TENDER NO: BCL/RD/Annual Printing/2020    July 14, 2020

To,
M/s.____________________

“SEALED TENDERS ARE INVITED FOR THE JOB OF PRINTING OF ANNUAL REPORT & ACCOUNTS FOR F.Y.2019-20 (English & Hindi) AS PER SCOPE OF WORK AND TENDER DOCUMENT.”

1. GENERAL TERMS & CONDITIONS:
Offer should be in SINGLE BID type i.e. Price bid along with credential documents and terms & conditions in sealed envelope. The sealed envelope should be addressed to Dy. Manager (Purchase), M/s.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 23.07.2020 (due date) by 2.30 P.M. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened. The offer will be opened on 23.07.2020 at 3 P.M.
The envelope should be superscripted prominently as “TENDER FOR ANNUAL PRINTING JOB against Tender Number BCL/RD/Annual Printing/2020 dated 14.07.2020, Box No.2 and Due date 23.07.2020”.

2. Following documents to be submitted along with the offer:
   • All papers related to credentiality i.e. proof of past performance with respective customers (preferable Government Customer) and copies of purchase order, printed books of similar type of job carried out with reputed organization / companies and PSU’s.
   • Performance report, sufficient experience of similar job and must submit copies of experience list, Job completion certificate etc.
   • For NSIC/MSME/SSI registered bidders, copy of valid documents along with indication for ownership (i.e. whether the owner is of SC / ST category). In case, the owner is of SC / ST category, necessary documents is to be submitted.
   • Copy of GST registration certificate.
   • Bidders must submit copies of sample Annual Report in respect of the job done for reputed PSU’S / Industries / Organization etc., where the job of printing has been done by the bidder in both versions (i.e. Hindi & English) towards their experience.

   • In case, bidder has already worked in Braithwaite & Co. Ltd. for PRINTING OF ANNUAL REPORT & ACCOUNTS jobs during last three years, the bidder should enclose copy of relevant documents along with Performance Certificate issued by Secretarial Deptt. of BCL evidencing satisfactory execution of the awarded job. Otherwise, their offer shall not be consider.

   • Please Note that, the above documents should be submit along with their offer, otherwise, their offer shall not be consider for further processing, irrespective of L-1 position. BCL reserves the right not to consider the bid.
3. **Specification & Scope Of Work:**
   - Size of paper, size of Book, Process Printing, Inside Paper, Cover page, cover printing type, Translation from English to Hindi shall be as per Sample copy of M/s. Braithwaite & Co. Ltd., which is available at Secretarial Department.
   - In case of any query before quoting, bidders may contact Secretarial Department for clarification, if any. The total job shall be as per instruction / advice of Secretarial Deptt., No claim shall be entertained afterwards. The bidders may see the existing book of sample copy.
   - Soiled printed pages must be avoided.
   - Supply of good quality papers and printing work is to be done, as per sample. The bidder shall taken approval from Secretarial Department for quality of paper.
   - **Translation job from English to Hindi is totally responsible of bidder. The price is quote accordingly. No extra cost to be paid by BCL for translation job.**
   - After final approval of English & Hindi copy by Secretarial Deptt., the printing job shall be started by the bidder.
   - The party shall be required to deliver the printed material by 10th September’2019.

4. Offer should remain valid for 90 days from the date of opening of this tender.

5. Alteration, inclusion, deviation will not be allowed once the bid is submitted.

6. **Price:** Quoted / ordered rate(s) should remain **FIRM** up to completion of job. **No claim for price increase shall be entertained.** Quoted rate shall also include translation charges from English to Hindi. Price must be quoted both in figures & words and quotation must be free from any kind of overwriting, alteration, correction etc.

7. BCL reserves the right to postpone the due date of the tender / to cancel the tender at any stage.

8. **Payment Terms:** Payment will be made with 30 days Credit after submission of bill with relevant documents duly certified by Secretarial Department officials of BCL.
   - Party has to submit GST compliant invoice and challan to the authorities mentioning its GSTIN No.
   - Party has to submit compliance regarding documentation / monthly returns so as to ensure availing Input Tax Credit (ITC) by BCL.failing which BCL will deduct the resultant amount.

9. **Delivery:** Sample copy shall be approved before bulk supply. Full quantity of the printed materials shall be delivered in one consignment before 31.08.2020 positively at Secretarial Deptt. Proof (Sample copy) should be submitted for approval within 7 days from date of handing over of printing materials.

10. **Terms of Delivery:** Free to our CLIVE Works.

11. **Bill certifying authority:** Asst. Company Secretary or his authorized representative.

12. **Quantity Variation:** The purchaser reserves the right to increase or decrease the ordered quantity during the currency of the contract by not more than 30% on the same price and terms & conditions.
    - BCL also reserve the right to place repeat order for a maximum of 75% of the ordered quantity & value at the same rate, terms & conditions.

13. **Liquidated Damages:** In the event of failure on the part of the supplier to complete the awarded job within the stipulated completion period, Braithwaite reserves the right to recover a sum of 0.5 % for every week of delay or part thereof by way of L.D. subject to a maximum of 10 % of the ordered value.

14. **Risk Purchase:** In the event of failure on the part of the supplier to complete the job within the reasonable period of time as decided by the Purchaser, the purchaser 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.
Arbitration: All questions, disputes or differences 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. 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.

Any legal dispute that may arise will be settled within the jurisdiction of court of Kolkata.

Security Deposit: For due fulfillment of contractual obligations, the successful bidder shall furnish Security deposit within 15 days of receipt of Purchaser order in the form of Bank Guarantee (as per format provide by BCL)/ Demand Draft / Pay order, valid till completion of contract period. The amount of Security Deposit will be 5 % of contract value.

- Security Deposit will be discharged and returned to the contractor on successful completion of the contract.
- As and when an amendment is issued to the contract, the 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.
- 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 is to be deposited by the successful bidder on receipt of Purchase order. Balance 50% may be received from running bill.
- 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.

Performance Bank Guarantee: The contractor shall also submit a performance Bank Guarantee for a sum equal to 5% of contract value after receipt of order and before receipt of first payment. The performance Bank Guarantee shall remain valid up to the contract period. However, Security Deposit, if submitted, can be converted to Performance Guarantee.

NOTE: (1) In case Security Deposit / Performance Guarantee 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 party’s bills.

(2) MSE vendors may opt for submission of S.D or PBG as per their choice.

Evaluation of Lowest Bid:
Lowest bid shall be evaluated on the basis of ‘Lowest Total Landed Amount’ quoted by a bidder as per Price Bid Format.

All columns of Price Format shall have to be properly filled in respect of each of the item.

The quoted rate shall be mentioned in figure as well as in words. In case of difference, rates quoted in words shall be considered.

No over writing or correction will be allowed in price. Bid will be treated as cancelled if any over writing or correction is found in the price.

An unconditional acceptance of all notes, terms & conditions of the tender must be given along with the offer. All the documents as per Sl. No.2 must be submitted along with offer. In case the L-1 bidder does not submit unconditional acceptance / does not agree to all terms & conditions of the tender / does not submit all the documents / is not techno-commercially eligible, his bid will be rejected and next bid (s) will be considered for evaluation.
**Price Bid Format:**

<table>
<thead>
<tr>
<th>Description of Jobs</th>
<th>Rate per Book</th>
<th>GST/Per Book</th>
<th>Total Amount per Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>(No. of Copies of Book shall be 175 copies and each copy shall consist of approx. 90 pages excluding Cover &amp; Back Page)</td>
<td></td>
<td></td>
<td>Rs.__________________</td>
</tr>
<tr>
<td>(Quoted rate shall include translation charges from English to Hindi)</td>
<td></td>
<td></td>
<td>Rs.__________________</td>
</tr>
<tr>
<td>(No. of Copies of Book shall be 75 copies and each copy shall consist of approx. 90 pages excluding Cover &amp; Back Page)</td>
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<td></td>
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</tr>
<tr>
<td><strong>Total Landed Amount</strong></td>
<td></td>
<td></td>
<td>Rs.__________________</td>
</tr>
</tbody>
</table>

For **BRAINTWAITE & CO. LIMITED**