



## BRAITHWAITE & CO LIMITED

(A Government of India Undertaking)

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TENDER NO. BCL/PUR/HOUSEKEEPING JOB/CW & AW/10-11 Dated 14.07.2010  
TENDER DUE ON : 27.07.2010 (TENDER BOX NO. 5)

Tender document is available on website as detailed below. Bidders intending to participate may download the tender document from our website [www.braithwaiteindia.com](http://www.braithwaiteindia.com) and submit their offer. Tender document can also be obtained from the Office of DGM (Purchase), Braithwaite & Co. Limited, 5, Hide Road, Kolkata- 700 043 on any working day except Sunday / Holiday between 10.00 AM to 4.30 PM.

Sub:- Tender for execution of Housekeeping Jobs at BCL Clive Works and Angus Works.

Sealed offers are invited from reputed & experienced bidders for the subject job.

Due Date of Tender submission : 27.07.2010

(A) **SCOPE OF JOB TO BE CARRIED OUT AT BCL- CLIVE WORKS:**

1. (a) Daily cleaning, sweeping, dusting, swabbing of the offices of MD, DF, DP, Drawing Office, Corporate Office, EDP, Medical, Corporate Personnel, Purchase, Accounts, Corporate Finance, Vigilance, Commercial, Inspection, Works Office, RDSO Office, ERP, Steel & Jig and 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 Personnel Building, Canteen and Establishment, Shop Bays along with entire premises.
- (b) Daily washing and cleaning of all the Lavatories, Urinals and Basins, floors of the above area with Sphynel, Naphthalene, Muritic Acid, Bleaching Power etc., for proper maintenance. All these toilets, Lavatories, Urinals etc are to be cleaned properly at least two times a day in between 10 AM to 11.30 AM and 2.30 PM to 4.00 PM.
2. (a) Daily cleaning, sweeping, dusting of the other offices inside our premises boundary wall i.e. Template Shop, 4 Bay, Erection, Electric, Power House, D.G. Power House, Works Building, Wagon Store, Wagon Shop, Darwan Quarters, General Store, Supervisors' Office etc. including passages, staircase etc. Swabbing to be done once in a week.
- (b) Daily washing and cleaning of all the lavatories of the above offices and in works with Phenyl, Naphthalene, Muritic 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, and dusting of all the floor areas outside office building but inside our premises boundary wall. This also includes clearing of Cob Web Dust etc., from Structural Steel work, Wall, Passage, Working areas, Stallages and machine etc. including collecting electrodes end, iron particles and to be dumped at our stacking place.
5. Staff Canteen 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 of Workmen's Canteens including cleaning, washing of utensils and removing of ashes from the oven. This includes the staircase, tables etc. Daily cleaning of all surface drains, sewerage pits etc. inside our premises boundary wall and outside drain from Gate No. 14 to CPT quarters. Drain passing along 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.
- 7) Sweeping and cleaning of the roof of the Office building once in a month.
- 8) Cutting of the jungle, wild hedges, grass etc from our all Railway Track Steel Stock and other places inside our premises as and when required.
- 9) Daily maintenance of our Garden Lawn including supply of Earthen Flower Tubes (10" size- 06 Nos. Base Tubs of Plastic - 06 nos. per month), Plantation of seasonal flowers etc.
- 10) Daily carrying of cooked food from A-Canteen to Staff Canteen and after washing the utensils those are to be taken back for next day's meal. This includes daily delivery of Diesel to Canteen for Oven.
- 11) **THE FOLLOWING JOBS ARE ALSO TO BE CARRIED AS AND WHEN REQUIRED AT CLIVE WORKS:**
  - (a) Delivery of Oxygen and Acetylene Cylinders, Pearl Coke to our Production area from Storage place and also collection of above items from our suppliers.
  - (b) To remove the empty Wooden Crates from Mounting Shed to our Stacking Place.
  - © Shifting of chairs, furniture etc., from one Office to other.
  - (d) To remove scrap, drillings etc from various places.
- 12) 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.
- 13) Daily cleaning of all the name plates, Sign Boards, Safety / ISO Boards, Bus Stand and weekly cleaning by BRASSO / proper cleaning materials.
- 14) Cleaning and washing of Company's vehicles daily.
- 15) Cleaning of all Ceiling of all areas to be done once in a month.
- 16) Daily cleaning and removal of waste materials from the above offices / floors etc.

- 17) Cleaning of all Fans, Light Sheds of all Offices, Canteen, Quarters etc., once in a week.
- 18) The party, who will execute the housekeeping job at Clive Works, should supply the following materials per month. Description of material with quantity & quality is given below:
- |    |                       |   |   |
|----|-----------------------|---|---|
| a) | Phenyle               | - | 60 Liters (Bengal Chemicals / Phitotresh) |
| b) | Bleaching Powder      | - | 100 Kgs (Kanoria Chemicals)               |
| c) | Napthalene            | - | 2.50 Kgs                                  |
| d) | Odonil                | - | 40 Pieces ( 50 grams each of Balsara)     |
| e) | Swab                  | - | 20 Pieces                                 |
| f) | Soda                  | - | 50 Kgs                                    |
| g) | Phool Jharu           | - | 15 Pieces                                 |
| h) | Broom Stick           | - | 30 Kgs                                    |
| i) | Room Freshener        | - | 06 Pieces (Premium)                       |
| j) | Duster                | - | 20 Pieces                                 |
| k) | BRASSO                | - | 500 MI                                    |
| l) | Harpic Toilet Cleaner | - | 03 Pieces ( 500 ml. each)                 |
| m) | Nirma                 | - | 05 Kgs                                    |
| n) | Coir Brush            | - | 05 Pieces                                 |
| o) | Muritic Acid          | - | 30 Liters                                 |
| p) | Hand Washing Soap     | - | 10 Liters (Sursol) Liquid Soap            |
| q) | Dettol Soap           | - | 04 Pieces ( 75 gms each)                  |

**(B) SCOPE OF JOB TO BE CARRIED OUT AT BCL- ANGUS WORKS-BHADRESWAR:**

**HOUSEKEEPING AND GARDENING AT ANGUS WORKS:**

1. Daily cleaning, Sweeping, Swabbing of the rooms of Administration Building with materials (Phenyl, Acid, Room Spray)
2. Daily sweeping the Company premises, Residential area including.
3. Daily cleaning & washing of all lavatories, Urinals, Basin with Phenyle, Muritic Acid, Bleaching Powder. Toilet cleaning etc., and proper maintenance of the company's premises and residential area.
4. Staff & Workmen Canteens to be properly cleaned daily before Lunch and after Lunch including washing of Utensils with washing Powder & stacking at proper place.
5. Cleaning of Hydrants and Drain in the Company premises & residential area two times in a year before Rainy season & thereafter.
6. Disposal of Garbage & looking of small plants.
7. Sweeping / cleaning of Administration Building Roof & placing of small plants.
8. The contractor shall do Pest Control once in a month.
9. Gardening, Jungle cutting, House-keeping, Flower Gardening, remove of Disposure etc at Residential Area.

The necessary materials / equipments shall be supplied by the contractor at his own cost.

**DETAILS OF JOB TO BE CARRIED OUT AT ANGUS WORKS-BHADRESWAR:**

1. (a) Daily cleaning, sweeping, dusting, swabbing of the offices of MD, DP, GM, DGM, ERP, Store, Purchase, Commercial, Accounts, Manager (P&A), Inspection, Maintenance, Security Office, Time Office, Dispensary, Foundry Hi-Bay, Fabrication, Machine Shop and all shop floors from Main gate road to 4 no. gate etc.
- (b) Daily washing and cleaning of all the Lavatories, Urinals and Basins, floors of the above area with Sphynel, Naphthalene, Muritic Acid, Bleaching Power etc., for proper maintenance. All these toilets, Lavatories, Urinals etc.
2. Staff Canteen to be properly cleaned daily before and after lunch time i.e. at 11.00 AM and 1.30 PM including cleaning / washing of all utensils and stacking at proper place.
3. Daily cleaning, sweeping, Swabbing of Workmen's Canteens including cleaning, washing of utensils and removing of ashes from the oven. This includes the staircase, tables etc. Daily cleaning of all surface drains, sewerage pits etc. inside our premises boundary wall.
- 4) Sweeping and cleaning of the roof of the Pattern shop once in a month.
- 5) Daily cleaning of all the name plates, Sign Boards, Safety / ISO Boards, Bus Stand and weekly cleaning by BRASSO / proper cleaning materials.
- 6) Cleaning of all Ceiling of all areas to be done once in a month.
- 7) Daily cleaning and removal of waste materials from the above offices / shop floors etc.
- 8) Cleaning of all Fans, Light Sheds of all Offices, Canteen, Quarters etc., once in a week.
- 9) The party, who will execute the housekeeping job at Angus Works, should supply the following materials per month. Description of material with quantity & quality is given below:
  - a) Phenyle - 60 Liters (Bengal Chemicals / Phitotresh)
  - b) Bleaching Powder - 100 Kgs (Kanoria Chemicals)
  - c) Napthalene - 2.50 Kgs
  - d) Odonil - 10 Pieces ( 50 grams each of Balsara)
  - e) Swab - 20 Pieces
  - f) Soda - 50 Kgs
  - g) Phool Jharu - 15 Pieces
  - h) Broom Stick - 30 Kgs
  - i) Room Freshener - 06 Pieces (Premium)
  - j) Duster - 20 Pieces
  - k) BRASSO - 500 MI
  - l) Harpic Toilet Cleaner - 03 Pieces ( 500 ml. each)
  - m) Nirma - 05 Kgs
  - n) Coir Brush - 05 Pieces
  - o) Muritic Acid - 30 Liters
  - p) Hand Washing Soap - 10 Liters (Sursol) Liquid Soap
  - q) Dettol Soap - 04 Pieces ( 75 gms each)

© **TERMS & CONDITIONS WITH TECHNICAL REQUIREMENTS FOR HOUSEKEEPING JOB AT CLIVE WORKS & ANGUS WORKS:**

- 1) The party has to ensure providing uninterrupted service of house-keeping job at Clive Works & Angus Works during currency of the contract.
- 2) Operating Authority of the job in In-Charge of Administration Department of respective units.
- 3) The party should take signatures from individual departments for work done which will be certified by Operating Authority during end of the month.
- 4) Party also ensure about the quality of job done at Clive Works / Angus Works.
- 5) Payment will be made based on certification of Administration Department / Works In-Charge or his authorized representative by maintaining all the formalities framed in the order.
- 6) Employees of the contractor engaged for the jobs shall be covered by PF / ESI scheme etc. All statutory obligations shall be of the responsibility of contractor.
- 7) The contractor should take all precautionary measures for safety of their workmen. Braithwaite, in no case, shall be held responsible for any mishap or damage caused to the workmen of contractor during execution of the job.
- 8) The party should execute the job under total coordination and guidance of Administration In-Charge or his authorized personnel of respective units.
- 9) The contractor will be required to comply with Company's rules & regulations which are in force from time to time.
- 10) The contractor has to provide required manpower, tools & tackles at their own during execution of the job.
- 11) The order (s) can be terminated by giving 30 days notice at any point of time during currency of the contract(s) without assigning any reason whatsoever and fully at the discretion of BCL.
- 12) Bidders shall have to comply with all statutory responsibilities with regard to Contract Labour (R&A) Act, EPF Act, ESI Act and Bonus act.
- 13) **Requirement of manpower for each unit as follows:**

(a)	For Clive Works	-	30 heads daily
(b)	For Angus Works	-	17 heads daily

(D) **GENERAL INFORMATION:**

1. The quotation shall consist of two parts
  - (i) Techno-Commercial Bid & EMD (PART-I)
  - (ii) Price Bid (PART-II)

2. Quotation shall be inserted in separate envelopes. These two envelopes shall be put into third envelope super scribing our tender number, date, due date and box no., by mentioning Part No. of bid etc.
3. Sealed quotations shall be sent to DGM (Purchase), Braithwaite & Co. Limited, 5, Hide Road, Kolkata- 700 043 or may be dropped directly in our Tender Box No. 5 at Clive Works.
4. Bidders are requested to be present at the time of opening of tender (Part-I) and Part-II. However, qualified / successful bidders will be informed in due course at the time of opening Price Bid (Part-II).
5. Lowest Bid shall be evaluated on the basis of L1 rate per month basis inclusive of taxes & duties received against each of the respective works and evaluation will be Workswise.
6. Bidder should quote separate rates for each Works. Moreover, BCL reserve the right to place separate orders for Clive Works & Angus Works.
7. Bidder should themselves be registered with PF / ESI & Service Tax authorities. Copies of such registration certificates should be enclosed along with Techno-Commercial Bid (Part-I)

(E) **OTHER TERMS & CONDITIONS:**

- 1) All papers related to credentiality i.e. proof of past performance with respective customers (preferably Government Customer) and adherence to delivery schedule with audited balance sheet for the last three years ending 31.03.2010 are required to be submitted.

However, bidder(s) having vendor registration with BCL (Clive Works / Angus Works / Victoria Works) for these items and have good performance record, need not required to submit the above documents. In that case, they should mention positively their vendor registration number in their bid.

- 2) Bidder(s) who have no vendor registration with Clive / Angus / Victoria Works, must have to register their firm prior to secure any order of this tender.
- 3) 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 by giving the notice in writing to that effect and according to the revised delivery schedule advised by the Company.
- 4) BCL may also place separate orders for Clive Works & Angus Works.
- 5) BCL reserves the right to place repeat order(s) up to 75 % maximum of the ordered quantity at the same rate, terms & condition at their discretion.
- 6) The In-charge of the respective unit shall arrange to conduct surprise verification along with Officer of certain department at least twice in a week to ensure the performance of the job. However, the team shall not be more than 3 (three) members selected covering all the Senior Officer of all departments to be represented at least once in a month.

- 7) Operating Authority will also to ensure adequate cleanliness maintained to the satisfaction of HOD of respective departments.
- 8) Earnest Money Deposit for this tender is Rs. 25,000/- (Rupees twenty five thousand only).
- 9) The units registered with DGS & D, SSI units registered with NSIC and PSU units / RDSO approved vendors may be exempted from submission of EMD.
- 10) Earnest Money is liable to be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of this tender.
- 11) Earnest Money lodged by unsuccessful bidder shall be refunded to them immediately after finalization of a tender. In case of the successful tenderer, the same shall be retained by the company till completion of supply / service or if so decided by the tenderer adjusted against Security deposit for the said or any other tender as the case may be.
- 12) **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 (as per format provided by BCL) / Demand Draft / Pay Order, valid till completion of warranty / guarantee period. The amount of Security Deposit will be 5 % of contract value.
- 13) 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 supplier's / contractor's failure to complete its obligations under the contract.
- 14) Security Deposit will be discharged and returned to the supplier / contractor on completion of supplier's / contractor's obligations under the contract including any warranty obligation or specified in the contract.
- 15) As and when an amendment is issued to the contract, the supplier / 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.
- 16) Security Deposit may also be built up by deducting the amount proportionately from each bill of the supplier / contractor on their request. However, 50 % of the total amount of security is to be deposited by the successful bidder on receipt of purchase order. Balance 50 % may be recovered from running bill.
- 17) Security Deposit may be waived for SSI, NSIC, PSU and DGS & D, RDSO.
- 18) Offer (including all duties) should remain valid for 90 days from the date of opening the tender.
- 19) Price quoted or ordered rate(s) should remain firm up to end of the contract and also up to subsequent delivery date extension for a reasonable period.

20) Liquidated Damages:

In the event of failure on the part of the supplier to complete the job within the stipulated completion period, Braithwaite reserves 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.

21) Risk Purchase:

In the event of failure on the part of the supplier to supply within the reasonable period of time as decided by the purchaser. The purchaser reserves the right to procure the materials from other agency / agencies at your risk and cost on 'Risk Purchase' basis and shall recover the extra cost thereof if incurred on the supplier.

22) Arbitration:

All questions, disputes or difference whatsoever shall arise between the purchaser and the supplier upon or in relation to 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 the Managing Director 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 connected with the purchase order.

23) Any legal dispute that may arise will be settled within the jurisdiction of Courts at Kolkata.

24) BCL reserves the right to distribute the tender / order quantity to other bidder(s) in the event of poor performance to execute the awarded order.

25) Tender will be considered cancelled if the documents required for Part-I & Part-II bids are not placed in proper / respective envelope.

26) An unconditional acceptance of all notes, terms & conditions of the tender, must be given along with the offer in Techno-Commercial Bid (Part-I)

(F) TECHNO-COMMERCIAL BID

1) Bidders are requested to submit their price bid separately for Clive Works and Angus Works.

2) No offer will be considered without requisite EMD.

3) 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.

4) The entire job to be executed under the supervision / instruction of In-Charge (Administration) or his nominated authorized representative of respective units.

5) Payment Terms- 100 % within 30 days of submission of your bill duly certified by the Operating Authority of respective Unit.

6) The price must indicate taxes & duties otherwise it will be assumed that the rate(s) is / are inclusive of all taxes & duties.

(G) **PRICE BID:**

## 1) Price bid should be submitted in the following format:

Sl. No.	Description of Job	Period of Contract	Unit Rate Per month (Rs.)	Taxes & Duties (if any)	Total Unit rate per month (Rs)
01	Housekeeping job at <b>Clive Works</b> including supply of required materials and labour	12 months			
02	Housekeeping job at <b>Angus Works</b> including supply of required materials and labour	12 months			

- 2) This part must be free from any condition.
- 3) No correction, over-writing etc., is allowed for consideration.
- 4) Rate(s) should be quoted both in words & figures.

For Braithwaite & Co. Limited

