

900630561 UNDER CERTIFICATE OF POSTING
 To be submitted by 2 P.M on **12.03.2010**
 and to be opened at 3 P.M. / 3.30 P.N. on the same day

Burn Standard Co. Ltd.

(A Govt. of India Undertaking)
 A Subsidiary of B.B.U.N.L

Phone :2660-2601/03, 2641-2602/04 Fax No. : (033) 2660-4869
Nityadhan Mukherjee Road, Howrah – 711 101
 Regd. Office : 22-B, Raja Santosh Road, Alipore, Kolkata – 700 027
 Phone : (033) 2448-4633, Fax : (033) 2448-8846

TENDER FOR SUPPLY OF STORES
 (To be filled in by the Tenderer)
 To _____

Dear Sir (s)

Please quote your firm lowest rates for the following materials delivered free to our 'Howrah Works' strictly in accordance with the conditions giving overleaf and submit your quotation in the enclosed envelope to the Burn Standard Co. Ltd., Howrah. The materials are subject to inspection by our own/By Rites/By RDSO by our constituent before despatch.

Yours faithfully,
 FOR BURN STANDARD CO. LTD.

Delivery required : **From 1st April 2010 to 31st March 2011** Tender No. : **40A/Hire Car/10-11** Date : **19.02.2010.** **(S. K. Panja)**
Deputy Manager /Purchase

Sl.No.	Drawing or Part No. CODE NO.	Description and Specification	Quantity required	Rate Unit	*Rate at which Articles will be supplied including All Charges		Delivery offered	Remarks
					In figures	In words		
		Supply of Ambassador Cars on Daily Basis } (as per Terms & Conditions -do- Emergency Basis } In Annexure-I	4 Nos. 1 No.	Each “	Earnest Money : Tenderers have to deposit Earnest Money of Rs.25,000/- (Rupees Twenty Five thousands only) by Pay Order / Bank Draft in Favour of BURN STANDARD CO. LTD. along-with the Tender. Tenders without Earnest Money will summarily be rejected. However, in case of failure to accept the order, Earnest Money will be forfeited. No other Form of Earnest Money is acceptable.			
		Note : a) Ambassador Car should be provided by the supplier/suppliers should strictly be "Public Vehicles" in nature as per Motor Vehicles Records, Copy of Blue Book, Up-to-date Road Tax, Pollution Control Certificate, Driving License, Registration. No. should be furnished alongwith your offer. No Private Cars will be allowed. b) Contractors to specify the location of their Garage.						

N.B -Rates must be for Destination only otherwise they are liable to be summarily rejected. Mode of despatch should be indicated clearly.

The rate to be indicated will be inclusive of all charges including Excise Duty, Custom Duty, Regulatory Duty, Packing, Forwarding, Freight, Insurance and any other charges but excluding Sales Tax and surcharges on Sales Tax if any only for which please refer to clause No.2 of instruction to tender on reverse. The rate of E.D and other duties, considered should also be indicated clearly. NOTE : (i) ***This Tender will be governed by the terms & conditions printed overleaf & (ii) Please mention Tender No., Date, Due Date & subject items on your sealed envelope.***

(No over writing Erasing or Correction of Rate is permissible)

IMPORTED STORE COUNTRY OF ORIGIN

I/We engage to supply towith the articles specified above and upon the terms of special conditions indicated in the enquiry and instructions (as Printed Overleaf) for the guidance of the Contractors issued by the Company.

INDIGENOUS PRODUCT

- Cottage Industry
- Small Scale Industry
- Large Scale Industry

In consideration of the Company agreeing to consider this quotation, if will hold goods for 90 (ninth) days from opening date or any such time otherwise specified on the Tender. The acceptance of this tender by the Company shall constitute a binding contract between me / us and the purchase.

(Local make/Best Local make/Indian is not an answer)

Maker's Name :

RATES IS TO BE QUOTED INCLUDING DELIVERY CHARGES TO OUR WORKS

Brand etc.
 Strike our where necessary
 Bank Draft/Pay Order No.

(Deposit as earnest money/Security Deposit) QF / 7-4 / 8

Name of Tenderer :

With DGS & D

Telegraphic address :

Address No. :

With Small Scale Industry

Telephone No. :

With NSIC

Registration No.:

With RDSO

With DGTD

(Signature of Tenderers

With seal and full name)

- 1) Particulars of materials and quantity are as per attached Tender Form. The quantity is approximate. The Company reserves the right to reduce / increase the quantity and also withdraw the items.
- 2) The offer of the materials is to be made in specified 'Tender Form'. Tender No. and due date must invariable be quoted on the top of envelope to be submitted in sealed cover. Tenders delivered by hand should be put in to the Tender Box which is kept open till 3 P.M. on all working days.
- 3) Sales Tax where leviable and intended to be claimed from the purchaser, the rate of sales tax and the sales tax registration number should be distinctly shown along with the price quoted in the tender form, where this is not done, no claim for sales tax will be admitted at any later stage on any ground what so ever.
- 4) Consignees will entertain supplies against order upto 3 P.M. on any working days. In special cases supplies could be accepted upto the closing of the deposit / or on Holidays but only with the written consent approval of the consignees.
- 5) Company reserves the right to publish names and rates of successful tenders.
- 6) Firms which are not able to quote must return the tender with our Drawing / sample if any, by the due date with the words "NO Quotation" written across the face of it.
- 7) It should be noted that if a contract is placed on hire tender as a result of this invitation to tender in preference to the lowest acceptable offer in consideration offer of earliest delivery the contractor will be liable to pay the company the difference between the contract rate and that of the lowest acceptable tender on the basis of final price FOR destination including all elements of freight sales tax, local taxes, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract. This is in-addition and without prejudice to other rights under the terms of contract.
- 8) Ambiguity must be avoided in filling tenders. All entries in the form must be typewriter or in ink. The rate unit must not under any circumstances be altered and quotation must be entered in figures and in words.
- 9) The Company does not bind it to accept the lowest and resume the right to reject, reduce, or divide the tender without showing any reason and you shall supply whatever quantity is order on you at the rate and on the condition to be stipulated on the order. The rate unit under any circumstances must not be altered from that shown as otherwise your tender will be invalidated. The Company's decision with regard to quality and quantity must be deemed as final in respect of all supplies.
- 10) Submission of a sample or quotation of a brand or make will not absolve the tender from the responsibilities arising out or rejection of supplies which when examined / tested prove to be not up to specification.
- 11) All articles / materials supplied by successful tenderers shall be to the description and quantity add in strict accordance with and equal to the approved samples. Drawings and specifications either ISS or as printed in the tender. Each articles manufactured / supplied must bear their trade mark or identification stamp.
- 12) Current and valid Income Tax Clearance Certificate No. must be mentioned in the quotation.
- 13) Tenderers have to deposit Earnest Money of Rs. (Rupees Ten thousand only) by Bank Draft in favour of BURN STANDARD CO. LTD., along with the Tender Form. Tenders without Earnest Money will summarily be rejected. However, in case of failure to accept the Order, Earnest Money will be forfeited. No other Form of Earnest Money is acceptable.
- 14) Order will be placed on successful bidders who should be asked to (a) confirm acceptance of the Order within 14 days and also to (b) arrange Security Deposit of Rs... where written acceptance is not given but works / supply is executed in part / full all terms and conditions of Tender / Purchase Order / Contract will be deemed to have been accepted by the party. The earnest Money can be adjusted towards Security Deposit. In case of failure to execute the Order thus placed, Security Deposit will be forfeited.
- 15) Earnest Money is to be refunded to the successful tenderers after opening and finalisation of the tender, whereas Security Deposit will be refund to the successful bidders only on execution and acceptance of material for the entire order. No-interest will be payable on both Earnest Money & Security Deposit.
- 16) Rates must be F.O.R. destination only otherwise they are liable to be summarily rejected. Mode of despatch must be clearly indicated. Except as otherwise agreed in writing your price shall no main firm during the period of supply.
- 17) Delivery is the essence of the contract, where specific delivery is mentioned in our enquiry. Your offer shall be taken as being able to adhere strictly to this unless otherwise mentioned by you. In other cases please quote your earliest delivery.
- 18) In the event of late delivery of material, we reserve the right to recover from party by way on liquidated damage, equivalent to 2% of price of material per month including taxes, duties and freight maximum upto 10% of the value.
- 19) Payment :- Payment will be made within 30 days from the dates of presentation of your bill in duplicate along with the original receipted copy of the Challan / invoice to the Purchase department at HW, Howrah.
- 20) Sample submitted with the quotation would be treated as free sample.
- 21) In the event of requirement of any free issue materials from BSCL, to supply the tendered item (s), the tenderer have to submit a Bank Guarantee covering value of the free supply materials.

TERMS & CONDITIONS

1. The owner must own minimum one Car (Ambassador) and related documents in this regard to be attached with the tender.
2. The Driver should be skilled and well experienced in the line having Driving License for not less than five years without Police Omdidant and Statutory encumbrances. Drivers dress white full Pant and White Shirt (Tip-Top) and also seat cover must be white cover.
3. The car should be in Tip-Top and good running conditions duly passed by statutory authorities.
4. All statutory documents like valid Tax Token, Insurance Certificate and Driving License of the driver must be available in the car while on service. A Xerox copy of Driving License of the driver must be deposited with our garage.
5. Working hours for engaging hired car will be as per the Company's working hours based on normal as well as additional hours as & when required.
6. In case of brake-down the contractor is to provide substitute car immediately, so that transportation service remains uneffected. The contractor is to contract immediately to our garage with details of such substitute vehicle proposed substitutes car, the taxi fare incurred will be deducted from the bills.
7. The Vehicles is to be supplied as & when required by our Garage and same should be provided in specific place and time as directed by the Garage In-charge of the Company.
8. Deployment of Cars will be subject to full-fledged inspection by garage who will inspect the car in all respects before finally accepting them for hiring. The contract may stand terminated if any contractor fails to provide the car on the occasions without advance notice or their car reported break-down on route on these occasions in a month.
9. Tyres, particularly of front wheel should not be retreated.
10. Tenderers have to deposit Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand only) by Demand Draft / Pay Order (MICR) drawn in favour of Burn Standard Co. Ltd. Howrah along-with your offer. Earnest Money of successful tenderer will be converted to Security Deposit and will be retained till the contract period is over.
11. The rate is inclusive of all expenses like fuel, driver, maintenance and other incidental matter. Contractor should submit their rates as :-
 - i) Rs. per K.M run basis.
 - ii) Rs. per Hour Basis.
12. All statutory requirement are to be complied with by the contractor.
13. This also includes other instructions and terms attached with and printed overleaf of tender documents.
14. Statutory provisions as per regulation and solution of contract labour act which may be applicable i.e. payment of wages Act., E.S.I Act., Govt. Circular regarding revision etc. from time-to-time beside other relevant rules/laws/regulation of both the appropriate Govt. and the Company.
15. The car should be in good condition and well maintained and should follow West Bengal Motor Vehicles rules.

For Burn Standard Co. Ltd.

(S. K. Panja)
Deputy Manager/Purchase