



BURNPUR

Registered Office:
22B Raja Santosh Road
Kolkata: 700027

GST NO- 19AABCB4171B1Z3.

BURN STANDARD CO LTD
BURNPUR WORKS
BURNPUR – 713325
WEST BENGAL
(A Govt. of India Undertaking)
MINISTRY OF RAILWAYS

FORMAT NO.PR/06A/004 Rev.00

Wire: Wagon Burnpur
FAX (0341)2230531/232
Telephone (0341)2230521, 526.

Ref. No. BW/ENQ / Security Service/RW/17-18/2/22

Date: 07-07-2017

Dear Sir,

Notice inviting Tender for deployment of 09(Nine) heads with Un-Armed security Guard (Gate Attendant) & 08(Eight) heads Un- Armed security Guard (Gate Attendant) protecting Raniganj works II & Lalkoti works (RW-1) respectively of Burn Standard Co. Ltd.

Tender No. /Date:

Ref. No. BW/ENQ / Security Service/RW/17-18/2/22

Date: 07-07-2017

Due Date / Time. : 28-07-2017 by 11 AM.

The Tender will be opened on: 28-07-2017 at 3:00pm.

Eligibility: Preference will be given to the tenderer having experience for running the above mentioned job. Management reserves the right to accept/rteject the tender without assigning any reasons thereof.

For: Burn Standard Co. Ltd.,

(P.P Accharyya).
Manager (P, CCMS).

Encl: Tender documents.



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To,

M/s. _____.

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Instruction to bidders

01. Sealed covers containing commercial bid and Price bid super scribing the tender No, due date and the time of submission, addressed to Manager(Purchase, Burn Standard Co. Ltd, Burnpur works are to be dropped at purchase department within due date.

02. Mode of submission of Tender in 2(Two) parts

03. Earnest Money Deposit. :- The tenderer are required to deposit EMD in the form of Pay Order / Demand draft from any Nationalized Bank in favor of M/s. Burn Standard Co. Ltd., Burnpur as per details given below.

Value of Tender.

- Upto Rs. 5 Lakhs.
- Above Rs. 5 Lakhs to Rs. 10 Lakhs.
- Above Rs. 10 Lakhs to Rs. 25 Lakhs.
- Above Rs. 25 Lakhs to Rs. 50 Lakhs.
- Above Rs. 50 Lakhs to 01 Crore.

Earnest Money.

- Rs. 5000/-
Rs. 10000/-
Rs. 25000/-
Rs. 45000/-
Rs. 01 Lakh.

Government undertaking & firms registered with DGS&D and NSIC will however be exempted against the proof of registration certificate. EMD to be deposited in the form of DD or pay order in favor of Burn Standard Co. Ltd, Burnpur works, payable at Burnpur. EMD is must for all sources except Government undertaking & the firms registered with NSIC/DGS&D. Tender without EMD in the desired manner/amount is liable to be rejected. EMD without any interest will be returned to the unsuccessful tenderer after finalization of the order. For successful tenderer, EMD shall be converted to security Deposit.

04. ENQUIRY CLAUSE.

- a) Inspection : At our BSCL. Burnpur works.
 - b) Completion period: To be made at our BSCL, Burnpur works as per the schedule mentioned in the Work order.
 - c) Validity : 90 days.
 - d). Rates must be quoted in Figures as well as in words too.
- 5) You are required to submit the followings along-with the Techno Commercial Bid.
- (a). Xerox copy of the Trade License.
 - (b). Xerox Copy of the PAN Card.
 - (c). Zerox copy of the Income Tax Acknowledgement receipt.
 - (d). Zerox Copy of SSI Unit, DGS&D and NSIC with Registration Certificate if your firm is under the same.
 - (e) Zerox Copy of credentials for the type job.
 - (f). Zerox Copy of ESI, PF registration certificate.
 - (g) Zerox Copy of the certificate of security services.
 - (h) Certificates regarding latest financial capalibility.
 - (i) Zerox Copy of GST/SAC registration certificate.
- All the above documents should be valid and to be self attested.
- 6) Price must be firm and no escalation in Price will be considered during pendency of the contract.
- 7) GST if any, have to be applicable as per norms.
- 8) **Security Deposit:**
- (i). 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., Burnpur Works or in the form of Bank Guarantee (as per format provided by B.S.C.L.) within 14 days of receipt of Purchase Order/LOI. The amount of Security Deposit shall be 10% of the total value excluding GST.
 - (ii). Security Deposit will be retained by the Company as interest free towards Performance Guarantee till final execution of the contract. The Security Deposit will be refunded after successful execution of the contract and "No Objection Certificate" by the Company / Beneficiary Unit.
- 9) The company shall be entitled and it 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 the part of contractor in the fulfillment or performance in all respect of the contract under the 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 of due to any act or other default, recoverable by the company from the contractor in respect of the contract under reference or any other contract and in either of events aforesaid to call upon the contractor 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 the due or which at any time thereafter may become due to the contract under this or any other contract with the company. On due performance and completion of the contract in all respects the security Deposit will be returned without any interest on certification of concerned department.
- 10) In case the Tender is submitted by Post/Courier, BSCL shall not be responsible for any delay in receipt or loss of tender documents in postal transit. No Telex, Telefax, Telegraphic Quotation will be accepted. No offer / tender documents submitted or received after the date of submission of the tender are eligible for consideration. Quotation received for combined/conditional offer and/or submitted otherwise than as required is liable to be rejected. Incomplete tenders, illegible and/or submitted with qualifications or conditions at variance with the General Terms & Conditions of Tender' if any, and combined offer/ conditional offer/counter offer are liable to be rejected.

- 11) Incomplete tender or tenders submitted with the qualified condition/instruction to the bidder of this tender are liable to be rejected summarily.
- 12) Tenderer shall have no right to issue Addenda to tender documents to qualify, amend, supplement or delete any of the conditions, clauses or items therein after submission of the tender at BSCL.
- 13) **Paying Authority:** - Manager (Accounts) BSCL/BWor authorized representative of accounts department as delegated by competent authority of Burn Standard Co. Ltd., Burnpur Works.
- 14) **Certifying Authority:** Head of the PRSL & ADMN. Department or authorized representative.
- 15) Income Tax to be deducted at the prevailing rates from the successful tenderer and any increase on the IT will be borne by the party.
- 16) The tender (henceforth shall be called as contractor) should strictly abide by the company's rules & regulations and instructions issued from time to time in respect of all matters.
- 17) In case offer is not accepted by BSCL, the tender shall not be entitled to claim any cost, charges, and expenses, made by the party for submission of the offer.
- 18) **Payments Terms:** Payment will be made within 30 days from the date of receipt of certified bill at our Burnpur Works, along with all relevant statutory documents.
- 19) If the contractor fails to carry out his duty to the satisfaction of the company it shall be open to the company to engage other contractor without any notice of the contractor and also be cancel the contract without assigning any reason and any loss or additional expenses incurred by the company will be borne by the contractor. Contractor may be also withdrawn by either side after issuance of one month's notification.
- 20) In case of non execution or unsatisfactory performance of any job, owing to the irregularity/failure on your part, a proportionate deduction will be made up to 10% from the bill for the same month against same job, against certification by the certifying authority with a written intimation to the contractor concerned.
- 21) **Cancellation of Tender:** The Company reserves the right to terminate the tender without assigning any reason to the tenderer.
- 22) **Option Clause:** BSCL management reserves the right to increase or decrease the ordered quantity by 30% (thirty percent) during the currency of the contract at the same price and terms & condition.
- 23) **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 will be bound to accept the repeat order.
- 24) **Risk Purchase:** As per standing provision in purchase contract, purchaser reserves the right to impose Risk Purchase Clause as per the Rule in the event of failure of supply.
- 25) **Cancellation of Order:** In case of unsatisfactory performance the Company reserves the right to terminate the Contract/Order.
- 26) Contractor will have to pay for any property damages and loses, if there is any fault on the part of their staff.
- 27) **Short closure of the order:** BSCL management reserves the right to short close the order giving one month notice to the contractor without assigning any reason.
- 28) Contractor should not sublet any portion of the job to the other party without prior permission approval of BSCL/BW.
- 29) The safety of men and machines will be sole responsibility of the contractor. The contractor shall solely be responsible and liable for discharge of all statutory liabilities i.e P.F, E.S.I, S. Bonus, GST etc. of their workmen. Payment will be released on production of PF/ESI payment challans along with wage sheet, attendance sheet of workmen engaged in previous month.

Yours Faithfully.
For: Burn Standard Co. Ltd.,

(P.P Accharyya).
Manager (P, CCMS).

Declaration of contractor

I/We have examined the terms & condition and the volume of the Job contract & we agree to abide the above terms & conditions.

Signature of the Contractor with seal

(4)

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Date: 07-07-2017

All rates, prices in the tender form should be quoted both in figures & words. Tenders containing over written or erased rates are liable to be rejected. The rates quoted by the tenderer must be firm during the pendency of the contract.

Price bid for yearly contract for Deployment of Un-Armed Gate attendants.

Scope of work.

SI NO	Scope of work	Rate per head per month (In Rs)	Total Amount per month (In Rs)	Total Amount per year (In Rs)
1	Raniganj Works-II, Raniganj Un-Armed security Guard (Gate Attendant)	9 Heads		
2	Raniganj (R-I), Raniganj Un-Armed security Guard (Gate Attendant)	8 Heads		

(P.P Accharyya).
Manager (P, CCMS).

Signature of bidders with date.