deputation. The no. of Personnel needed would also be clearly indicted in this requisition.
- The Agency would be required to send resumes of the candidates having relevant experience and qualification within 15 days of sending the requisition.
- The Agency will facilitate interview of the shortlisted candidates on a date to be fixed by BCL in consultation with the Agency.
- Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirements, BCL will select the candidates and the Agency will facilitate deputation of such selected candidates to the Company within a maximum period of 1(one) month.
- The personnel deputed to company shall not be below the age of 18 years and should have a valid contract of employment with the Manpower Agency.
- The personnel will be on a deputation as per requirement as desired by BCL. The period of deputation shall be reduced / extended upon mutual discussion/consent between BCL & the Agency.

- Only persons having valid employee contract with the Agency shall be deputed.
- If any of such deputed personnel provided by the Agency leaves the services of BCL prior to expiry of contract, the Agency will provide replacement within maximum period of 10(ten) days.
- BCL will designate a person who will deal with the Agency/Agencies. Similarly the Agency will designate a person who will be responsible for handling related matters.
- Every person engaged by BCL on deputation from Agency shall be an employee of the said Agency and none of the deputed personnel of the Agency shall have any claim whatsoever against the Company. Company will not be held responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employee.

Besides above, there may be other type of requirement, where the personnel selected will be in contract with BCL & will be paid by BCL directly, or by other means. In such cases, the responsibility of the agency will be limited to selection of the respective person.

The above description of scope of work is indicative and not exhaustive. Changes/additions can be made by BCL as and when necessary.

G.0 TERMS & CONDITIONS:

The EOI offers received through e-mail / Fax are not acceptable.

The agency shall not sublet or sub-contract the awarded job to any third party without written consent of BCL.

The contract period shall initially be for a period of 1(one) year from the date of engagement. The contract period may further be extended for one more year at the discretion of BCL subject to satisfactory performance.

All staffs & employees to be deployed by the agency shall be treated as the employees of the agency for all purposes. BCL shall have no liability in such matters.

BCL reserves all rights to reject one or all the proposals without assigning any reason thereof.

BCL reserves its right to withdraw this EOI notice inviting proposal at any time without assigning any reason thereof.

Payment of GST, if applicable on the selected firm, shall be made extra at actual as per prevailing rate on receipt of GST compliant invoice from the firm.

The payment to the selected agency shall be made after 30 days on receipt of bill, duly certified by in-charge HR Dept. of BCL.

BCL shall be entitled to terminate the contract at any time with 15 days notice at BCL's discretion. Once the termination letter is issued upon the concerned agency, within 3 days of receipt of the said letter they shall return all the documents of BCL and other related documents if any, lying in the possession of the Concerned agency unconditionally.

In case any dispute arises, the same shall be settled as per relevant rules and laws prevailing in India. Any legal dispute shall be settled within the jurisdiction of courts in Kolkata.

H.0. Schedule of Fees:

The rates are to be quoted by the nominated qualified bidders at appropriate time against BCL's request for the same at a later date. However the rates shall remain Firm during validity of the Contract.

For Braithwaite & Co. Ltd.