Dear Sir,

"Sealed Quotations are invited in two bid type from the vendors for ‘engagement of an agency for NABL accreditation of Mechanical & Chemical Laboratories of Angus Works as per ISO/IEC 17025:2017, as per scope of work and terms & conditions.

The offers should be submitted in two bids i.e. Part-I & Part-II
1) Part-I : Techno Commercial Bid & EMD
2) Part-II : Price Bid

All these parts shall be inserted separately in 2 sealed envelopes super scribing tender number and Part number. All two parts shall be put in 3rd envelope and all the envelopes shall be super scribed with our tender No., part No. & Due date.

Sealed tender addressed to Deputy Manager (Purchase), Braithwaite & Co. Ltd, 5, Hide Road, Kolkata: 700043 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 by 28.11.2019 (due date) by 2.30 PM/14.30 hrs.

Techno Commercial bid of the tender shall be opened on 28.11.2019 at 3PM / 15.00Hrs. During opening of techno commercial bid & EMD (Part-I) and (Part-II), the bidders may depute their authorized representatives to be present as witness. However, only the techno commercially acceptable bidders will be intimated before opening of the price bid.

Note: In case of tender opening date falls on Sunday / Holiday, the same will be opened on next working day.

Note: No offer shall be considered without submission of EMD along with Part-I offer.

Scope of work to carry out the above mentioned job at Angus Works:

The scope of job of an agency for consulting to assist in carrying out the activities for ‘NABL’ accreditation is as follows:

Contd..P/2
Phase-1
- Gap assessment
- Scope & Laboratory Quality Policy finalization
- Formation of Task force.
- Awareness Sessions for LQMS

Phase-2
- 4 days training on ISO/IEC 17025:2017 & Internal Audit- 2 Staff

Phase-3
- Documentation
- Training on calculation on UOM

Phase-4
- Calibration of Equipments / Instruments and CRM procurement

Phase-5
- Participation in PT and inter lab comparison
- Internal Audit
- Management review

Phase-6
- Application to NABL with fees
- Adequacy audit fee

Phase-7
- Pre assessment by NABL (Optional)

Phase-8
- Final assessment by NABL

Phase-9
- Guidance for NC closure, if any

Phase-10
- NABL accreditation fee including overhead charges. (It includes application fee, annual accreditation, over head charges, assessment charges, travel & other expenses of Assessor, Boarding & Lodging expenses of Assessor, honorarium for NABL-accreditation, Proficiency testing programme etc).

Phase-11
- Arrange training of Level-II NDT Certification of 2 persons.

Contd.. P/3
Other terms & conditions for the bidders including submission of offers through website also:

Bidders shall submit the following documentary evidences in support of their past experience:

i) Executed / executing similar type of jobs in reputed organizations during last 7 years ending 31.10.19.
ii) Copy of work order / contract agreement
iii) Completion certificate(s) of the job, if any.
iv) Copy of GST / PAN

a) Job has to be carried out as per the scope of work as detailed above phase-wise.
b) Job has to be completed within 6 (six) months on receipt of P.O. or L.O.I.
c) Job shall be certified by In-charge (Foundry) or his authorized representative.

General Terms & Conditions:

1. **EMD:** Rs 5,000/- (Rupees five thousand) EMD is required to be deposited as Bid Security and to be submitted in the form of DD/ pay order/ Bank Guarantee in favour of Braithwaite & Co. Ltd payable at kolkata. However, for SSI Units with single point registration with NSIC, RDSO, MSME & DGS&D registered vendors for the tendered items; payment of EMD can be considered for exemption to the extent of monetary limited granted on submission of valid NSIC registration certificate. Copy of the valid NSIC/MSME Registration Certificate should be furnished. PSU bidders are also exempted from submission of EMD.

   The 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.

   EMD will be returned on submission of required Security Deposit for successful bidder(s) and after finalization of order, for unsuccessful bidders.

2. **Security Deposit:**

   5% of the order value only in the form of DD/ pay order/ Bank Guarantee from Indian Nationalized Bank to be submitted by the successful bidder within 15 days from the date of receipt of Purchase order. However, exempted for NSIC, MSME & DGS&D registered vendors. & PSU bidders However SD can be submitted 50% by the bidder & balance 50% can be adjusted against their R/A Bills. Security Deposit will be discharged and returned to the supplier only after successful completion of supplier’s obligation under the contract.

   As and when an amendment is issued to the contract, the supplier / 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 as amended.

   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 as specified in the contract.

Contd., P/4
3. **Performance Bank Guarantee:**
You shall submit a Performance Guarantee @ 5% of contract value in the form of Bank Guarantee obtained from a Nationalized / Scheduled Bank in a prescribed format of BCL before the receipt of first payment. The PBG shall remain valid up to Guaranty / Warranty period. The Security Deposit, if submitted may be converted to Performance Bank Guarantee and no separate PBG is required to be submitted. PBG shall be refunded /returned only after successful completion of obligations under the contract.

**NOTE:**

(i) 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 bill.

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

4. **Payment:** 100% Payment will be made only after successful Accreditation from NABL after 30 days of submission of bill with relevant / supporting documents duly certified.

5. **GST:** The contractor shall submit necessary documents as required for availing necessary Input Tax Credit (ITC) by BCL acceptable to tax authorities. They shall have compliance regarding documentation / monthly returns to ensure availing Input Tax Credit (ITC) by BCL, failing which BCL will deduct the resultant amount. BCL also reserve the right to keep the payment of GST amount on hold till receipt of Input Tax Credit (ITC) by BCL.

6. **Validity:** Offer should remain valid for a period of 90 days from the date of opening of technocommercial bid.

7. Quoted/order rates should remain firm till completion of the job and price variation shall not be entertained during the currency of contract.

8. All corrections (if any) must be signed at the appropriate place by the signatory of the bidder; otherwise, tender will be considered as invalid.

9. **Liquidated Damages:** In the event of failure 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 10% of the ordered value.

10. **Risk Purchase:** In the event of your failure to complete the job, BWT reserve the right to procure the items mentioned in our Purchase order from alternative source on Risk Purchase Basis and recover the extra thereof, if incurred, from you.

11. **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 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 adjudicator of sole Arbitrator. Managing Director / CMD 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 the 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 processing’s of the Arbitration shall be held in Kolkata.

Contd. P/5
12. Any legal dispute that may arise will be settled within the jurisdiction of court of Kolkata.

13. **Delivery period /Completion period:** Awarded job shall be completed within 6 (six) months receipt of Purchase order/LOI whichever is earlier.

14. **An Unconditional acceptance of all notes, terms & conditions of the tender must be given along with offer.**

**PRICE BID (Part-II)**

1. The rates should be quoted both in figures and words. In case of difference, rate quoted in words will be considered.
2. Over writing in price figure of the quotation will be rejected.
4. The rates for both the categories shall be submitted in the following format.
5. **Lowest bid will be evaluated on the basis of lowest Total Amount obtained against the entire job (all inclusive)**

**PRICE FORMAT**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Job Description</th>
<th>Lump sum Basic Price (Rs.)</th>
<th>GST Amt. (Rs.)</th>
<th>Total Amount (all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>NABL accreditation of Mechanical &amp; Chemical Laboratories of Angus Works as per ISO/IEC 17025:2017 &amp; as per scope of work and terms &amp; conditions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Percentage of GST is to be mentioned in price bid.

For Braithwaite & Co. Ltd.