

BURN STANDARD COMPANY LIMITED
(A GOVT.OF INDIA UNDERTAKING)
(A Subsidiary of BBNUL)
BURNPUR - 713325
REGISTERED OFFICE : 22B, RAJA SANTOSH ROAD
KOLKATA - 700027

Phone no: 0341-2230531, Fax No.: 0341-2230232

TENDER NO. BW/PERSL/Time Recording Clocks/2010 DATED 18.02.2010
Due date & time of submission: up to 1130 Hours on 11.03.2010.
Date & time of opening: At 1500 Hours on 11.03.2010.

**Sub: Servicing/Maintenance of 03 (Three) nos. Time Recording Clocks at
Staff Time Office (Make Anglo Swiss Quartz Auto Print of our Company.**

Dear Sir,

SEALED Tenders, in duplicate, duly super scribed the above tender number, Due Date & Time for submission are invited on behalf of the General Manager/BSCL/BW from registered/experienced Company / reputed firm for the following jobs.

TERMS & CONDITIONS :
Scopes of work

1. To Servicing and Maintenance of 03(Three) nos. Time Recording Clocks. The firm is required to depute their Mechanics at least once in a month or as per the requirements on call to attend any defects in the Time Recorder Clocks.
2. The rates should include the charges for spare parts, ribbon, periodical overhauling and cleaning of the Clocks.

Other terms.

The bid will contain the following documents:

- a. Earnest Money Deposit. In the form of Demand draft/pay order drawn in favour of Burn Standard Co. Ltd. On any nationalized bank payable at Burnpur / Asansol as per following to be submitted along with the commercial bid.

Value up to 5 Lakhs	Rs. 5,000.00
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- b. Latest Income Certificate / Pan No.
- c. Professional Tax clearance certificate from appropriate authoritative.
- d. Documented evidence of experience in similar nature of job.
- e. The Earnest money paid by the tenderers with the tender will be refundable to the unsuccessful tenderer in due course without any interest. In case of successful tenderer, E.M.D. will be adjusted towards the Security deposit.

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- f. **Period of Contact:** One year, but the management reserves the right to increase or decrease the period for maximum 12 (twelve) months, of the situation demand and decision of the BSCL management in this regard is final and binding on the tenderer.
- g. The validity of the offer should remain open for a period of 90 days from the date of submission of offer.
- h. **Security deposit :** Successful tenderer should deposit the security money in the form of demand draft / pay order / B.G. drawn in favour of Burn Standard Company Limited, Burnpur as per following table :-

Value of the contact	Sum of Security deposit.
Up to Rs.2 Lakhs.	Rs. 10,000.00

- Security deposit required to be deposited within 15 days from the date of receipt of the work order. Security Deposit thus given will be interest free and tenderer will have no right to claim during the pendency of contract. Security money will be returned after successful execution of the contract. In case of non-submission of B.G. or Bank Draft as security deposit, the same will be recovered from the Party's bill and may be forfeited in case of non-compliance of the contract by the successful tenderer.
- i. The contractor shall be required to observe the safety rules shall be responsible for accident /damage.
- j. The contractor will be required to complete the particular job mentioned as per the schedule given from time to time
- k. No claim of contractor will be entertained on account of rising Labour/fuel /any other rates during the contract period.
- l. No Fax, Telegraphic quotation will be accepted.
- m. Tenderers, sending tender by mail will do so solely on their own risk & BSCL will not be responsible for any loss in transit or postal delay.
- n. Incomplete tender or tenders submitted with qualified condition(s) at variance with special as well as general terms & conditions /instruction to bidders of this tender are liable to be rejected summarily.
- o. Unless otherwise specified all rates, prices in the tender form should be quoted both in figures & in words. Tender containing overwritten or erased rates are liable to be rejected.
- p. The rate to be quoted per clock per month basis.
- q. The rates quoted by the tenderer must remain firm during the pendency of the contract. No escalation will be allowed.
- r. Income tax will be deducted at the prevailing rate from the successful tenderer & any increase in I. Tax on surcharge therein will be borne by the party.
- s. The bills to be submitted in quadruplicate along with required documents & to be submitted within 7 (seven) days of closing of the month. Payment will be released within 30 (thirty) days of receipt of bills for each month
- t. The tender should submit in the office of the Labour Bureau of B.S.C.L. Burnpur works within the above stipulated date & time.
- u. In case of the offer is not accepted by BSCL, the tender shall not be entitled to claim any cost, charges, expenses made by the party for submission of offer.
- v. **Cancellation of the tender:** The Company reserves the right to cancel the tender without assigning any reason to the tender.
- w. **Risk Purchase :** In case the performance of the contractor is not satisfactory, the Management reserves the right to withdraw the relevant contract at any time during execution & get the job done through any other agency at the tenderer risk & costs.

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- x. **In case of non-execution of unsatisfactory performance of any job, owing to the irregularity / failure on your part, a proportionate deduction will be made up to 10 percent from the bill for the same month, against same job, on certification by the certifying authority with a written intimation to the contractors concerned.**

**(A.GHOSH)
AM (PRSL&Admn.)**

Declaration of contractor.

I / We have examined the terms & conditions and volume of the job content & we agree to abide the above terms and conditions.

Signature of the contractor with seal