



**Burn Standard Co. Ltd.**  
**(A Government of India Undertaking)**  
**Ministry of Railways**  
**22 B, Raja Santosh Road, Alipur**  
**Kolkata- 700027**  
**Website: www.burnstandard.com**  
**E- Mail: burnstandard@yahoo.co.in**  
**Ph- 033 2448 8851/ 24488849, FAX- 033 24488846.**

Ref:MM/HO/SS-JC/17-18/33

Date:31.08.2017

**Sub: Tender for Job Contract for Support Service at Head Office & Howrah Works**

**Ref:Tender No. MM/HO/SS-JC/17-18/33 dated 31.08.2017.**

**Date & Time of Submission: By 2.30 PM on 21.09.2017.**

**Date & Time for opening of tender: At 3:00 PM on 21.09.2017.**

Sealed tenders are invited in two bid system (Part-I Techno Commercial bid & Part-II Price bid) from the eligible bidders for providing Support Service at Head Office & Howrah Works as per description of work mentioned in the tender document. Price Bids of techno commercially qualified bidders will only be opened.

1. The tender document consists of followings:-

Annexure-I :Scope of Work  
Annexure-II :Instruction to bidders  
Annexure-III :Special terms & conditions  
Annexure-IV :Price Format

2. Tenderer who have downloaded the tender document from our web-site are required to deposit Rs 1000/- by Account payee demand draft drawn in favour of BURN STANDARD COMPANY LTD. Payable at KOLKATA towards cost of tender along with commercial bid.

3. All other terms and conditions will be as per General & Special terms and conditions detailed in the tender document.

Thanking you.

Yours faithfully  
For Burn Standard Company Limited

(S.K.Banerjee)  
Manager (Project,C & MM)

**SCOPE OF WORK:**

Providing Executive/Staff/Sub Staff at different functional areas at Head Office are appended below-:

**HEAD OFFICE & HOWRAH WORKS:**

- a) 10 Nos Advisor/Consultant: All Secretarial jobs at the office of CMD, & job pertaining to P&A, PR, F&A and C&MM departments of Head Office & Howrah Works.
- b) 05 Nos Senior Level: To carry out work assigned by the departmental heads of Personnel & administration, Estate, Commercial, Accounts & Project departments of Head Office.
- c) 03 Nos Executive Middle Level: To carry out work assigned by the departmental heads of Howrah Works
- d) 02 Nos Middle Level Executives: To carry out official work assigned by the departmental heads of respective departments of Head Office.
- e) 16 Nos Senior Staff: To carry out work assigned by the departmental heads of Howrah Works
- f) 09 Nos Staff Level Personnel: To carryout official work assigned by departmental heads of Accounts Department, Personnel & Administration Department, C&MM Department and Maintenance of Computers and its peripherals of Head Office.
- g) 13 Nos Sub-Staff Level Personnel: To carry out work assigned by the departmental heads of Head Office

Continued to page-3

## **Instruction to Bidders**

### **1. MODE OF SUBMISSION OF OFFER**

- 1.1. Offers shall be submitted in sealed envelopes.
- 1.2. Tender no. Due date & Time shall be super scribed on the envelope.
- 1.3. Envelope shall be addressed to Manager(Project, C & MM)
- 1.4. 22B, Raja Santosh Road, Alipore, Kolkata-700027.

### **2. CONTENT OF BIDS**

#### **Techno Commercial Bid(Part-I)**

- a. Cost of tender document in case the same is downloaded from website, the cost of tender document of Rs 1000/-(Rupees One Thousand must be deposited along with the offer in the form of demand draft/pay order drawn in favour of BURN STANDARD CO. LTD, on any nationalized bank payable at Kolkata.
- b. Earnest Money Deposit(EMD) in the form of Demand Draft, Payable at KOLKATA to be submitted along with the Techno Commercial Bid(Part-I) bid. EMD to the unsuccessful bidders will be returned in due course without any interest. The units registered with DGS&D, SSI units registered with NSIC, PSU units and RDSO approved vendors may be exempted from submission of EMD on production of documentary evidence.
- c. Trade License from concerned authorities.
- d. Professional Tax & Income Tax clearance certificate from concerned authorities. Copy of P.F. & ESI registration certificate.
- e. Valid labour license from competent authority valid for the period of the contract.
- f. PAN number
- g. Scope of work, instruction to bidders and special & general terms and conditions duly signed by the tenderer on each page as a token of acceptance in to-to are to be returned with techno commercial bid.

#### **Price Bid(Part-II)**

- h. Price bid duly filled and signed.
- i. Details of all taxes, duties applicable must be furnished.
- j. GSTIN & Service Accounting Code(SAC) to be provided.
- k. All pages of the NIT should be sealed and signed by the bidder.

### **3.0 RATES**

- 3.1 Lump sum rate for scope of work detailed in Annexure-I shall be quoted in Annexure-IV "Price Format".
- 3.2 All taxes and duties applicable must be quoted with respective rates and amount. It is to be clearly understood that taxes and duties applicable as on date of bid opening and not indicated in the price bid will be borne by the contractor. However, any statutory variation in rates and levy of new taxes and duties after bid opening during the currency of contract will be to BSCL account.

**4.0 Earnest Money Deposit:** The tenderers are required to deposit the Earnest Money in the form of Demand Draft / Pay Order only from any Nationalized Bank drawn in favour of Burn Standard Company Limited, Kolkata. The amount of Earnest Money to be deposited shall be based on the value of tender as per the following table :

Value of Tender	Earnest money (interest free)
Up to Rs.5 Lakhs	Rs.5,000/-
Rs.5,00,001 to Rs.10,00,000	Rs.10,000/-
Rs.10,00,001 to Rs.25,00,000	Rs.25,000/-
Rs.25,00,001 to Rs.50,00,000	Rs.50,000/-
Rs.50,00,001 to Rs.1 Crore	Rs.1,00,000/-
Rs.1 Crore to Rs.2 Crores	Rs.1,50,000/-
Above Rs.2 Crore	Rs.2,50,000/-

The Units registered with DGS&D, Small Scale Industries registered with NSIC and PSU Units/RDSO approved vendors may be exempted from submission of EMD.

The earnest money so deposited will be refunded to the unsuccessful tenderer after finalization of the contract without any interest. For successful tenderer, the Earnest Money will be retained as a part of the Security Deposit for due fulfillment of the work under the contract.

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.

**5.0 SECURITY DEPOSIT :** For due fulfillment of the contractual obligations, successful Bidder shall submit Security Deposit by Demand Draft/Pay Order **in favour of "Burn Standard Co. Ltd., Kolkata** or by Bank Guarantee (as per format provided by B.S.C.L.) within 15 days of receipt of Purchase Order. The amount of Security Deposit shall be 5% of the total contract value including Taxes. Security Deposit thus given shall be interest free and tenderer will have no right to claim during the pendency of the contract. Security Money will be discharged and returned to the Supplier / Contractor on completion of contractual obligations under the contract including any obligation as specified in the contract.

The company (BSCL) shall be entitled and shall be lawful on its part to forfeit the said security deposit in whole or in part in the event of any default, failure or neglect on your part in the fulfillment or performance in all respects of the contract under reference or any other contract with the company or any part thereof to the satisfaction of the company and the company shall also be entitled to deduct from the said security deposit any loss or damage which the company may suffer or be put to by reason due to any act or other default, recoverable by the company from you in respect of the contract under reference or any other contract and in either of the events aforesaid to call upon you to maintain the said security deposit at its original limit by making further deposit, provided further that the company shall be entitled to recover such claim from any sum then due or which at any time thereafter may become due to you under this or any other contract with the company. On due completion or performance of the contract in all respect, the security deposit will be returned to the contractor without any interest on certification of concerned department.

**6.0 TERMS & CONDITIONS**

**6.1 Firm rate:** Quoted rate shall remain firm during pendency of contract .

**6.2 Paying Authority:**head of Accounts or authorized representatives of Accounts Department at Head Office as delegated by competent authority of Burn Standard Co. Ltd.

**6.3 Certifying Authority:** Head of Departments or Authorised representative of Personal Department at Head Office as delegated by competent authority of Burn Standard Co. Ltd.

**6.4 Income Tax:** Income Tax will be deducted at the prevailing rates from the bill of contractor and any increase in income tax or surcharge thereto will be borne by contractor.

**6.5 Compliance of Statutory Acts/Rules:** The contractor shall comply with provisions of Laws & Rules in force from time to time which will be applicable to contract workmen including a) Contract Labour(Regulation & Abolition Act 1970 Contract Rules 1971. b) Payment of Bonus Act 1948 c)ESO Act 1948 d)Workman Compensation Act1923 e)Factory Act 1948 f)State Minimum Wages Act and also other statutory labour legislation now in force and also that which may be introduced in future and keep the company indemnified from any client which may raise by reason of his default either wishfully or by ignorance.

**6.3 Validity of offer:**The offer should remain valid for (Ninety) 90 days from the opening date of tender.

**6.4 Period of Contract:** From 01.10.2017 to 30.09.2018

**6.5 Billing Procedure & Terms of Payment**

i. Contractors are required to make the payment to persons engaged by 1<sup>st</sup> day of every month and shall submit their bill on monthly basis in quadruplicate by first week of subsequent month along with proof of disbursement..

ii. Proof of payment of wages, PF,ESI etc in respect of contractor's workmen shall accompany the bill.

iii. 100% of the total value as per order along with taxes will be paid within 30 days from the date of receipt of contractor's bill duly supported with documents as detailed mentioned in 6.5(I & ii).

iv. Payment shall be made in crossed Account Payee Cheque

**6.6 Option Clause:**BSCL management reserves the right to increase or decrease the ordered quantity by 25% during the currency of the contract at the same price and terms and conditions.

**6.7 Repeat Order:**BSCL management reserves the right to place repeat order for 75% of the ordered quantity at the same rate and terms within the currency of the contract and contractor is bound to accept the repeat order.

**6.8 Execution of the Contract:**

It would be responsibility of the successful contractor to deduct and deposit employee's contribution, employer's contribution of provident fund and other related charges as per act and to deposit the same directly to P.F. authority as well as ESI will be deposited to the respective authority and due particular will be furnished to BSCL before releasing of next payment. The BSCL authorities shall entertain no disputes pertaining to P.F. deduction and deposit as well as ESI, if raised by the employees of the contractor.

**6.9 Arbitration:** All questions, disputes or differences whatsoever arising between the BSCL and contractor or in relation to or in connection with the contract, either party may forthwith give notice to other in writing of the existence of such question, disputes or differences and the same shall be referred to the adjudicator of sole arbitrator. Chairman and Managing Director of BSCL 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 order under the Arbitration & Conciliation Act 1996. Any legal dispute that may arise will be settled within the jurisdiction of Court of Kolkata.

For Burn Standard Company Limited

(S.K.Banerjee)  
Manager (Project,C & MM)

Tenderer's Signature-----  
Designation-----  
Date-----  
Common Seal-----

## SPECIAL TERMS & CONDITIONS

### 1.0 GENERAL

1.1 Successful tenderer shall engage personnel having sufficient experience, number of manpower is to be decided mutually between BSCL and contractor .  
1.2

### 2.0 CONTRACTOR'S RESPONSIBILITY

2.1 The contractor shall comply with the provision of Law & rules in force from time to time which will be applicable in performing the scope of work as detailed above.

2.2 The contractor must make payment to personnel engaged by him by 1<sup>st</sup> of every month.

2.3 The contractor must abide the Company's rule, regulation and instructions issued from time to time in respect of all matters.

2.4 Contractor has to carry out the allotted work with the work force available with him on any day and no substitute will be allowed. Any additional payment made by him in respect to above shall be borne by him and BSCL will have no liability for the same.

2.5 In case of non-execution or unsatisfactory performance of any job owing to the irregularity/failure on contractor's part, a proportionate deduction will be made from the bill for the same month against same job as certified by the certifying authority.

2.6 Contractor must not engage any personnel of more than 58 years age at any point of time, which will not be applicable for professionals.

2.7 Contractor should produce the medical fitness certificate of each workman engaged by him from a registered medical practitioner or by Doctor authorized by BSCL, in case, company feels that any of the workmen is not fit, the company on its own can conduct the medical examination and the result of the examination shall be binding on the contractor.

2.8 Contractor is required to maintain an attendance register of the persons which should be signed by the departmental in-charge every day. Payment to the persons shall be linked to the attendance in addition to the output.

2.9 Contractor has to comply with all the statutory obligation towards its personnel Who are to be provided under this contract, which includes provision of State Minimum Wages Act 1948, Employees Provident Fund & Misc Provision Act,1952. ESI Act 1948 etc.

2.10 Contractor is required to provide payment slip every month to the personnel engaged by them showing all deductions of statutory deductions.

2.11 In case contractor's personnel are found lacking necessary experience or in behaviour/manner, arrangement for immediate replacement has to be made by the contractor.

**PRICE BID**

Description	Rate(Rs)
A) Total amount to be disbursed per month	7,20,655.00
Number of minimum manpower-As mentioned in Annexure I	
B) Service Charges @----- on A above	
C) TOTAL VALUE PER MONTH(A+B)	
D) GST @----- on 'C' above	
E) Total (C+D)	
F) Total cost for 12 months	

Tenderer's Signature-----

Designation-----

Date-----

Common Seal-----