

BRAITHWAITE & CO. LIMITED

**5, HIDE ROAD,
KOLKATA-700 043**

TENDER ENQUIRY NO: BWT/TKB/CW/House - Keeping/05-06

Date: 09.02.05

Sealed offers are invited from experienced and resourceful agencies for the job as detailed in the enclosures to be done at our premises.

“MISCELLENEOUS CLEANING, SWEEPING, SWABBING OF ALL OFFICE BUILDINGS, CANTEEN, DARWAN QUARTERS INCLUDING ALL TOILETS, ALL COVERED AND UNCOVERED AREAS IN WORKS WITH TOILETS INSIDE OUR PREMISES BOUNDARY WALLS AND OTHER ADDITIONAL JOBS. DETAILS JOB TO BE CARRIED OUT AS PER SCOPE OF WORK ALONG WITH TERMS AND CONDITIONS ENCLOSED”

1. **Issue of Tender Documents:** Any working day (Except Sunday & holiday) between 10.00 AM to 1.00 PM from 09.02.05 to 24.02.2005 against payment of Rs.300/- by Demand Draft/Pay order drawn in favour of 'Braithwaite & Co. Ltd.' Willing bidder may download the tender document from our Website 'www.braithwaiteindia.com' and participate in this tender by paying Rs.300/- in the form of Demand Draft/Pay order drawn in favour of 'Braithwaite & Co. Ltd.'
2. Closing of Tender Box at 2.50 PM on 24.02.2005 (Due date)
3. Opening of part-I & part-II of the Tender at 3.00 PM. on 24.02.2005.

The offer should comprise of parts as under:

- i. Part-I : Credential Bid & EMD
- ii. Part II : Techno-Commercial Bid
- iii. Part-III : Price Bid.

All these parts shall be inserted separately in 3 envelopes and these shall be put in 4th envelope and all the envelopes shall be super scribed with our **Tender No. BWT/TKB/CW/House - Keeping/05-06 and Due date.**

Sealed Tender, addressed to **Sr. Manager (Purchase), Braithwaite & Co. Ltd. 5, Hide Road, Kolkata-43** 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 24.02.2005 (due date) by 2.50 PM.**

Braithwaite reserves the right to accept/reject/split any or all Tender in part or full without assigning any reason.

For BRAITHWAITE & CO. LIMITED

PART-I : Credential Bid & EMD:

- i. Tenderer should submit all papers related to credentiality i.e. proof of past performance regarding House Keeping job carried out, name (s) of respective customers, and audited balance sheet for last three (3) years, Income Tax Clearance, Trade License, Sales Tax (if any) Certificate, ESI, P.F. registration etc.
- ii. **Earnest Money Deposit (E.M.D.) : Rs. 10,000/-** (Rupees Ten Thousand Only)
- iii. Earnest Money Deposit of **Rs.10,000/-** is required to be submitted by Demand Draft/Pay Order/ Bid Bond in the form of Bank Guarantee as per our format in favour of **Braithwaite & Co. Limited**, payable at **Kolkata**, failing which Tender will not be considered. In case of bid bond, the validity period should initially be 90 days from the date of validity of your offer.
- iv. EMD/ Bid Bond will be forfeited or revoked if the tender is withdrawn and/or if the price is escalated later within the validity of the tender.
- v. EMD shall be returned to unsuccessful bidder only after finalization of the contract.
- vi. Security Deposit is to be submitted @ 10% of ordered value in the form of B.G. valid till completion of order. However, the Security Deposit may be considered as reference B.G. subject an intimation from your end otherwise separate B.G. for the same to be submitted.

PART- II : Techno- Commercial Bid.

1. No offer will be considered without EMD.
2. All corrections (if any), must be signed at the appropriate place by the signatory of the bidder, otherwise tender will be invalidated.
3. Offer should remain valid for 90 days from the date of opening of this tender.
4. Submission of improper Bank Guarantee will lead either rejection of offer or cancellation of order.
5. Security deposit will be returned only on completion of the job at BWT's full satisfaction in all respect.
6. Bank Guarantee Format for EMD and Security Deposit as are available from Purchase Department.
7. Alteration, inclusion, deviation will not be allowed once the bid is submitted except Tender Evaluation Committee demand for further clarification (if any).

TERMS & CONDITIONS:

- a. Tender will be considered as cancelled if the documents as required for Part-I, Part-II & Part - III are not placed in respective envelope.
- b. The tender is not transferable.
- c. Braithwaite reserve the right to accept or reject any quotation without assigning any reason, whatsoever and without incurring any liabilities to the affected bidder.
- d. **Splitting of Tender:** We reserve the right to split up the tendered 'Job' & 'Quantity' within more than one bidder without assigning any reason.
- e. **Risk Purchase:** In the event of failure on the part of the Contractor to supply within the reasonable period of time as decided by the purchaser, the purchases reserves the right to get the job done by other Agency /Agencies as per the order on Risk Purchase basis and shall recover the extra cost thereof, if incurred on the Contractor.
- f. **Liquidated Damages :**
In the event of failure on the part of the contractor to complete the job within the reasonable period of time as decided by the purchaser, the purchases reserves the right to get the job done by other agency/agencies as per the order on Risk Purchase basis and shall recover the extra cost thereof, if incurred, from the contractor.
- g. **Arbitration:** Any dispute and difference, whatsoever arising between the Contractor out of or relating to the construction, 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 Contractor.
- h. Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata.
- i. Price should be quoted on lumpsum monthly basis. However break-up details for manpower, rates for individual job should be provided by the bidder (contractor), if required, by the purchaser.
- j. Minimum Manpower to be engaged is 30 heads. You will provide a full time competent supervisor at work site who will receive instruction from our Dy. Manager (P & A) or his authorised representative from time to time and shall be responsible to him for execution of work under his guidance.
- k. Statutory deductions like Income Tax etc., will be recovered from the monthly bills.
- l. The contractor (s) must comply with the applicable Laws.

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- m. The contractor will have to comply with all statutory responsibilities in regard to the Contract Labour (Regulation & Abolition Act). Employees Provident Fund Act, ESI Act, Bonus Act. If you do not have P.F Code No. with RPFC, 20.69% on Labour charges will be deducted from your bill. Deduction 10% towards Labour contribution and 10.69% towards contractor's contribution

The responsibilities of contractor under the Contract Labour (R & A) Act & Central Rules therein are enclosed.

- n. The contractor's workmen should be covered by proper insurance against any injury/accident or death. Braithwaite will not be responsible on this account under any circumstances. In case of coverage by ESI or Group Insurance, documentary evidence must be produced before taking up this work. The contractor shall observe all safety rules and regulations as per requirement of this particular nature of work.
- o. The contractor must take all safety measures for their workmen during execution of job. Braithwaite, in no case, shall be held responsible for any mishap caused to contractor's workmen during execution of job.
- p. Contractor should have valid E.S.I/P.F Registration No.
- q. Statutory Obligations along with details of job to be carried out (Scope of Work) is as per enclosure attached.
- r. **Price Bid part shall be opened only if part-I & Part – II are qualified.**
- s. An unconditional acceptance of the tender should be given by the tenderer along with their offer.
- t. Payment terms should be 30 days' credit.
- u. In case of any damage done to materials of Braithwaite by Contractor's people during execution of work, it will be a binding to the contractor to compensate Braithwaite for the damage done and amount of compensation will be decided by Braithwaite.
- v. You will execute the job under total co-ordination and guidance of our Dy. Manager (Personnel & Admn.)

BRAITHWAITE & CO. LIMITED.

DETAILS OF JOB TO BE CARRIED OUT (INCLUDING SUPPLY OF ALL MATERIALS)

- 1.1 Daily cleaning, sweeping, Dusting, swabbing of the offices of MD, D(F), D(PP & C), DO, Corporate office, EDP, MEDICAL, Corporate Personnel office, Purchase, Accounts, Corporate finance, Vigilance, Drawing office, Commercial, Inspection, Works Office, RDSO Office, ERP, Steel Jif & 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 Personal Building, Canteen and Establishment Building.
- 1.2 Daily washing and cleaning of all the lavatories, urinals and basins, floors of the above area with phenyl naphthalene, muriatic Acid, Bleaching powder etc for proper maintenance. All these toilets to be cleaned properly atleast two times a day before 9.00 AM and after 4.30 P.M.
- 2.1 Daily cleaning, Sweeping, dusting of the other offices insides our premises boundary wall i.e. Template shop, 4 Bay, Erection, Electric, P. House, D.G. Power House, Work building, Wagon store, Wagon Shop, Darawan Quarters, General Store, Supervisors office etc. including passages, staircase etc, swabbing to be done once in a week.
- 2.2 Daily washing and cleaning of all the lavatories of the above offices and in works with Phenyl, naphthalene, muriatic Acid, Bleaching powder etc. for proper maintenance.
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, dusting of all the floor areas outside office building but inside our premises boundary wall. This also includes cleaning of Cob Web dust etc. from structural steelwork, wall, passage, working areas, stallages and machine etc. including collecting electrodes end, iron particles etc and to be dumped at our stacking place.
5. Staff & officers Canteens to be properly cleaned daily before and after lunch time i.e. at 11.30 AM and 1.30 PM including cleaning/washing of all utensils and stacking at proper place.
6. Daily cleaning, sweeping, swabbing, workmen canteens including cleaning, washing of utensils and removing of ashes from the oven. This includes the staircase, table etc.
7. Daily cleaning of all surface drains, sewerage pits etc. inside our premises boundary wall and outside drain from Gate No. 14 to CPT Qtrs. Drain passing along No. 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.

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8. Sweeping and cleaning of the roof of the office building once in a month.
9. Cutting of the jungle, wild hedgers, grass etc, from our all Railway tracks, Steel stock and other places inside our premises as and when required.
10. Daily maintenance of our garden lawn including Supply of earthen flower tubs (10” size-6nos. Base tubs plastic-6 nos. per month) Plantation of Seasonal flowers etc.
11. Daily carrying cooked food from canteen “A” to staff and officers canteen and after washing the utensils those are to be taken back for next days meal. This includes daily delivery of Diesel to canteen for oven.
12. **The following jobs are also to be carried and as and when required :**
 - i. Delivery of Oxygen and Acetylene Cylinders, pearl coke to our production area from storage place & also collection of above items from our suppliers.
 - ii. To remove the empty wooden crates from mounting shed to our stacking place.
 - iii. Shifting of chairs, furniture’s etc from one office to other.
 - iv. To remove scraps drillings etc from various places.
13. Weekly cleaning of all glasses of windows of all Offices, Canteens, Quarters etc. inside our premises with soap water once in a week including venetian Blinds.
14. Daily cleaning of all the name plates, Sign, Boards, Safety/ISO Boards, Bus stands and weekly cleaning by Brasso / proper cleaning materials.
15. Cleaning and Washing of CO’s Vehicles daily. (Approx.10 nos.).
16. Cleaning of all ceiling of all areas to be done once in a month.
17. Daily cleaning and removal of waste materials from the above Offices/Floors etc.
18. Cleaning of all Fans, Light sheds of all Offices, Canteen, Quarter etc. once in a week.
19. You will work with supply of following Quantity & Quality of materials per month basis as mentioned below.

Phenyle – 60 ltrs.(Bengal Chemicals / Phitotresh), Bleaching Powder – 100 Kgs. (Kanoria Chemicals), Napthelene – 2.5 Kgs, Odonil – 40 Pcs.(50gms each, Balsara), Swab – 20 Pcs, Soda – 50 Kgs, Phooljharu – 15 Pcs, Broom stick – 30 Kgs, Room fresher – 6 Pcs,(Premium), Duster – 20 Pcs, Brasso – 500 ml, Harpic Toilet Cleaner – 3 Pcs (500ml each), Nirma – 5 Kgs, Coir Brush – 5 Pcs, Muritic Acid – 30 ltrs, Hand washing soap – 5 ltrs.(sursol), Dettol Soap –4 Pcs (75gms each).

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Responsibilities of Contractor under the Contract Labour (R & A) Act & Central Rules there under.

1. It applies to every Contractor.
2. 'Appropriate Government' in respect of our establishment is the Central Government i.e. Office of the Regional Labour Commissioner (Central) at Nizam Palace, Kolkata.
3. A Contractor, who engages twenty or more workmen as aforesaid is to obtain License under the said Act for which he may consult Personnel Department.
4. A Contractor is responsible for payment of wages to his Contract Labour which shall be paid in due time. Payment should be made in presence of the representatives of the principal Employer i. e. the Company.
5. The Contractor should issue Notice of Payment, register of Wages, Muster Roll, etc. in prescribed format.
6. The Contractor is responsible for payment of final settlement to his Contract Labourer in the event of Termination/Retrenchment.
7. The Contractor shall pay at least minimum wages for different categories as prescribed by the Government from time to time.
8. Every Contractor shall maintain the Register of persons employed in Form XIII. The Contractor shall issue an Employment Card in Form XIV, duly filled in. On termination of Employment at any reasons whatsoever the contractor shall issue to the Workman, whose service has been terminated the service Certificate in Form XV.
9. Every Contractor shall maintain Muster Roll in Form XVI and a Register of Wages in form of XVIII, Register of Overtime in Form XXIII and Register of Deductions in Form XX and Form XXI and Register of Advance in Form XXII.

All those registers must be available at sites and subject to inspection at any time by the Company as well as Government Authorities.
10. The Contractor shall issue wage slip in Form XIX and issue Notices of Payment, prior to every disbursement.
11. The Contractor shall issue Notices, showing the rates, of wages, hours of work, wage period, date of payment of wages, name, designation and address of the inspector having jurisdiction, date of payment unpaid wages. He should forward a copy to the Inspector under the Act as well as to the Company. He should also furnish other Statutory Notices.