Due on 15.01.2020.

To,
M/s. ____________________

"SEALED OFFERS IN TWO BID TYPE TENDER ENQUIRY ARE INVITED FOR ENGAGEMENT OF CONTRACTOR FOR REPAIRING OF DISPENSARY OF CW- WALL PANELING, FALSE CEILING, TILES WORK, BRICK WORK, BATHROOM FITTING ETC AT CW , AS PER TENDER.

The offer should comprise of parts as under:

i. Part-I : Techno-commercial Bid
ii. Part-II : Price Bid.

These two parts shall be inserted separately in 2 (two) sealed envelopes super scribing tender number and part number. These two envelopes shall be put in 3rd envelope and all the envelopes shall be super scribed with our Tender No., Part No., Box No. and Due date.

Sealed Tender, addressed to GM (AW), 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 15.01.2020 (due date) by 2.30 P.M.

Techno commercial bids (part-I) shall be opened on 15.01.2020 at 3.00 P.M. During opening of Bid, the bidders may depute their authorized representative to be present as witness.

For BRAITHWAITE & CO. LIMITED
A.  Techno-commercial Bid :- (Part- I)

1.  Qualifying Criteria : (Website Bidder Only)

1.1  Financial Eligibility :-

Bidder should have average annual turnover not less than Rs. 1.33 lakh last 3 years ending on 31.12.2019 and should have achieved net profit in any of the above last 3 years.

Certified copy of Audited Balance Sheet and profit & Loss Account of last 3 years ending 31.12.2019 are to be submitted along with Techno-commercial Bid.

1.2  Technical Eligibility :-

a)  Experience in successful execution of works during last 7 years ending on 31.12.2019 for the following

   Executed at least One similar work of value not less than Rs. 3.56 lakh

   OR

   Executed Two similar works of each value not less than Rs. 2.23 lakh

   OR

   Executed Three Similar works of each value not less than Rs. 1.78 lakh

“Similar Job” means civil job/structural job “

a).  Bidder shall submit copy of Trade License, PAN, PF, ESI & GST registration certificate along with Techno-commercial Bid.

b).  For valuation of Technical eligibility of bidder as per (a) above, bidder should submitted copy of P.O. Completion certificate, bills etc along with Techno-commercial Bid.
Terms & Conditions :-

i. Job has to complete within 02(two) months after receipt of P.O. job carried out at BCL Clive works.

ii. All necessary materials are to be supplied by the party on own cost.

iii. Stage Inspection with progress of work and Final Inspection at completion of the work, shall be carried out by Maintenance Dept. CW Works.

iv. The quantities mentioned above are tentative and may vary during execution of job.

v. Jobs shall be certified with the progress of work on the basis of Measurement Sheet and same shall be jointly signed by BCL and party.

vi. There shall be provision of running bill with progress of works.

vii. Interested party shall visit site to see the quantum of job before submission of their offer. A join inspection report shall be prepared on the basis of parties visit and the same to be submitted along with the offer. However, a chance will be given to those parties who quote without doing site inspection, to conduct site inspection before opening of their price bid(s), otherwise, without JIR, offer shall be treated as cancelled.

viii. The job is to be carried out inside CLIVE workshop, as such, the contractor and his labours are to take extreme precaution during execution of job so that it does not disturb any Staff. The Contractor has to follow the guidelines of the COMPANY rule for removal of debris & handling of raw materials.

ix. Parties should visit the site understand the scope completely.

x. Warranty / Guarantee period :- 18 months from the date of completion of job.

For any further query, party may communicate with Manager (Maintenance) – CW/VW

Joint Inspection & Site Visit is compulsory before submission of tender. Joint Inspection report (JIR) in the following format to be attached with techno-commercial bid. To avoid future completions site inspection and joint inspection report in the following format is required to be submitted.

<table>
<thead>
<tr>
<th>Sl. No.</th>
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<td>The Site have seen / visited by us : Yes / No.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Detail of the job has been fully explain to us</td>
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Declaration : I / we have been shown and explain all the parameter associated with the job and we are submitting our quotation being fully aware of all particular of the job.

Signature of BCL/CW                                      Signature of Party
Scope of work: Repairing Dispensary of Clive work.

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General Terms & Conditions:

1. Price quoted or order rate(s) should remain FIRM up to end of the contract period. During the period of contract, no request shall be entertained for any hike in the rates due to any reason whatsoever.

2. The contractor shall not assign or sublet the contract in part or full to any other person / agency.

3. **Security Deposit:** For due fulfillment of the contractual obligations, the successful bidder shall furnish Security Deposit within 15 days of receipt of purchase orders in the form of DD / pay order/ Bank Guarantee valid till completion of the order. The amount of Security Deposit will be 5% of the contract value for the respective jobs / orders. Security Deposit will be discharged and returned to the contractor completion of contractor’s obligations under the contract.

   Security Deposit may also be built up by deducting the amount proportionately from each bill of the contractor on their request. However, 50% of the total amount of Security Deposit is to be deposited by the successful bidder on receipt of purchase orders. Balance 50% may be recovered from running bill.

   As and when an amendment is issued to the contract, the contractor shall within 15 days of the 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 amended.

   Security Deposit may be exempted for NSIC, SSI, RDSO / D.G.S.D registered bidders and also PSU Company. However, valid documents for registration of the items tendered to be submitted with the techno-commercial bid.
4. **Performance Bank Guarantee**: The contractor shall have to submit Performance Bank Guarantee for 5% of Order value as per format to be provided by BCL after placement of order. In respect of vendors being NSIC, MSME units, SSI, DGS & D, ROSD registered or PSU qualifying for exemption of submission of security deposit, Performance Bank Guarantee for 5% of order value is to be submitted by them. The Performance Bank Guarantee shall have to be submitted before receipt of first payment. The Performance Bank Guarantee shall remain valid up to the warranty period.

The Security Deposit, if submitted, may be converted to Performance Guarantee. The contractors who will submit Security Deposit, no performance Bank Guarantee is required to be submitted by them in such case.

Even providing Bank Guarantee, contractors are responsible for the quality of the workmanship, smooth operation etc. During the Guarantee period, if any defect is detected for bad workmanship, the contractor shall arrange rectifying the defects / replacement wherever applicable within 2 weeks from the date of receipt of intimation at free of cost.

In case, SD/PBG is not submitted in time, a penalty of 1.5% of value of SD/ PBG per month or per thereof will be applicable for the delay period which will be deducted from the parties bill.

5. **Liquidated Damages**: In the event of failure on the part of the contractor 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 vehicle wise, by way of LD subject to a maximum of 10% of the ordered value apart from other penalties.

6. **Risk Purchase**: In the event of failure or delayed execution within the reasonable period, the order may be cancelled and the purchaser reserves the right to get the job done by other Agency / Agencies on Risk Purchase basis and shall recover the extra cost thereof, if incurred from the contractor. BCL reserve the right to forfeit the Security Deposit / PBG also of the defaulting firm.

7. **Arbitration**: All questions, disputes or differences whatsoever if arise between the purchaser and the contractor 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. MD / CMD - BCL shall have the right and authority to appoint any officer of the company as arbitrator not below the rank of a General Manager who is not directly connected with purchase order.

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 proceedings of the Arbitration shall be held in Kolkata.

8. **Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata.**

9. **Payment terms**: Payment shall be made after submission of bill (s) with 30 days credit with relevant documents after completion of full or part job duly certified by Manager (Maint)-CW & VW or his authorized representative. Payment for GST shall be made at actual as applicable as per prevailing rate against relevant documents. However, payment will be made on the basic of actual measurement sheet as certified by BCL/CW.

   **Common Note for Payment**

- All Challans, Invoices should be in the form as specified by GST authority.
- Party shall mention the HSN code/SAC code for the ordered item(s)/Jobs in their invoice along with GST rates.
- BCL reserves the right to keep the payment of GST amount on hold till receipt of ITC by BCL is ensured. In case of non-compliance, regarding documentation/monthly return to ensure availing Input Tax Credit (ITC) by BCL. BCL also reserves the right to deduct the resultant amount.

10. The contractor shall maintain all statutory obligations, labour laws, rules etc. as applicable. All safety measures related to industrial safety to be taken for the deployed workforce. Engagement of child labour is strictly prohibited under provision and regulation Act-1986. The contractor shall take care of BCL’s customer’s property during execution of work. The contractor shall be fully responsible
for safety of all material, property of BCL’s customer. All care shall be taken by the contractor to avoid all sorts of accident during execution of work. In the event of any accident happening at site resulting in loss of lives or otherwise damaging any part of the property, the contractor shall be required to make good the loss to the customer of BCL and shall be responsible for all consequences that follow from loss and/or injuries to the persons involved in such accidents. BCL, under any circumstances, will not be held responsible for such accidents or loss of lives. In case of any irregularities in this regard, any deduction on this account by BCL’s customer will be recovered from contractor’s bill.

11. **Inspection:** Stage wise inspection will be done by BCL/CW. It shall be the contractor’s sole responsibility to get the items passed during inspections.

12. All quantities given in BOM are tentative & based on rough estimation. The quantities may vary while executing actual work. All payments shall be made on the basis of actual quantities.

13. **Delivery:** The total work is to be completed within 02(two) months from the date of PO / LOI.

14. The bill shall be certified by Manager – Maint./CW or his authorized representative.

15. There shall not be splitting of tender quantity, the order for full quantity on totality basis shall be awarded to one contractor only.

16. BCL also reserves the right to terminate the contract with 15 days notice if, the contractor’s performance found unsatisfactory.

17. The Bidder along with their offer should give unconditional acceptance of all the terms & conditions as mentioned above. Alternatively, submission of the tender document duly signed & stamped on all pages, shall also be considered as unconditional acceptance of the tender.

18. **TAXES & DUTIES:**

The quoted rate shall be exclusive of GST as applicable. However, the Bidder may indicate amount of GST applicable in their Bid. While submitting bill for claiming payment, the break-up of GST must have to be submitted in the bill.

Similarly, for labour work, the quoted rate shall be inclusive of GST as applicable. While submitting bill for claiming payment, the break-up of GST must have to be submitted in the bill. Income Tax, as applicable, will be recovered from Contractor’s bill as per rule.

The contractor shall submit necessary documents as required for availing necessary input tax credit by BCL acceptable to tax authorities.

19. **EVALUATION OF LOWEST BID:** Evaluation of lowest bid shall be made on the basis of totality in L1 basis as given in Price Bid Format.

20. **Validity:** Offer should remain valid for a period of 90 days from the date of opening of this tender.

21. All corrections (if any), must be signed at the appropriate place by the signatory of the bidder, otherwise tender will be rejected. However, any correction in price bid may result in rejection of Bid.

22. Alteration, inclusion, deviation will not be allowed once the bid is submitted. However, Tender Evaluation Committee / purchaser may demand further clarification / documents if required.

23. BCL shall reserve the right to cancel the tender at any stage before finalization of the tender.

24. **NSIC / MSME/SSI** registered bidders should submit copy of their valid registration documents along with indication of ownership (i.e. whether SC / ST). In case the owner is of SC/ST category, copy of necessary document is to be submitted.

25. **Warranty/ Guarantee period:** 18 months from date of completion of total job.
E. **Earnest Money Deposit (EMD):**

a) Earnest Money Deposit of Rs.5,000/- (Rupees Ten Thousand Only) is required to be submitted by Demand Draft/ Pay Order in favour of Braithwaite & Co. Limited, payable at Kolkata, or in the form of Bank Guarantee. In case of Bank Guarantee the validity period initially be 120 days from the date of opening of tender. The units registered with DGS&D, SSI units registered with NSIC / MSME for the tendered items only and PSU units may be exempted from submission of EMD. Necessary documentary evidence shall have to be submitted along with the techno-commercial bid.

EMD is liable to be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of this tender.

b) EMD shall be returned to unsuccessful bidder after finalization of the tender without any interest. For successful bidder, the same will be retained by BCL till completion of the job or till submission of Security Deposit or if so decided by the bidder adjusted against Security Deposit for the said job.

**IMPORTANT FOR BIDDERS**

a. No offer will be considered without EMD except for the exemptions specified in the tender document.

b. All corrections (if any), must be signed at the appropriate place by the signatory of the bidder, otherwise tender is liable for rejection.

c. Alteration, inclusion, deviation will not be allowed once the bid is submitted. However Tender Evaluation Committee may demand further clarification, if required.

d. The tender is not transferable.

e. Bidders are requested to submit their price as per the Price Bid Format given in a separate sheet.

f. Tender will be considered cancelled if the documents required in bids are not placed in the envelope.

**PRICE BID (PART-II):**

Price Bid of the tender should contain only price. Part-I i.e Techno commercial bid of the tender will be opened on due date in presence of bidder’s authorized representatives who wish to attend tender opening. No overwriting or correction will be allowed in Price part. Price shall only be quoted as per format of the Price Bid. All the columns of the price bid should be filled up by the bidder and wherever break-up of rates have been asked, the same have to be filled up properly. In case of non-submission of Price Bid properly, the offer may run the risk of rejection.

Price Bid should be submitted in the following format. It is mandatory to quote rates including all charges i.e. labour, machining, transportation & excluding all taxes for all the items given in Price Bid Format.

This part must be free from any condition.
Rates should be quoted both in words & figures.
Lowest Bid shall be evaluated as per Lowest Bid Evaluation criteria specified in the tender document.

The rates to be quoted shall include contractor’s labour, lead, lift, carrying, handling, shifting, tools and equipment etc complete required for execution of the job as per scope of work and all terms & conditions of the tender.
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For Braithwaite & Co. Ltd