



BRAITHWAITE & CO LIMITED

(A Government of India Undertaking)

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

TEL 2439-7415, 2439-4114, 2439-6613, 2439-7413

E MAIL : Braithwaite_co@yahoo.in FAX : 91 (033)2240 0767 / 2439 5607

Ref: Tender Enquiry No. BWT/PUR/AKB/Stock Audit/09-10

March 02, 2010

To,

Dear Sirs,

Appointment of CA Firm for physical verification of Stock as on 31.03.2010

The company intends to appoint a firm of Chartered Accountants for physical verification of stock of the company as at 31.03.2010 on urgent basis for all the units. The company has three manufacturing units, location of which are given below:

1. Clive Works – 5, Hide Road, Kolkata – 700 043
2. Victoria Works – P-61, C.G.R. Road, Kolkata – 700 043
3. Angus Works – Bhadresware, Hooghly,

The Scope of Work of physical verification of Stock is given below:

Inventory – For physical verification & classification into high / moderate / low value and determination of slow moving / non moving / obsolete stores.
Raw materials, components & stores and spares with valuation and reconciliation with book of account as on 31.03.2010

Chartered Account Firm having the right setup may submit scaled offer in two parts as detailed below:

EMD – Rs. 5,000/- (Rupees Five Thousand Only)

The tender shall be consist of two parts.

- a. Part-I: - Techno-commercial bid
- b. Part-II: - Price bid

EMD to be submitted along with techno-commercial bid (Part-I) by way of DD / Pay Order favouring 'Braithwaite & Co. Ltd.' payable at Kolkata, failing which tender will not be considered.

Your quotation should reach us by 08.03.2010 at 2.30p.m.

For Braithwaite & Co. Ltd.

Quotation shall be inserted in a separate envelop.

Sealed quotations addressed to DGM (Purchase), 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 due date. Bids will be opened on 08.03.2010 at 3.00.m.. You may present during opening of the tender.

Quotation shall be inserted in separate envelop. These two envelopes shall be put in third envelop superscribing our tender no., date, due date & Box no. or may be dropped directly in our tender box no. 2 within due date.

Bidders are requested to be present at the time of tender opening as well as at the time of price bid opening (in case of successful / qualified bidders), which will be intimated in due course.

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

EMD shall be returned to unsuccessful bidder, only after finalization of the tender.

No offer will be considered without EMD.

A copy of uncoated price bid must be submitted along with Techno-commercial bid in Part-I.

Annexure-A

General Terms & Conditions:

1. **EMD** **Rs. 5,000/-(Five Thousand Only)** EMD is required to be submitted in the form of DD/ pay order/ Bank Guarantee in favour of Braithwaite & Co. Ltd payable at kolkata. **However, RDSO registered or SSI with NSIC unit are exempted for submission of EMD** Subjected to the submission of valid registration certificate.
2. **Security Deposit** **@ 5% of the order value** (max.) only in the form of DD / Pay Order/ Bank Guarantee (valid up to the completion of the order) from Indian Nationalized Bank must be submitted by the successful bidder (hereinafter called as party) within 15 days from the date of receipt of Purchase order. Security deposit will be discharged and returned to the supplier only on successful completion of supplier's obligation under the contract.
3. **Payment :-** Payment shall be released within 30 days on submission of bills with relevant documents, if any, on completion of job duly certified by competent authority..
4. **Validity :-** Offer should remain valid for a period of 90 days from the date of opening of techno- commercial offer. Price should quoted or order rate(s) should remain firm up to end of the full completion of the job and also subsequent delivery date extension for a reasonable period. Price variation shall not be entertained.
5. Price should be quoted both in figures and words and your quotation must be free from any kind of overwriting, alteration or correction. Else your offer is likely to be cancelled.
6. BWT shall reserve the right to increase or decrease the ordered quantity to 30% or more at the same rate and terms & con

7. BWT shall reserve the right to accept or reject the tender partly or fully without assigning any reason.
8. Details of the job in respect of above, performed / executed by the bidder with relevant documents justifying their suitability shall be submitted.
9. The number of personnel to be deployed for the above job with their professional expertise, knowledge in performing the above jobs shall also be indicated.
10. The job is to be performed urgently within 25 days from the date of receipt of order, failing which the company reserves the right for suitable deduction from the bills of the firm as per discretion of the competent authority of our company.
11. All corrections, if any, must be signed at the appropriate place by the signatory of the bidder, otherwise, tender will be considered as invalid.
12. Offer should be cancelled if the documents required for Part-I & Part-II bids are not be placed in respective / proper envelop.
13. In case of failure poor performance, the company reserves the right to terminate the contract without assigning any reason and can assign the jobs to other agency at the risk and cost of the firm which was entrusted with the job initially.
14. Any legal dispute that may arise shall be settled within the jurisdiction of Court of Kolkata.
15. **Liquidated Damages:** - In the event of failure on the part of the supplier to complete the job within the stipulated date, BWT reserve the right to recover a sum of 0.5% for every week or part thereof, by way of LD subject to maximum limit of 5% of the ordered value.
16. **Risk Purchase:** - In the event of your failure on the part of the supplier to complete the job within the reasonable period of time as decided by the purchaser, BWT reserve the right to procure the items mentioned in our Purchase Order from alternative source / other agencies at your risk and cost as per the order on Risk Purchase Basis and shall recover the extra thereof, if incurred, on the supplier.
17. **Arbitration:** - All question, disputes or difference whatsoever shall arise between the Purchaser and the supplier upon or in relation to or in connection with the contract either the 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 Arbitration who shall be the Managing Director shall have the right and authority to appoint any officer of the Company as Arbitrator not below the rank of General Manager who is not directly connected with the Purchaser.

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 processing's of the Arbitration shall be held in Kolkata.
18. Unconditional acceptance of all notes, terms & conditions of the tender must be given along with the offer in Techno- commercial bid (part-I)

Annexure-B**Part-II Price Bid**

1. The rate will remain firm till completion of job.
2. The rate to be quoted both in figures and words.
3. Overwriting / correction in price figure of the quotation will be rejected.
4. The bidder shall submit rate in the following format.
5. This part must be free from any conditions.

Sl. No.	Description of job	Qty.	Unit rate (Rs.)		Total Amt. (Rs.)	
			In figure	In word	In figure	In word
01	Physical verification of stock for our three units.	01				
02	Taxes (if any)					
03	Others (if any)					

For Braithwaite & Co. Ltd.