

BRAITHWAITE & CO. LIMITED

Sub : Appointment of Consultant / Agency for formulation of Incentive Scheme

Enquiry No : **SR/IS/04-05** dated 28th August 2004

Last Date of Tender Submission : **15th September 2004**

The Company intends to appoint a Consultant/Agency for formulation of Incentive Scheme in its three 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, Bhadreswar, Hooghly.

Scope of Work:

1. The Incentive schemes will have to be formulated in three Units of the Company – Angus Works, Clive Works and Victoria Works.
2. Thorough study of existing job standards and review of present incentive schemes.
3. Work study and related data collection.
4. Fixation of production norms.
5. Interaction with concerned /appropriate authority of Braithwaite and decide with the modality of formulation of the scheme.
6. Formulation of the revised incentive scheme.
7. Participation in implementation of the approved scheme, if required.

Interested parties having the right set up may please submit their offer in two parts as detailed below :-

1. Part – 1: Techno-Commercial

- A) Details of similar jobs performed/executed by the party shall be submitted along with relevant documents. Balance sheet for last three years shall also be submitted.
- B) Time required to complete the job shall be specified.
- C) Terms of Payment - 100% payments shall be released within thirty days of approval of the Scheme.
- D) In case of failure / poor performance, the company reserves the right to terminate the contract without assigning any reason and can off load the jobs to other agency at party's risk and cost.

2) Part -2 : Price

The total price for the job shall be quoted by the party.

Submission of offer:

The Offer in two parts shall be inserted in two separate envelopes and these shall be put in the third envelope. All the three envelopes shall be sealed and super scribed with

enquiry number, date and part no. The sealed envelopes shall be addressed to Sr. Manager(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 Regd. Post but must reach us positively by **15.09.2004**, the last date of Tender submission. The Company reserves the right to accept or reject the tender (s) fully or partly without assigning any reason.

Note : For any clarification regarding the job you may contact with our Purchase/Personnel Dept. at Clive Works, 5, Hide Road, Kolkata : 700 043.

**Sr. Manager (Purchase)
Braithwaite & Co. Ltd.**