



BRAITHWAIBRAITHWAITE & CO LIMITED

(A Government of India Undertaking Under Ministry of Railways)

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, KOLKATA – 43,

TEL 2439-7415 / 4114 / 6613 / 7413, FAX :91 (033) 2439 7632 / 5607

E MAIL: purchase@braithwaiteindia.com, Website: braithwaiteindia.com

CIN: U74210WB1976GOI030798

OPEN TENDER NO. BCL/RD/HOUSE KEEPING/CW, VW & AW/ 2017-19

January 9, 2018

“SEALED OFFERS ARE INVITED FOR ENGAGEMENT OF CONTRACTOR FOR EXECUTION OF HOUSE KEEPING JOB INCLUDING SUPPLY OF REQUIRED MATERIALS IN BCL’S CLIVE WORKS, VICTORIA WORKS & ANGUS WORKS AS PER TENDER CONDITIONS.”

1. Issue of Tender Documents : Any working day (Except Sunday & holiday) between 10.00 AM to 2.00 PM from 09.01.2018 to 07.02.2018 against payment of Rs.1000/- (non-refundable) by Demand Draft / Pay order drawn in favour of ‘Braithwaite & Co. Ltd.’ and payable at Kolkata. However, for bidders registered for the tendered items with NSIC and MSME units are exempted from submission of cost of Tender Documents.

Bidders who are interested to participate in the tender may also download the tender document from our Website ‘www.braithwaiteindia.com’, for which they have to submit cost of the tender document of Rs.1000/- (Non- refundable) through Pay Order / DD along with techno-commercial offer (Part-I). No offer shall be accepted after closing of tender box at specified date & time.

2. Closing of Tender Box: 07.02.2018 at 2.30 P.M
3. Opening of Part-I Bids: 07.02.2018 at 3.00 P.M

The Tender should be submitted in Two Bids i.e. Part-I & Part-II.

1. Part-I : Techno-commercial Bid & EMD.
2. Part-II : Price bid.

Both the above-mentioned parts shall be inserted separately in 2 (two) sealed envelopes:

Envelope 1: Super scribing tender number and Part No. i.e. Part-I

Envelope 2: Super scribing tender number and Part No. i.e. Part-II

Envelope3: Both the envelopes 1 and 2 are in turn to be put in another i.e. Third envelope and this envelope should be superscripted prominently as “TENDER FOR HOUSE KEEPING JOB FOR CLIVE WORKS, VICTORIA WORKS & ANGUS WORKS, Open Tender Number BCL / RD / HOUSEKEEPING / CW,VW&AW/2017-19 dated 09.01.2018, Box No.1 and Due date”. All the three envelopes 1, 2 & 3 are to be duly sealed.

The sealed envelope should be addressed to General Manager (Coordination), Braithwaite & Co. Ltd. 5, Hide Road, Kolkata-700 043 may be dropped in our **Tender Box No 1** (in case of hand delivery) or may be sent by Registered post but must reach us positively within 07.02.2018 (due date) by 2.30 P.M. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.

Techno-commercial Bid and Price Bid shall be opened separately. Techno-commercial Bid & EMD (Part-I) shall be opened on 07.02.2018 at 3.00 P.M. During opening of Techno-commercial Bid (Part-I), and Price Bid (Part – II), the bidders may depute their authorized representative to be present as witness. The Time and Date of the opening of PRICE BIDS will be intimated only to those Bidders, whose Techno-commercial Bid is accepted after evaluation of details and documents furnished in Techno-commercially bids. No correspondence in this regard will be entertained. Tender in whom both Techno-commercial Bid and Price Bid are found in the same envelope is liable to be rejected.

SITE VISIT:

Before quoting, bidder must visit Clive Works, Victoria Works & Angus Works of BCL and contact Manager (Maint.) – CW & VW of Clive Works and Personnel Deptt. – Angus Works for any query relating to jobs to be performed, payment of wages etc. Bidder should ensure / understand the nature of jobs to be performed by them. Accordingly, the bidder must give a declaration separately in the Techno-commercial bid that he has understood the job(s) & the obligations to be performed under the contract, if awarded, and rates quoted accordingly. No claim in this regard shall be entertained by BCL afterward on any ground.

A. DESCRIPTION OF JOBS:• **For CLIVE WORKS:**

Execution of House Keeping job includes supply of 30 nos. un-skilled labours, required materials & accessories of company premises including drain cleaning, grass cutting etc. in BCL's Clive Works.

The entire housekeeping job at Clive Works to be executed with supply of following materials per month. Description of material & quantity are given below:

| | | | | | | |
|------|------------------------|---|-------------------------|------|-----------------------|-----------|
| (1) | Phenyle | - | 60 Liters | (2) | Bleaching Powder | 100 Kg |
| (3) | Napthalene | - | 2.5 Kgs. | (4) | Odonil (50 gms. each) | 40 Pcs. |
| (5) | Swab | - | 20 Pieces | (6) | Soda | 50 Kgs. |
| (7) | Phool Jharu | - | 15 Pieces | (8) | Broom Stick | 30 Kgs |
| (9) | Room Freshener | - | 06 Pieces | (10) | Duster | 20 Pieces |
| (11) | Brasso | - | 500 ml. | (12) | Harpic Toilet Cleaner | 03 Pieces |
| (13) | Nirma Washing Powder-- | | 05 Kgs | (14) | Coir Brush | 05 Pieces |
| (15) | Muriatic Acid | - | 30 Liters | (16) | Liquid Hand Shop- | 10 Litrs |
| (17) | Dettol Soap | - | 04 Pieces (75 gms each) | | | |

The necessary materials / equipments shall be supplied by the contractor at his own cost.

The materials mentioned which are to be supplied by the contractor for house keeping job. The contractor shall arrange and procure all these materials in time & keep under custodian of Clive Store. These materials are to be taken with proper documentation / proper requisition, duly certified by Manager (Maint.– CW /VW. Copies of challans, Requisition, Gate Pass (if any) and issue of such materials from stores should be attached with bill for payment.

If less quantities than the quantities as mentioned above are supplied by the contractor, the price (as per challan) of shortfall quantity to be deducted from their bills in respective month.

• **FOR VICTORIA WORKS:**

Execution of House Keeping job includes supply of 9 nos. un-skilled labours, required materials & accessories of company premises including drain cleaning, grass cutting etc. in BCL's Victoria Works.

The entire housekeeping job at Victoria Works to be executed with supply of following materials per month. Description of material & quantity are given below:

| | | | | | | |
|------|--|---|------------|------|------------------------|--------------|
| (1) | White Phenyl | - | 12 Liters | (2) | Black Phenyl | 7 Ltrs. |
| (3) | Liquid Floor Cleaner | - | 7 Ltrs. | (4) | Broom Stick | 4 Kg. |
| (5) | Phool Jharu | - | 2 Pieces | (6) | Odonil (125 gm)- | 15 Nos. |
| (7) | Colin (Big) | - | 2 Nos. | (8) | Toilet Brush | 2 Nos. |
| (9) | Air Pump | - | 2 Nos. | (10) | Hand Wash (Liquid) | 3 Nos. |
| (11) | Napthalene(250 gm. Each) | - | 3 Pkts | (12) | Room Freshener (Big) | 03 Nos. |
| (13) | Table Duster | - | 06 Nos. | (14) | Floor Duster | 04 Nos. |
| (15) | Dettol Soap | - | 02 Nos | (16) | Bleaching Powder | 12 Kg |
| (17) | Surf Powder | - | 01 Kg. | (18) | Jhul Jharu | 1 No |
| (19) | String for Bending Jharu- | | 02 Mtr. | (20) | Harpic Toilet Cleaner- | 01 No. (Big) |
| (21) | Acid for bathroom cleaning at Workshop | | - 10 Ltrs. | | | |

The necessary materials / equipments shall be supplied by the contractor at his own cost.

The materials mentioned which are to be supplied by the contractor for house keeping job. The contractor shall arrange and procure all these materials in time & keep under custodian of Victoria Store. These materials are to be taken with proper documentation / proper requisition, duly certified by Manager (Works – VW) / P.E (Maint. Dept – VW. Copies of challans, Requisition, Gate Pass (if any) and issue of such materials from stores should be attached with bill for payment.

If less quantities than the quantities as mentioned above are supplied by the contractor, the price (as per challan) of shortfall quantity to be deducted from their bills in respective month.

• **For ANGUS WORKS:**

Execution of House Keeping job includes supply of 21 nos. un-skilled labours, required materials & accessories of company premises, residential area including drain cleaning, grass cutting etc. in BCL's Angus Works.

The entire housekeeping job at **Angus Works** to be executed with supply of following materials per month. Description of material & quantity are given below:

| | | | |
|----|---------------------------|---|---|
| a. | Phenyle | - | 30 Liters (Bengal Chemicals / Phitotresh) |
| b. | Bleaching Powder | - | 100 Kgs (Kanoria Chemicals) |
| c. | Napthalene | - | 1.50 Kgs |
| d. | Odonil | - | 48 pieces (50 grams each of Balsara) |
| e. | Swab | - | 25 Pieces |
| f. | Wiper /Soda/Cotton wiper- | - | 02 Pcs. / 50 Kgs. |
| g. | Phool Jharu | - | 10 Pieces |
| h. | Broom Stick | - | 30 Kgs |
| i. | Room Freshener | - | 12 Pieces (Premium) |
| j. | Duster | - | 20 Pieces |
| k. | BRASSO | - | 500 MI |
| l. | Harpic Toilet Cleaner | - | 07 Pieces (500 ml. Each) |
| m. | Nirma | - | 05 Kgs. |
| n. | Carbolic Acid | - | 02 Pieces (500 ml.) |
| o. | Muritic Acid | - | 15 Liters |
| p. | Hand Washing Soap | - | 10 Litrs |
| q. | Dettol Soap | - | 20 Pieces (75 gms each) |

The necessary materials / equipments shall be supplied by the contractor at his own cost.

The materials mentioned which are to be supplied by the contractor for house keeping job, the contractor shall arrange and procure all these materials in time & keep under custodian of AW. These materials are to be taken with proper documentation / proper requisition, duly certified by authorized representative of Administrative Dept. of AW. Copies of challans, Requisition, Gate Pass (if any) should be attached with bill for payment.

If less quantities than the quantities as mentioned above are supplied by the contractor, the price (as per challan) of shortfall quantity to be deducted from their bills in respective month.

ELIGIBILITY CRITERIA:

The tenderer shall submit the following documents along with Techno-Commercial Bid.

1. The bidder should have average turnover of Rs.25.96 lacs during last three years ending on 31.03.17 and also should have earned net profit in any of the last three years. Also the bidder should submit a copy of audited / chartered accountant certified balance sheets & profit & loss accounts for the last three financial years ending 31.03.17 as the case may be.
 2. Experience of having successfully executed / executing similar works (defined below) during last 07 (seven) years ending 31.12.2017 fulfilling any of the following criteria.
 - a. Three similar works each costing not less than Rs.34.62 lakhs.
OR Three similar works consisting supply of manpower of 24 persons in each job.
OR
 - b. Two similar works each costing not less than Rs.43.27 lakhs.
OR Two similar works consisting supply of manpower of 30 persons in each job.
OR
 - c. One similar work each costing not less than Rs.69.23 lakhs.
OR One similar works consisting supply of manpower of 48 persons in each job.
- Bidders should have minimum three years experience in executing similar type of job in any reputed Private Organizations / PSU / Manufacturing Units Or private / Government Organizations.
 - The terms "similar works" shall mean house keeping jobs or deployment of manpower to industrial establishments.

A. SCOPE OF JOB TO BE CARRIED OUT AT BCL – CLIVE WORKS

1. Daily cleaning, sweeping dusting, swabbing of the offices of MD, DF, DP, Drawings Office, Corporate Office, ERP/EDP, Dispensary, Purchase, Accounts, Corporate Finance, Vigilance, Commercial, Inspection, Works Office, Maintenance Office, RDSO Office, Steel & Jig and Template Office including various Stores, Wagon Shops, Structural Shop etc. and adjacent rooms. This includes passages and staircase of the above Offices and all the floors of Administrative Building, Corporate Personnel Building, Canteen and Establishment, shop Bays along with entire premises.
2. Daily washing and cleaning of all the Lavatories, Urinals and Basins, floors of the above area with Phenyl, Naphthalene, Muritic Acid, Bleaching power etc. All these toilets (Work shop & Office), Lavatories, Urinals etc are to be cleaned properly at least two times a day in between 8.30 AM to 9.30 AM and 1.30 PM to 2.30 PM. Daily cleaning, sweeping, dusting of the other office inside our premises. Boundary wall i.e. Template Shop, 4 Bay, Erection, Electric, Power House, D.G. Power House, Works Building, Wagon Store, Wagon Shop, Darwan Quarters, General Store, Supervisors' Office etc. including passages, staircase etc. Swabbing to be done once in a week.
3. Daily dusting and proper cleaning of all tables, chairs, furniture, office equipment of all the offices. In case of any additional new furniture equipment etc., cleaning to be done at no extra cost.
4. Daily cleaning, sweeping and dusting of all the floor areas outside office building but inside our premises boundary wall. This also includes clearing of Cob Web Dust etc., from structural steel work, Wall passage, Working areas, stall ages and machine etc. including collecting electrodes end, iron particles and to be dumped at our stacking place.
5. Canteen to be properly cleaned daily before and after lunch time including cleaning / washing of all utensils and stacking at proper place. This includes the staircase, tables etc. Daily cleaning of all surface drains, sewerage pits etc. inside our premises boundary wall and outside drains from Gate No. 14 to CPT quarters. Drain passing along 7 Bay up to S & L Ltd., drain from Mounting Shed to S & L Ltd., cleaning of ratings along our office building (Hide Road side) up to C.G. Road crossing as and when required.
6. Cutting of the jungle, Wild hedges grass etc from our Railway Track Steel Stock and other places inside our premises as and when required.
7. Daily maintenance of our Garden Lawn including supply of Earthen Flower pots (10" size- 06 Nos. Base Tubs of plastic – 06 nos. per month.) plantation of seasonal flowers etc.
8. Hand wash liquid soap should be available in all toilets / latrines & canteen.
9. Carpet should be keep dust free and clean on regular basis without damaging the carpet.
10. Odonil should be always available in all rooms, toilets & urinals.
11. Weekly cleaning of all Glasses of Windows of all Offices, Canteens, Dispensary etc. with soap water and disinfections chemical.
12. Daily cleaning of the entire name plates, Sign Boards, Safety / ISO Boards etc. with proper cleaning materials.
13. Cleaning of all Ceiling fans of all areas to be done once in a month.
14. Daily cleaning and removal of waste materials from the above offices / floors etc.
15. Cleaning of all Fans, Light Sheds of all Offices, Canteen, and Quarters etc. once in a month.
16. Room freshener should be given every month for Director's & CMD's chamber and conference room and one ampoule in a month for each room.
17. The contractor shall do pest control once in every month.
18. Delivery of Oxygen and Acetylene Cylinder, Pearl Coke to our production area from storage place and also collection of above items from our suppliers.
19. Remove the empty Wooden Crates from Mounting Shed to our Stacking place.
20. Shifting of chairs, furniture etc., from one Office to others.
21. Remove scrap, drillings etc from various places.
22. Sweeping and cleaning of the roof of the office building once in a month.
23. Any other related jobs as per requirements.
24. Floor tiles, wall tiles and all bathroom fittings of all toilets / latrines should be cleaned thoroughly with suitable soap / cleaner.
25. Need based cleaning of Mud and Slurry from Drain, Trench and Railway track etc.
26. Tentatively 30 nos. un-skilled labours are to engaged daily for carry out the above mentioned job.

B. SCOPE OF JOB TO BE CARRIED OUT AT BCL – VICTORIA WORKS:

1. Daily cleaning, sweeping, dusting, swabbing of the office premises (Ground floor, Mezzanine floor & first floor), Dispensary, Darwan quarters & Work store. This includes passages and staircase and all the floors of the Offices.
 2. Daily washing and cleaning of all the Lavatories, Urinals and Basins, floors of the office with Phenyl, Naphthalene, Bleaching power etc. All these toilets (Work shop & Office), Lavatories, Urinals etc are to be cleaned properly. Cleaning all the toilets twice daily.
 3. Daily dusting and proper cleaning of all tables, chairs, furniture, office equipment of all the offices. In case of any additional new furniture equipment etc., cleaning to be done at no extra cost.
 4. Daily sweeping, cleaning & swabbing of Workmen's Canteen, Staff Canteen and Kitchen (2 times daily).
 5. Cleaning of all drains and pits etc. inside our premises as and when required basis.
 6. Daily sweeping the area of north side main gates (2 nos.) and pathway of main bay and preparation bay, electrical sub-station and electrical maintenance room.
 7. Hand wash liquid soap should be available in all toilets / latrines & canteen.
 8. Carpet should be keep dust free and clean on regular basis without damaging the carpet.
 9. Odonil should be always available in all rooms, toilets & urinals.
 10. Weekly cleaning of all Glasses of Windows of all Offices, Canteens, Dispensary etc. with soap water and disinfections chemical.
 11. Daily cleaning of the entire name plates, Sign Boards, Safety / ISO Boards etc. with proper cleaning materials.
 12. Cleaning of all Ceiling fans of all areas to be done once in a month.
 13. Daily cleaning and removal of waste materials from the above offices / floors etc.
 14. Cleaning of all Fans, Light Sheds of all Offices, Canteen, and Quarters etc. once in a month.
 15. Room freshener should be given every month for Unit In-Charge, MD's executive's chamber and conference room and one ampoule in a month for each room.
 16. Floor tiles, wall tiles and all bathroom fittings of all toilets / latrines should be cleaned thoroughly with suitable soap / cleaner.
 17. Garbage of canteen & factory waste to be taken out from factory premises daily and drop in the nearest vat out side of factory.
 18. Any other related jobs as per requirements.
 19. Pest control in VW, Building & Furniture as detailed below:

| | |
|---|-------------------------|
| a. Office Building (Ground, Mezzanine & 1 st floor) | - 7800 sq. ft x 3 floor |
| b. Canteen & Stores (Ground, 1 st , 2 nd & 3 rd floor) | - 8500 Sq. ft. |
| c. Power House | - 1300 Sq. ft. |
| d. Dispensary | - 500 Sq.ft. |
| e. Security quarters (Ground floor & 1 st floor) | - 2000 Sq. ft |
| f. Electrical Dept. & allied area | - 1000 Sq. ft. |
| g. Furniture | - 100 Nos. |
- The contractor shall do pest control once in every month.
- If the contractor has not do the pest control job in a month, the price shall be deducted from their bills in respective month.
20. Grass cutting of Railway track, surrounding area inside Victoria Works premises, Garden and cleaning the shop floor area.

C. SCOPE OF JOB TO BE CARRIED OUT AT BCL – ANGUS WORKS, BHADRESWAR.

1. Daily cleaning, sweeping, dusting, swabbing of the offices of DGMS' Drawing office, Dispensary, Personnel, Purchase, Accounts, Commercial, Inspection, Work office, RDSO office, ERP, Steel yard, various stores/sub-stores, shop floors of various shop and adjacent rooms/offices. This includes passages and staircase of the above offices and all the floors of Administrative building Canteen etc.
2. Daily cleaning and washing of all lavatories, Urinals and Basins, floors of the above areas with Phenyl, Naphthalene, Muritic Acid, Bleaching powder etc. for proper maintenance. All these toilets, Lavatories, Urinals etc. are to be cleaned properly at least two times a day in between 8030 AM to 10.00 AM and 3.00 PM to 4.00 PM. cleaning etc. and proper maintenance of the Company's premises and residential area.
3. Daily cleaning, sweeping, dusting of the other offices inside our premises boundary wall including Quarters at residential areas i.e. DG Power House, Sub-Station, Transport Dept. including passages, staircase etc. swabbing to be done once in a week.
4. Daily washing and cleaning of all lavatories of the above offices and works with Phenyl, Naphthalene, Muritic Acid, Bleaching powder etc. for proper maintenance.
5. Daily dusting and proper cleaning of all tables, chairs, furniture, office equipments of all offices. In case of additional new furniture equipment etc. cleaning to be done at no extra cost.
6. Daily cleaning, sweeping and dusting of all the floor areas outside the office building but inside our premises boundary wall. This also includes cleaning of cob dust from works, walls, passage, working areas, stallages & machines etc. including collecting electrodes ends, iron particles etc. and to be dumped at our stacking place.
7. Canteen to be cleaned properly before and after lunch time daily i.e. at 11.00 A.M. and 1.00 P.M. including cleaning / washing of all utensils and stacking at proper place.
8. Daily Cleaning, sweeping, swabbing of Canteens including cleaning, washing of utensils and removing of ashes from the oven. This includes the staircase, tables etc. daily cleaning of all surfaces drains sewerage pits etc. inside our premises boundary wall.
9. Sweeping and cleaning of the roof of the office building once in a month.
10. Cutting of jungle, wild hedges, grasses & delving work from our railway track, steel yard and other places inside our premises as when as required.
11. Daily maintenance of our garden, Lawn.
12. Daily carrying of cooked food (if required) from canteen to specific employee's work place and after eashing the utensils, those are to be taken back to canteen for next days's meal. This includes daily delivery of Diesel / Gas cylinder from & to canteen.
13. THE FOLLOWING JOBS ARE ALSO TO BE CARRIED AS AND WHEN REQUIRED BASIS.
 - i. Delivery of Oxygen, Acetylene Cylinder, LPG Cylinders, Pearl Coke to our production area from storage place and also collection of above items from our suppliers.
 - ii. Shifting of chairs, furniture, files & other office equipments from one Office to another office.
 - iii. To remove scrap, drillings etc from various places.
14. Weekly cleaning of all Glasses of Windows & Doors of all Offices, Canteens, Quarters etc., with soap water once in a week.
15. Daily cleaning of the entire name plates, Sign Boards and Display boards etc. and weekly cleaning with Brasso / proper cleaning materials.
16. Cleaning and washing of Company's vehicles daily.
17. Cleaning of all Ceiling of all areas to be done once in a month.
18. Daily cleaning and removal of waste materials from the above offices / floors etc.
19. Cleaning of all Fans, Light Sheds of all Offices, Canteen, and Quarters etc. once in a week.
20. Pest Control work to be done once in a month on specific areas.
21. Any other related jobs as per requirement.
22. Minimum tentative requirement of manpower in un-skilled category is 21 persons daily.

D. TECHNICAL REQUIREMENTS FOR HOUSEKEEPING JOB AT CLIVE & ANGUS WORKS:

- 1). The Party has to ensure providing uninterrupted service of house-keeping job at Clive Works, 5 Hide Road, Kolkata – 700043, Victoria Works, P-61, CGR Road, Kolkata - 700043 and Angus Works, Bhadreswar, Hooghly, with proper deployment of spot supervisors during currency of the contract.
- 2). Operating Authority of the job is Manager (Maint.) – CW&VW for Clive Works, Asst. Mgr (Maint. Dept – VW) or his authorized personnel and In – Charge of Administration Department for Angus Works.
- 3). The party should take signatures from individual departments for work done which will be certified by Operating Authority during end of the month.
- 4). Party also ensure about the quality of job done at Clive, Victoria & Angus Works
- 5). Payment will be made based on certification of operating authority as mentioned in Sl. No. (2) by maintaining all the formalities framed in the order.
- 6). Employees of the contractor engaged for the jobs shall be covered by PF, ESI, Bonus & WestBengal Welfare society scheme etc. All statutory obligations shall be of the responsibility of contractor.
- 7). The contractor should take all precautionary measures for safety of their workmen. Braithwaite, in no case, shall be held responsible for any mishap or damage caused to the workmen of contractor during execution of the job.
- 8). The contractor will be required to comply with Company's rules & regulations which are in force from time to time.
- 9). The contractor has to provide required manpower, tools & tackles at their own cost during execution of the job.
- 10). Bidders shall have to comply with all statutory responsibilities with regard to Contract Labor (R&A) Act, EPF Act, and Bonus act. Besides, the contractor shall also maintain Minimum Wages as per notification of Govt. Of West Bengal and shall have to be paid to employee engaged by contractor.
- 11). Separate register / logbook shall have to maintain for daily job certification from each department and daily attendance from time office / security office of the respective units.
- 12). The house keeping job shall ensure to keep clean including emergency cleaning as and when required.
- 13). The In- Charge of the unit shall arrange to conduct surprise verification along with Officer of certain department at least twice in a week to ensure the performance of the job. However, the team shall not be more than 3 (three) members selected covering all the senior Officers of all departments to be represented at least once in a month.
- 14). Normal duty hours shall be 8 hours (General or Shift Duty). However, BCL reserves the right to fix up the working days / timings of the contractor's workers from time to time as per requirement / exigency. BCL shall not make any additional payment to the contractor on account of extra hours / timing etc. However, in case of job being done in holidays or weekly off-day, the same will be included in attendance sheet and payment also shall be made accordingly as per actual attendance basis.
- 15). Operating Authority will also to ensure adequate cleanliness maintained to the satisfaction of HOD of respective department.
- 16). In case the bidder is SSI /NSIC/MSME registered units, the ownership i.e whether the owner is under SC/ST category is to be indicated. If he owner is SC/ST, necessary documents are to be submitted.

E. GENERAL TERMS & CONDITIONS:

1. **Period of contract:** The period of contract of the job shall be for 2 (two) year and the same may be extended for another 1 (one) year period (as per discretion of BCL) subject to satisfactory performance of the contractor.
2. The Purchaser reserves the right to increase or decrease the ordered quantity during the currency of contract by not more than 30% of the ordered quantity on the same price and terms and conditions by giving the notice in writing to that effect and according to the revised delivery schedule advised by the Company.
3. **Security Deposit;**

For due fulfillment of contractual obligations, the successful bidder shall furnish Security deposit within 15 days of receipt of Purchaser order in the form of Bank Guarantee (as per format provide by BCL)/ Demand Draft / Pay order, valid till completion of warranty / guarantee period. The amount of Security Deposit will be 5 % of contract value.

 - a. 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 contractor's failure to complete its obligations under the contract.
 - b. Security Deposit will be discharged and returned to the contractor on completion of the job successfully certify by the user deptt. of respective units.
 - c. As and when an amendment is issued to the contract, the contractor shall within 15 days of 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.
 - d. Security Deposit may also be built up by deducting the amount proportionately from each bill of the supplier / contractor on their request. However, 50% of the total amount of Security is to be deposit by the successful bidder on receipt of Purchase order. Balance 50% may be received from running bill.
 - e. Security Deposit may be exemption for NSIC, SSI, RDSO / D.G.S.D registered bidders and also PSU company. However, valid documents for registration of the items tendered to be submitted with the techno-commercial bid.
4. Bidders are free to quote for the jobs only for Clive Works OR only for Victoria Works OR only for Angus Works OR for both Clive Works, Victoria Works & Angus Works. Bidders must indicate in their Techno-commercial Bid regarding their offer for which works.
5. **Performance Guarantee:**

The contractor shall also submit a performance Bank Guarantee for a sum equal to 10% of contract value after receipt of order and before receipt of first payment. The performance Bank Guarantee shall remain valid up to the warranty period. However, Security Deposit, if submitted, can be converted to Performance Guarantee.
6. **Liquidated Damages:**

In the event of failure on the part of the supplier to complete the job within the stipulated completion period, Braithwaite reserve the right to recover a sum of 0.5% for every week or part thereof by way of LD subject to a maximum of 10% of the ordered value.
7. **Risk Purchase:**

In the event of failure on the part of the supplier to supply within the reasonable period of time as decided by the purchaser. The purchaser reserves the right to procure the materials from other agency / agencies at your 'Risk Purchase' basis and shall recover the extra cost thereof if incurred on the supplier.
8. **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 party 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 adjudication of sole arbitrator who shall be Managing Director shall have the right and authority to appoint any office of the Company not below the rank of a General Manager who is not directly with the Purchaser 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.
9. Any legal dispute that may arise will be settled within the jurisdiction of Courts at Kolkata

10. **Rate:**

- (a) Bidders should quote their RATE as per price bid format.
- (b) The remuneration of their employee should not be less than prevailing labour rates as notified by W.B. Govt.. If the bidder quotes wages less than the Minimum wages, his/her bid shall be rejected summarily.
- (c) BCL shall reimburse the GST as extra, as applicable as per rule against documentary evidence. Hence, bidder quoted rates shall not include GST.
- (d) The reimbursement of Bonus for the contract period will be paid to the contractor by BCL considering the yearly bonus amount of Rs.7000/-.
- (e) Quoted Rates shall remain Firm during contract period except adjustments to be made done to variation of Minimum Wages as specified in *para 12* given below.
- (f) The bidder should quote their rates on man-day basis.
- (g) Bidder shall quote their Service charge on Lump-sum basis as per price bid format. The offered *Service charges shall remain constant* and will not vary incase of amendment of price due to Minimum Wages revised during currency of the contract.

11. The Contractor shall pay the wages to their employee on or before the 10th of every succeeding month *through Digital mode / Cheque*, irrespective of delay in payment of Bill by BCL for whatever reason. Wages payable shall not be less than the minimum wages as declared by the Government of state of West Bengal from time to time;. At the time of submission of bill, contractor shall submit workers EPF number and proof of submission of EPF, ESI etc corresponding to the particular employee (s) as applicable every month, deployed by him at BCL. While depositing the applicable ESI and EPF amount in the account of respective employee, it shall be the sole responsibility of the contractor to comply with all the prescribed provisions of Labour Rules/Laws and Act.

12. Rate of unskilled labour to be deployed by the contractor should not be less than the current Minimum Wages as per Minimum Wages Notification, Government of West Bengal-Wages Rules & Regulation. The minimum wages to the deployed labour shall be applicable time to time as per Minimum Wages notification of Govt. of West Bengal. Bidder / Contractor shall adhere to the same. However, rates quoted shall be subject to adjustment with the implications of differential amount along with impact of PF, ESI & Bonus thereon as per Minimum Wages circulars of Govt. of West Bengal from time to time. The bidder should quote rates as per price bid format considering current minimum wages.

13. **Evaluation of Tenders:**

- (a) The Tender Committee shall evaluate the techno-commercial bids with reference to technical requirements (as per qualifying criteria) and various other commercial criteria given in the tender document.
- (b) The technically qualified bids shall be further considered for opening and evaluation of financial bids
- (a) Lowest Bid shall be evaluated on the basis of Lowest Total Amount Unit-wise received from a bidder.

14. **Payment Terms:**

Payment will be made with 30 days credit after submission of the bill. Payment of the bill will be based on attendance sheet in respect of the persons actually deployed duly verified & certified.

The following provisions regarding GST shall be required for the subject job.

- Party has to submit GST compliant invoice and challan (if any) to the authorities mentioning its GSTIN No.
- Party has to submit compliance regarding documentation / monthly returns so as to ensure availing Input Tax Credit (ITC) by BCL, failing which BCL will deduct the resultant amount.
- BCL reserves the right to keep the payment of GST amount to the party on hold till the receipt of ITC by BCL is ensured.
- Bidders should mention the GST rates with Service Accounting Code (SAC) as prescribed in GST in all invoices.

15. **Braithwaite & Co. Limited reserves the right to:**
- Postpone the due date of the tender.
 - Cancel the tender at any stage.
 - May ask for further clarification / information during techno-commercial scrutiny of bids received.
 - BCL shall not be responsible for any delay, loss, damage for bids sent by post.
 - BCL shall not be liable for any expenses incurred by bidder in preparation of bid irrespective of whether it is accepted or not.
 - Canvassing i.e. soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.
 - If the bidder deliberately furnish any wrong information in his tender to create a circumstances for the acceptance to his bid, Braithwaite reserves the right to reject such application.
16. **Termination of Contract:**
- (a) **BCL reserve the right to terminate the contract(s) / order (s) by giving 15 (Fifteen) days notice in case of poor performance of the contractor / non-compliance of contractual obligations.**
- (b) **In case the contractor fails to commence/execute the work as stipulated in the contract or gives unsatisfactory performance or does not pay the wages or does not meet the statutory requirements of the contract, BCL reserves the right to cancel the whole contract or part thereof and withhold the contract and get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.**
- (c) **During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property, contractor shall replace immediately the said employee.**
17. **In case of cartel formation following terms shall be maintained:**
Wherever all or most of the bidders, quote equal rates and cartel formation is notices, BCL reserve the right to place order on one or more bidders with exclusion of the rest without assigning any reasons thereof.
18. **An unconditional acceptance of all notes, terms & conditions of the tender, must be given along with the offer in Techno commercial Bid (Part-I).**
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F. TECHNO – COMMERCIAL BID (PART-I)

The Tenderer should submit the following documents / declaration along with Techno-commercial bid, which is required in support of eligibility and qualification:

- (1) **The copy of Firm's Registration / Incorporation Certificate with relevant authority.**
- (2) **Copy of valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970.**
- (3) **Statement of average annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.**
- (4) **Audited Balance Sheet along with Profit & Loss Statement of latest three financial years.**
- (5) **EMD of required amount as per Clause.**
- (6) **Copy of GST registration certificate, Employee Provident Fund (EPF), ESI and PAN card.**
- (7) **Copies of work Orders and Client's Satisfactory Certificates in support of qualification criteria given in Technical Eligibility.**
- (8) **Declaration for not having been blacklisted by any Tender Inviting Authority or by any State Government or by Government of India.**
- (9) **Bidder must declare clearly without any condition that they shall provide full services towards the job that they had quoted for if they are awarded any order.**

- (10) Bidders are requested to submit their price in a separate envelope as per the Price Bid Format given in a separate sheet. In case, rates are quoted in Techno-Commercial Bid, the offers will be rejected.
- (11) Tender will be considered cancelled if the documents required for Part- I & Part- II bids are not placed in proper / respective envelope. Bidders should submit a copy of un-priced Price Bid (i.e. a copy of Price Bid without price figure but mentioning as "Quoted" or "Not Quoted" in the relevant column) along with Techno-Commercial Bid.
- (12) Bidders are requested to submit their price bid separately for Clive Works, Victoria Works & Angus Works and accordingly BCL shall be placed separate orders for Clive Works, Victoria Works & Angus Works in respect of L-1 bidder.
- (13) **EARNEST MONEY DEPOSIT (E.M.D.) : RS. 1,00,000/- (RUPEES ONE LAKH ONLY)**
- i. Earnest Money Deposit of Rs.1,00,000/- is required to be submitted by Demand Draft / Pay Order or Bid Bond in the form of Bank Guarantee in favour of Braithwaite & Co. Limited, payable at Kolkata. In case of bid bond, the validity period should initially be 90 days from the date of opening of tender. However, for SSI Units with valid single point registration with NSIC, payment of EMD & Security Deposit can be considered for exemption to the extent of monetary limit granted on submission of valid NSIC registration certificate for the items tendered. EMD is also exempted for vendors registered with RDSO / D.G.S.D.
 - ii. Earnest Money lodged by unsuccessful bidder and shall be refunded / released to them without any interest after finalization of a tender. It shall be refunded to the successful tenderer on receipt of the Security Deposit / Performance Guarantee or if so decided by the tenderer to adjust against security deposit for the said job.
 - iii. EMD/ Bid Bond will be forfeited or revoked if the bidder withdraws, amends, impairs or derogates and/or if the price is escalated later within the period of validity of their offer.
 - iv. No offer will be considered without EMD.
- (14). In case of vendors themselves registered with SSI & NSIC with single point registration, RDSO / DGS & D, they will be exempted from Cost of Tender, EMD and Security Deposit. In that case they should submit valid registration copies.
- (15) Offer should remain valid for 90 days from the date of opening the tender.
- (16). BCL shall not be responsible for providing residential accommodation to any of the employee of the contractor.
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G. PRICE BID (PART-II)

1. This part must be free from any condition.
2. No correction, over- writing etc., is allowed for consideration.
3. Bidder should quote rates as per Price Bid format considering scope of work and all terms & conditions of the tender. It is mandatory to quote rates for all the items of Price Bid failing which their offer will be rejected. Rate(s) should be quoted both in words & in figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
4. Lowest Bid shall be evaluated on the basis of **Lowest Total Amount Unit-wise** received from a bidder. Moreover, BCL reserves the right to place separate orders for Clive Works & Angus Works in respect of L-1 bidder.

Successful bidders shall submit break up of their quoted Labour charges Per man-days. The same shall be considered during amendment time to time due to increase of minimum wages.

The offered Service charges shall remain constant and will not exceed incase amendment of price due to Minimum Wages revised during currency of the contract.

Price Bid Format for CLIVE WORKS:

| Parameter | Rate in Rs. |
|---|--|
| Labour charges (unskilled category) maintaining Minimum Wages as per Notification of Govt. of West Bengal including all statutory liabilities like P.F, ESI, Bonus & West Bengal labour Welfare Fund Act. etc. - (a) | Rate per man-day including all statutory liabilities Rs. _____ |
| Service charge (Lump-Sum) per month (b) | Rs. _____ |
| Material Cost per month (inclusive all Taxes) (c) | Rs. _____ |
| TOTAL AMOUNT FOR CLIVE WORKS T = [26 x (a) x N] + (b) + (c) | Rs. _____ |

Price Bid Format for VICTORIA WORKS:

| Parameter | Rate in Rs. |
|---|--|
| Labour charges (unskilled category) maintaining Minimum Wages as per Notification of Govt. of West Bengal including all statutory liabilities like P.F, ESI, Bonus & West Bengal labour Welfare Fund Act. etc. (a) | Rate per man-day including all statutory liabilities Rs. _____ |
| Service charge (Lump-Sum) per month (b) | Rs. _____ |
| Material Cost per month (inclusive all) (c) | Rs. _____ |
| TOTAL AMOUNT FOR VICTORIA WORKS T = [26 x (a) x N] + (b) + (c) | Rs. _____ |

Price Bid Format for ANGUS WORKS:

| Parameter | Rate in Rs. |
|---|--|
| Labour charges (unskilled category) maintaining Minimum Wages as per Notification of Govt. of West Bengal including all statutory liabilities like P.F, ESI, Bonus & West Bengal labour Welfare Fund Act. etc. (a) | Rate per man-day including all statutory liabilities Rs. _____ |
| Service charge (Lump-Sum) per month (b) | Rs. _____ |
| Material Cost per month (inclusive all) (c) | Rs. _____ |
| TOTAL AMOUNT FOR ANGUS WORKS T = [26 x (a) x N] + (b) + (c) | Rs. _____ |

Note:

Where, a = Rate per man day of labour charges

N = no. of heads for the job at respective unit i.e. 30 heads for Clive Works, 9 heads for Victoria Works & 21 heads for Angus Works.

b = Service charge (contractor profit)

c = Material cost including GST

26 working days in a month including weekly rest days.

DECLARATION OF THE TENDERER

Annexure

Ref. Your Tender No. _____ dated _____

To,

1. I / We _____ am/ are hereby visit the site at Clive Works, Victoria Works & Angus Works and contact USER DEPTT. of each unit for the House keeping jobs to be performed by us.
2. We, the undersigned have examined the above mentioned Tender document. We now offer to deploy unskilled labour to perform duties as mentioned in the tender and at the rates as mentioned in our financial bid.
3. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
4. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us.
5. We confirm that we do not stand de-registered/banned/blacklisted by any Tender Inviting Authority or by any State Government or by Government of India.
6. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage.
7. I / we have carefully read and understood all the terms and conditions of the tender specified in above mentioned Tender Document, including amendment/ corrigendum if any and hereby agree / convey my unconditional acceptance of the same.
8. I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of

(Name of Tenderer)

N.B : The above tender form, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Date :

Place :