



**BRAITHWAITE & CO LIMITED**  
(A Government of India Undertaking)

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, CALCUTTA – 43, TEL 2439-7415, 2439-7413 AX : 2439 7632 / 2439 5607 E-MAIL : [braithwaite\\_co@yahoo.com](mailto:braithwaite_co@yahoo.com)

TENDER ENQUIRY NO. BWT/CORP/PUR/ERP/NPG/2009

DATED: 23.12.2009

Dear Sirs,

Sealed Quotations are invited for the supply & installation of the following items including packing and free delivery to our HO- ERP Centre.

Sl. No.	Item Code & Description of items	Make	Quantity
01	<b>4COZ931500300N LAPTOPS</b>	<b>DELL / HP / LENOVO</b>	
		Intel Core 2 Duo Processor 1.44 – 2 GHz	
		2 GB / 3 GB DDR II SD RAM	5 Nos.
		250 – 300 GB HDD, SCREEN – 14" / 15"	
		DVD R/W Optical Drive,	
		Intel Graphics Media Accelerator	
		10/100 Fast Ethernet Card	
		Card Reader	
		3 Nos. USB 2.0 Port (Minimum)	
		1 No. Serial Port (Preferable)	
		Bluetooth enabled	
		Wireless enabled	
		Free DOS	
		Battery Charger / Adapter	
		Carry Bag	
		2/3 Years warranty with OEM	
		O/S Windows XP Professional	
		<b>NOTE : CUMPORT (REQUIRED FOR ONE NUMBER LAPTOP)</b>	

Your 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 and all the 3 envelopes shall be superscribed with our Tender Enquiry No. BWT/CORP/PUR/ERP /NPG/2009 Dated : 23.12.2009 **Due on 06.01.2010.**

**The sealed quotation should reach us by 06.01.2010.**

Quotation must be sent in sealed cover either by Registered Post or may be dropped in our Tender Box No. 2 in case of hand delivery.

Contd....2

Sealed quotations addressed to Dy. General Manager (Purchase), 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 06.01.2010. The Techno-commercial bid will be opened on at 2.30 PM on 07.01.2010. You may present during opening of the techno-commercial bid.

An unconditional acceptance of commercial terms & conditions stipulated in Annexure-II of this tender enquiry is to be given alongwith the offer.

For Braithwaite & Co. Ltd.,

N. P. Ghosh  
Dy. Manager (Purchase)

Encl: Part – I & II

**Tender Enquiry No.:**BWT/CORP/PUR/ERP/NPG/2009 Dated : 23.12.2009

PART-I : TECHNO-COMMERCIAL BID

1. General Terms & Conditions:

**1.1 Part –I : TECHNO-COMMERCIAL BID** consisting of Technical Specifications of the offered items and **General terms & conditions of supply** including **EMD** and **Credentials** .

**2.1.1 Earnest Money Deposit (E.M.D):\_Rs. 5000/-** (Rupees Five thousand only)

E.M.D. is required to be deposited as Bid Security and to be submitted in the form of Demand Draft/Pay Order in favour of "Braithwaite & Co. Ltd.," payable at Kolkata or you may deposit EMD in the form of Bank Guarantee (as per the format enclosed) which will be valid for 6 months from the date of opening of the tender. However, for SSI Units with single point registration with NSIC, payment of EMD can be considered for exemption to the extent of monetary limit granted on submission of valid NSIC registration certificate. Copy of the valid NSIC Registration Certificate should be furnished.

EMD will be forfeited or revoked if the tender is withdrawn and/or if the price is escalated later within the validity of the tender. EMD without any interest shall be returned to unsuccessful bidder after finalisation of contract.

**2.1.2 Credentials :**

Tenderer must submit the following documents as part of Techno-commercial bids :

- i) Valid authorisation/dealership certificates
- ii) Copies of unpriced purchase order(s) in respect of your past supplies/ List of suppliers.

**2.1.3 Security Deposit :** 10% of the order value only in the form of Bank Guarantee from an Indian Nationalised Bank to be submitted by the successful bidder within 15 (Fifteen) days on receipt of Purchase Order.

**2.1.4 Performance Guarantee :** 10% of the order value in the form of Bank Guarantee from an Indian Nationalized Bank to be submitted duly valid till completion of guarantee/warranty period However, Security Deposit may be converted to Performance Bank Guarantee.

**2.1.5 Payment :** 90% with full taxes & duties against supply through Proforma Invoice. Cheque would be handed over after inspection of receipted materials at our site and balance 10% after satisfactory installation.

**3. Terms & Conditions :**

- i) EMD/Security Deposit/Performance Guarantee & Payment terms as per clause 2.1.1., 2.1.3, 2.1.4 & 2.1.5
- ii) Offer should remain valid for 90 days from the date of opening of this tender.

- iii) Rate quoted shall remain firm till execution of the order. Rate should be mentioned in figure as well as in words.
- iv) Inspection : will be done at our premises.
- v) Packing Identification Mark : Vendor should pack the materials so as to avoid loss or damage during handling and transport by Rail/Road. Each package should contain a packing note mentioning the name of the vendor, number and date of order, nomenclature of the stores etc.
- vi) Notwithstanding anything stated in this clause, the vendors shall be responsible for loss/damage/depreciation of the materials due to faulty, unprotected and insecure packing.
- vii) Loading & Unloading of materials : Loading & unloading of materials from the transport during delivery of the materials will be the responsibility of vendor.
- viii) Prices : Prices are fixed and not subject to variation on any account. Prices for equipments and accessories to be given in the separate enclosure (Price Bid). Break up prices considering Basic Price, Excise Duty, Sales Tax, Packing & Forwarding, Freight & Insurance charges etc. to be indicated separately.
- ix) Delivery : Materials will be delivered within 45 days from the date of receipt of Purchase Order or within 30 days from the readiness of the cheque. The materials should be delivered and installed at our ERP Centre at Head Office, 5 Hide Road, Kolkata-700 043 - **free of cost**.
- x) Liquidated Damages: In the event of failure to supply materials within the stipulated delivery date, BWT 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 undelivered quantity.
- xi) Risk Purchase : In the event of your failure to supply the materials we 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.
- xii) Arbitration : Any dispute and difference, whatsoever, arising between the parties out of or relating to the installation, meaning, scope, operation or effect of this contract or validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the supplier.
- xiii) Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata
- xiv) **Price Bid Part shall be opened only if Part-I is qualified.**
- xv) Alteration/inclusion/deviation will not be allowed once the bid is submitted.

- xvi) Quantity variation : Braithwaite reserve the right to split up the tendered quantity within more than one bidder without assigning any reason. Quantity as stated in the tender may vary as per discretion of Braithwaite. Order may be distributed itemwise in different parties.
- xvii) Warranty: 2/3 years comprehensive onsite warranty (including OEM spares).

**PART – II : PRICE BID**

- (i) The Rate will remain firm till execution of the order.
- (ii) The Rates to be quoted both in figures and words.
- (iii) Overwriting in price figure of the quotation will be rejected.
- (iv) The bidder shall submit rate in the following format.

**PRICE FORMAT**

Sl.No.	Item Code & Description of items	Quantity	U/Rate	Total Price
	4COZ931500300N Laptops MAKE : DELL/HP/LENOVO	5 Nos. (4 Nos. + 1 No.)		
	+ Taxes & Duties, if any			
	Total Price			

(NOTE : CUMPORT FACILITY SHOULD BE IN ONE LAPTOP)

For Braithwaite & Co. Ltd

Dy. Manager  
(Purchase)