



## BRAITHWAITE & CO LIMITED

(A Government of India Undertaking under Ministry of Railway)

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, KOLKATA – 700043,

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E MAIL: braithwaiteindia.com, Website: [www.braithwaiteindia.co](http://www.braithwaiteindia.co),

CIN: U74210WB1976G01030798

TENDER NO: BCL / PUR / AW/SP- 60 /GROC/ 18

Date: 23.03.2018

Due Date: 02.04.2018

To

M/s.....

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“Sealed offers are invited in Two Bid system for supply of Grocery items with Boiled Rice (Minikit) for Angus Works Canteen of BCL Angus Works.

Sl. No.	Description of item	Total Qty.
(A)	Supply of Grocery Items for Angus Works Canteen as per list (attached herewith) for a period of one year w.e.f. 16.04.2018 to 15.04.2019.	As per Annexure
(B)	Supply of Boiled Rice ('MINIKIT) for Angus Works Canteen, for a period of one year w.e.f. 16.04.2018 to 15.04.2019.	4500 Kgs.

**Due date of tender submission : 02.04.2018 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 3<sup>rd</sup> 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 **General Manager (Co-ordination), 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 **02.04.2018**. The techno-commercial bid will be opened on **02.04.2018** 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.***

Contd..P/2

TECHNO-COMMERCIAL BID**GENERAL TERMS & CONDITIONS:****SCOPE OF WORK:**

- a) Supply of Grocery items and Boiled Rice should be Hygienic and 100 % fit for human consumption.
- b) Requirement of Grocery items and Boiled Rice should be as per the instruction of Canteen-in-Charge.
- c) Before supply of the same, samples to be approved by Canteen-in-Charge.
- d) Quality of above items should be as per standard which is maintaining at AW Canteen.
- e) Supply to be made as and when required basis / prefix / prior intimation given by the Canteen-in-Charge / Personnel department.
- f) Bidders are to quote for both group of Items.
- g) Party should contact with our In-charge of Personnel Department of AW for all sorts of queries regarding supply. prior to submission of offer.
- h) **All the bidders are requested to mention their valid E-Mail ID , Mobile No./ Land line No. during submission of their offer ( Techno - Commercial Bid).**

- 1) **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 favour 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.

The Units registered with D.G.S & D., SSI Units registered with NSIC, MSME for the tendered items and PSU units / RDSO approved vendors may be exempted from submission of EMD.

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 tenderers after finalization of subject tender.

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

- 2) **Security Deposit:**

- (a) 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 months claim period.
- (b) 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.
- (c) Security Deposit may be waived for DGS&D, RDSO, NSIC, SSI Registered Vendors of tendered items, MSME units and PSU Companies.

- 3) **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.  
**SD /PBG will be eligible for releasing only on completion of contractual obligation. SD/PBG shall be refunded against request letter within 1 year (maximum) from eligible date failing which BCL may not have any responsibility in this regard.**
- 4) **Payment: 100% after 30 days from the date of submission of bill, with relevant documents, duly certified by Personnel / Store Dept. of BCL- AW.**
- 5) **Validity:** Offer should remain valid for 90 days from the date of opening of the bid.
- 6) **Inspection:** Authorized representative of Personnel / Store Dept. of BCL- AW.
- 7) Quoted rate(s) shall remain firm till completion of the supply and no price variation shall be entertained.
- 8) **Delivery:** As per our requirement. Items should be delivered to BCL-Angus Works, Bhadreswar, Hooghly - free of cost as per daily requirement of Canteen-in-Charge. In case of failure to supply Grocery Items & Boiled Rice in time, BCL shall procure directly from Local market and additional cost involved for this procurement / purchase will be deducted from the bill of supplier.
- 9) **Contract Period:** One year w.e.f. 16.04.2018 to 15.04.2019. However, BCL reserve the right to shorten the contract period on the basis of monthly report from I/C - P&A department – AW regarding quality, quantity and timely supply of tendered items.
- 10) **Liquidated Damages:** In the event of failure on the part of the supplier to supply Grocery items & Boiled Rice 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.
- 11) **Risk Purchase:** In the event of your failure to supply the Grocery items & Boiled Rice 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
- 12) **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.
- 13) **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.
- 14) Any legal dispute that may arise will be settled within the jurisdiction of Courts at Kolkata.
- 15) Alteration/inclusion/deviation will not be allowed, once the bid is submitted.
- 16) **Purchaser may ask for further clarification / documents after opening of techno-commercial Bid (Part –I) received from the bidder.**
- 17) **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. Grocery items & Boiled Rice as per enclosure) towards experience of last seven (7) years ending on 31.12.2017.

- b) Copy of Trade License, 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.

**Additional Terms & Conditions :**

- (i) Order quantity may vary depending upon our requirement to the extent of 30% of the tendered quantity as per discretion of BCL.
- (ii) BCL reserve the right to place repeat order for maximum of 75% of order quantity and value at the same rate & terms.
- (iii) 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.
- (iv) Bidder(s) have to quote for all the Grocery items and Boiled Rice (Group wise) as per Price Bid format with actual requirement of tendered items otherwise the said offer may not be considered.**

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

**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 lowest group wise total amount quoted by the bidder.**

Sl. No.	Item description	Total Qty.	Unit Rate (Rs.)	Total value (Rs.)
(A)	Supply of Grocery Items for Angus Works Canteen as per list (attached herewith) for a period of one year w.e.f. 16.04.2018 to 15.04.2019.	As per Annexure (Chart enclosed)		
	<b>Grand total value of Group (A)</b>			
(B)	Supply of Boiled Rice (MINIKIT) for Angus Works Canteen, for a period of one year w.e.f. 16.04.2018 to 15.04.2019.	4500 Kgs		
	<b>Total value of Group (B)</b>			

## LIST OF GROCERY ITEMS

Sl. No.	Name of Items	Unit	Requirement per year (Approx.)
	Group - A		
1	Mug Dal ( Sona Mug )	Kg	275
2	Musur Dal ( Small Dana)	Kg	275
3	Arhar Dal	Kg	150
4	Bibli Dal	Kg	100
5	Channa Dal	Kg	50
6	Mustard Oil (AG Mark) , Engin / Sankha Brand (Tin Returnable) in 15 kg container	Kg	900
7	Sugar (Medium Quality M-30)	Kg	250
8	Salt ( TATA)	Kg	325
9	Mouri	Kg	8
10	Elaich	Kg	2.5
11	Daruchini	Kg	2.5
12	Golmarich Powder (Cookme/Sunrise Brand) in 50 gm pkt. each	Kg	1.5
13	Jeera Powder (Cookme/ Sunrise Brand) in 50 gm pkt.each	Kg	12
14	Jeera (Gota)	Kg	12
15	Red Chilly Powder (Cookme/ Sunrise Brand) in 50 gm pkt each	Kg	12
16	Red Chilly (Gota)	Kg	12
17	Haldi Powder (Cookme/ Sunrise Brand) in 50 gm pkt each	Kg	30
18	Randhuni	Kg	2.5
19	Posto Dana (JK Brand ) in 500 gm pkt each	Kg	25
20	Mustard Powder (Cookme/Sunrise Brand) in 50 gm pkt each	Kg	12
21	White Mustard ( Gota)	Kg	2
22	Papad (Madhuri Brand Big size) in 1 kg pkt each	Kg	35
23	Tez Patta	Kg	12
24	Kalo Zeera	Kg	3
25	Methi Seeds	Kg	3
26	Juan	Kg	1.5
27	Hing Powder (Everest/Sunrise Brand) in 50 gm pkt	Kg	1.5
28	Ghee (Cow)	Kg	6
29	Beson (Mutter Dal)	Kg	115
30	Badam (Ground Nut)	Kg	12
31	Chola (Gram)	Kg	12
32	Khabar Soda	Kg	1
33	Arraroot Powder	Kg	10
34	Bekary Nedo Buscuit Powder	Kg	20
35	Black Salt	Kg	1.5
36	Black Mustard Gota	Kg	2
37	Matar Dal	Kg	60
	<b>Group - B</b>		
1	Boiled Rice (Mini Kit)	Kg	4500

