



ब्रेथवैट 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, KOLKATA – 700 043,

TEL: (033) 2439-7415, 2439-4114, 2439-6613, 2439-7413. Fax: +91 33 2439 7632 / 2439 5607

e-mail: purchase@braithwaiteindia.com, www.braithwaiteindia.com, CIN: U74210WB1976GOI030798

TENDER NO: BCL/SC/ISO Certification/2017

Date: _11.09.2017

To

M/s.

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“SEALED OFFERS ARE INVITED FOR ENGAGEMENT OF AGENCY FOR RE-CERTIFICATION & SERVEILLANCE AUDIT JOB OF ISO 9001:2008 QUALITY MANAGEMENT SYSTEM AND OTHER TWO CERTIFICATION JOB OF ISO 14001:2004 FOR ENVIROMENT MANAGEMENT SYSTEM & ISO 18001:2007 FOR OCCUPATIONAL HELTH & SAFETY MANAGEMENT SYSTEM AND FROM ACCREDITED CERTIFICATION AGENCY FOR 3 YEARS.

The offer shall consist of two Bid types :

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

Both Part-I & Part-II shall be inserted separately in 2 envelopes, sealed and super-scribed with Part No. and above mentioned Tender No. These two bids shall be put in a 3rd envelope, sealed & super scribed with our Tender No, Date and Due date.

Sealed Tender addressed to Sr.Manager (Purchase), Braithwaite & Co Ltd. 5, Hide Road, Kolkata- 700 043 or 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 20.09.2017 at 2.00 PM.

During opening of Techno-commercial Bid & EMD (Part-I), and Price Bid (Part-II), the bidders may depute their authorized representative to be present as witness. However, only the techno-commercially acceptable bidders will be intimated before opening of the price bid. Price Bids (Part-II) shall be opened at a different date for which separate intimation will be sent to techno-commercially acceptable bidders.

Description of Job:

Engagement of agency for obtaining following ISO certification jobs from an authorized Certification Body at all the three units of BCL (i.e. Clive, Victoria, Angus Works) for the period of next 3 (three) years i.e. from 2017 to 2020.

- Re-certification as well as Surveillance Audit job of ISO 9001:2008 quality Management system.
- Re-Certification & Surveillance Audit job of ISO 14001:2004 FOR Environment Management System.
- Re-Certification & Surveillance Audit job of ISO 18001:2007 Occupational Health & Safety Management System

Braithwaite & Co. Limited has the following three Works/Units:

- a) Clive Works & Registered Head Office : 5, Hide Road, Kolkata – 700043.
- b) Victoria Works : P-61, Circular Garden Reach Road, Kolkata – 700043.
- c) Angus Works : P.O. Angus, Bhadreswar, Hooghly.

A. SCOPE OF WORK FOR ISO 9001:2008 QUALITY MANAGEMENT SYSTEM JOB:

1. The ISO 9001:2008 certificate shall cover all the following products & services for all the three units (i.e. Clive, Victoria, Angus Works) as now prevailing in the existing certificate.
 - Manufacture and supply of General & Stainless Steel Railway Wagons.
 - All Foundry items including Bogie & Couplers etc.
 - Design, Development & Manufacture of Cranes.
 - Structural Steel Works & Execution of Structural Projects.
2. The scope of work shall cover all jobs required for Re-certification as well as two surveillance Audits covering entire validity period of the new ISO certificate i.e. for next three years. The new certificate has to be handed over to us within one month from the date of order.
3. The following activities are generally carried out at the three works/Units.
 - Clive Works :
Management, Management representative Functions, Marketing, Materials, Production, Quality, Stores & Despatch.
 - Victoria Works:
Production, Quality, Stores & Despatch.
 - Angus works:
Production, Quality, Stores & Despatch.

There shall be one certificate for ISO 9001:2008 covering all three units of BCL.

B. SCOPE OF WORK FOR ISO 14001:2004 FOR ENVIRONMENT MANAGEMENT SYSTEM AND ISO 18001:2007 FOR OCCUPATIONAL HEALTH & SAETY MANAGEMENT SYSTEM JOB:

The scope of work shall cover all jobs required for Re-certification as well as two surveillance Audits covering entire validity period of the new ISO certificate i.e. for next three years. The new certificate has to be handed over to us within one month from the date of order. These certifications may also be unit-wise, if necessary.

The above services shall include required visits, as and when required, to all the premises of Braithwaite and any other places required, if any.

PART-I: TECHNO-COMMERCIAL BID & EMD:

1. Bidders who are quoting against website display should submit all papers related to their credential i.e.
 - The bidder should have average annual turnover of Rs. 44,400 during last three years ending on 31.3.2017 and also should have earned net profit in any of the last three years ending on 31.03.2017.
 - Audited /Chartered Accountant Certified Balance Sheet and profit & loss account for last three (3) years ending on 31.3.2017, IT return copies for last three years are to be submitted along with Techno-Commercial bid.
 - Experience of having successfully executed similar jobs (defined below) during last 07 (seven) years ending 31.08.17 fulfilling any of the following criteria.
 - a. Three similar works each costing not less than Rs. 59,200 OR
 - b. Two similar works each costing not less than Rs. 74,000 OR
 - c. One similar work costing not less than Rs.1,18,400

The term "similar works" shall mean execution of ISO 9001:2008 certification job including ISO 14001:2004 & ISO 18001:2007 in manufacturing companies in the field of engineering Products in PSU's/ Govt.organisation listed companies.

- Copies of P.O's completion documents, copies of certificates etc. are to be submitted along with Techno-commercial bid in support of fulfilling above experience.
 - Bidders are required to mention the SSE code & rate for the job in their Techno-commercial Bid.
 - Copy of Trade License, GST Registration, PAN copy etc.
2. 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.

3. Payment Terms & Tax & Duties : GST Clause to be included. The Clauses are as follows:
 - Party/Bidder has to submit GST complied invoice & challan (if any) mentioning the GSTIN number.
 - Bidder 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 on hold till the receipt of ITC by BCL is ensured.
4. Delivery: The completion period for the above jobs shall be as follows:
 - a) ISO 9001:2008 : One month from the date of LOI/ P.O
 - b) ISO 14001:2004 & ISO 18001:2007 : Three months from the date of LOI / P.O
5. All corrections (if any), must be signed at the appropriate place by the signatory of the bidder, otherwise tender will be invalidated.
6. Bidder should themselves be registered with GST Authorities and have also Trade License, PAN copy etc. Copy of the same should be submitted with Techno-Commercial Bid (Part-I) of the tender. Besides, bidders who are not quoting from website display should submit documents in respect of successful execution of order for job of ISO 14001:2004 & 18001:2007 during last 7 years ending on 31.08.17 in manufacturing companies in the field of engineering products in PSU's / Govt. organization listed companies.
7. Submission of improper Bank Guarantee will lead either rejection of offer or cancellation of order.
8. Alteration, inclusion, deviation will not be allowed once the bid is submitted. However Tender Evaluation Committee may demand further clarification, if required.
9. The tender is not transferable.
10. Bidders are requested to submit their price in a separate envelope as per the Price Bid format given in a separate sheet.
11. Tender will be consider cancelled if the documents required for Part-I and Part-II bids are not placed in proper/ respective envelope.
12. An unconditional acceptance of tender terms & conditions is to be given along with Techno-Commercial Offer (Part-I).
13. Earnest Money Deposit (E.M.D): Not Applicable in this Tender.
14. In case of vendors themselves registered with SSI, MSME, & NSIC with single point registration, RDSO/ DGS & D and PSU Company, they will be exempted from EMD and Security Deposit. In that case they should submit valid registration copies.

GENERAL TERMS & CONDITIONS:

1. The entire job shall be executed under supervision / instruction of In-Charge of respective Unit head or their nominated authorized representative.
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.
3. BCL reserve the right to place repeat order (s) up to 75% maximum of the ordered quantity at the same rate, terms & condition.
4. Offer should remain valid for 10 days from the date of opening of tender.
5. The quoted price shall remain firm till completion of the total job. Quoted prices shall include charges for all activities as may be necessary for carrying out the tendered jobs. However, quoted prices shall not include Service Tax, which shall be paid extra as applicable as per rule against submission of documentary evidences.
6. Security Deposit: For due fulfillment of contractual obligations, the successful bidder shall furnish Security Deposit within 15 days of receipt of Purchase order in the form of Bank Guarantee / Demand Draft / Pay Order, valid till completion of contract 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 contract period.
 - 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 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, MSME, 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.
7. Performance Bank Guarantee: The contractor shall have to submit Performance Bank Guarantee for 5% of order value as per format to be provided by BCL after placement of order. The Performance Bank Guarantee is mandatory irrespective of non-submission of Security Deposit due to availing exemption of security deposit stated above. The Performance Bank Guarantee shall have to be submitted before receipt of first payment. The Performance Bank Guarantee shall remain valid up to fulfillment of contractual obligation period. The Security deposit, if submitted, may be converted to Performance Guarantee.
 8. Liquidated Damages: In the event of failure on the part of the contractor 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.
 9. Risk Purchase: In the event of failure on the part of the contractor to complete within the reasonable period of time as decided by BCL. BCL reserve 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.
 10. Any legal dispute that may arise will be settled within the jurisdiction of courts at Kolkata.
 11. Arbitration: All questions, disputes or difference whatsoever shall arise between the purchaser and the supplier upon 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 MD/ CMD-BCL 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.
 12. BCL reserve the right to terminate the contract(s) / order (s) by giving 15 (Fifteen) days notice at any point of time in case of poor performance / non-supply of certificate etc.
 13. BCL reserves the right :
 - a) To postpone the due date of the tender.
 - b) To cancel the tender at any stage.
 - c) To ask for further clarification from any bidder.
 14. The Bidder/Vendor should essentially be registered with GST & mention it's GSTIN no. in Techno-commercial Bid.

PRICE BID (PART-II):

1. Price Bid should be submitted in the following format:
2. This part must be free from any condition.
3. Prices should be quoted both in words & figures. In case of difference, rates quoted in words shall be considered.
4. Lowest bid shall be evaluated on the basis of Lowest Grand Total Amount in totality for total amount of (A), total amount of (B) & total amount of (C) received from a bidder as per Price Bid format.
5. The rates to be quoted shall consider the scope of work and all terms & conditions of the tender. It is mandatory to quote rates for all items of Price Bid failing which their offer will be rejected. Bidders shall give a confirmation in their Techno-commercial Bid that they have quoted for all items of Price Bid.

A. PRICE BID FORMAT FOR ISO 9001:2008 JOB:

SI No	Description of Job	Lump Sum Amount (Rs) (excluding GST)
01	Re-certification along with first year Surveillance Audit job of ISO 9001:2008 Quality Management system from Certification Body.	
02	Second Year Surveillance Audit	
03	Third year Surveillance Audit	
Total Amount for ISO 9001:2008		

B. PRICE BID FORMAT FOR ISO 14001:2004 JOB:

SI No	Description of Job	Lump Sum Amount (Rs) for Clive Works (excluding GST)	Lump Sum Amount (Rs) for Victoria Works (excluding GST)	Lump Sum Amount (Rs) for Angus Works (excluding GST)	Total Amount(Rs) for 3 units of BCL.
01	Re-certification & first year Surveillance Audit job of ISO 14001:2004 for Environment Management System from Certification Body.				
02	Second Year Surveillance Audit				
03	Third year Surveillance Audit				

C. PRICE BID FORMAT FOR ISO 18001:2007 JOB:

SI No	Description of Job	Lump Sum Amount (Rs) for Clive Works (excluding GST)	Lump Sum Amount (Rs) for Victoria Works (excluding GST)	Lump Sum Amount (Rs) for Angus Works (excluding GST)	Total Amount(Rs) for 3 units of BCL.
01	Re-certification & first year Surveillance Audit job of ISO 18001:2007 for Occupational Health & safety Management System from Certification Body.				
02	Second Year Surveillance Audit				
03	Third year Surveillance Audit				

Grand Total Amount for (A), (B) & (C) is : Rs. _____

(In Words) _____

For BRAITHWAITE & CO LIMITED.