



BURNPUR

Registered Office:  
22B Raja Santosh Road  
Kolkata: 700027

**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: Tender no. BW/ENQ/SBP/17-18/18

Date: 16-06-2017

M/S. \_\_\_\_\_,  
\_\_\_\_\_

**Sub: Invitation of tender for carry out the cleaning/clearing of repairing wagons before cutting, Regular cleaning of railway track at cutting site by removing dust, stones, coals and other dirty elements come out from old repairable wagons for smooth movement of wagon and loco, helping assistance for gas cutter of scrap cutting and old condemn structure and miscellaneous structure cutting and weekly routine maintenance of shot Blasting Plant.**

Please quote your lowest competitive price to carry out the above job. Details scope of work is given in the bidding documents Your offer should reach in this office as early as possible.

**Due date of submission : 07-07-2017 up to 2.00 PM**

**Due date of opening : 07-07-2017 at 3.00 PM**

Management reserves the right to accept / reject the tender without assigning any reasons thereof.

Yours Faithfully.  
For : Burn Standard Co. Ltd.

(P P Acharyya)  
Manager.(P, CCMS)

Enclo : tender documents.

## Instruction to the Bidders

1. Single sealed cover envelope containing price bid and Techno commercial required document super scribing the tender no., due date and the time of submission, addressed to Manager(Purchase), Burn Standard Co. Limited, Burnpur are to be dropped at the Tender Box of Purchase(Kardex) department within due date and time.
2. Mode of submission of tender will be in Two part i.e. (i) Techno commercial Bid and (ii) Price bid super scribing Tender No, Date, Due Date etc. over both the envelope.

You are required to submit the followings along-with the Techno Commercial Bid (Xerox copy with self attested)

- i) Valid Trade License Certificate from appropriate authorities
- ii) Latest submission of Income Tax Return acknowledgement receipt
- iii) PAN Card
- iv) Credential certificate for labour oriented job from reputed organization/similar nature of job in medium/large scale industries/PSU/Govt. Organization.
- v) Valid Registration certificate of PF & ESI.
- vi) GST Registration Certificate.

**Earnest money Deposit** : An earnest money deposit required to be submitted along with the offer as per details below:-

<u>Value of the Tender</u>	<u>EMD Rs.</u>
Up to 5.00 Lakhs	Rs. 5,000.00
Above 5.00Lakhs to 10.00 Lakhs	Rs. 10,000.00
Above 10.00Lakhs to 25.00 Lakhs	Rs. 25,000.00
Above 25.00Lakhs to 50.00 Lakhs	Rs. 45,000.00

Government undertaking and the 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 favour of Burn standard Co. Ltd, payable at Burnpur / Asansol.

*EMD is must for all sources except Government Undertaking & the firms registered with DGS&D and NSIC. Tender without EMD in the desired manner / amount is liable to be rejected.* EMD without any interest will be returned to be unsuccessful tenderers after finalization of the order. For successful tenderer, EMD shall be converted to Security Deposit.

3. The special and general terms and conditions at the tender along with instruction to the bidders duly signed by the tenderer in each page as a token of acceptance in to –to are to be returned with the bid.
4. **Price Bid** : This will contain only price indicating taxes as per scope of work.
5. **Period of contract** : 12 months (Twelve), which may be extended for further period as per absolute decision of the management.
6. **Security deposits:** Successful tenderer have to deposit @10% of the total contract value as security money in the form of Demand draft / Bank guarantee/Pay Order from any nationalized bank in favour of Burn Standard Co. limited, Burnpur within 14 days from the date receipt of LOI / Order. Security deposit thus given will be interest free to the party on claimed tenderer have no right to claim during the pendency of contract. Security money will be returned after successful execution of the contract. However the amount deposited towards EMD will be adjusted with the security deposit.
7. 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 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 due or which at any time thereafter may become due to the contract under this or any other contract with the company.
8. On due performance and completion of the contract in all respects the security deposit will be returned to the contractor without any interest on certification of concerned department.
9. No FAX or telegraphic quotation / e – mail will be accepted.

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10. Tenderer sending tender by mail will do so solely on their own risk and BSCL will not be responsible for any loss in transit or postal delay.
11. Incomplete tender or tenders submitted with the qualified condition(s) at variance with special as well as general terms and conditions / instruction to the bidders of this tender are liable to be rejected summarily.
12. In the event of the BSCL's office remaining closed on the day of opening of the tender for any unforeseen reasons, the tender shall be received up to 11.30 AM on next working day of the company and will be opened at 03.00 PM on subsequent working day in presence of such tenderer who may like to present.
13. Bidders may attend the opening of price bid.
14. 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.
15. All rates, prices in the tender form should be quoted both in figures and words. Tenders containing over written or erased rates are liable to be rejected.
16. The rates quoted by the tenderer must remain firm during the pendency of the contract.
17. The job will be done as per requirement of department, purely temporary and on part time basis.

**Responsibility of the bidder**

1. The tenderer ( henceforth shall be called as contractor) should strictly abide by the company's rule and regulation and instruction issued from time to time in respect of all matters.
2. No. of men to be engaged by the contractor should not less than 5 heads per day during execution of the contract.
3. The safety of men and machines will be sole responsibility of the contractor and the company shall in no way be held responsible for any damage or loss to the property or injury / damage to the men or any untoward incident
4. The contractor shall solely be responsible and liable for discharge of all statutory liabilities to their workmen i.e.PF & ESI, Bonus, Payment of central Minimum wages.
5. If a contractor fails to carry out his duty to the satisfaction of the company it shall be open to the company to engage other persons / 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 have to be borne by the contractor on whom the principle order has been placed.
6. All statutory liabilities like deposition of PF & ESI and others will be the responsibility of the contractor.
7. During the period of contract payment of central minimum wages to be given and will be the responsibility of the contractor.
8. The standard safety rules of the Company will have to comply strictly.
9. Necessary regular tools and tackles for running maintenance and operation of the plant will be the responsibility of the contractor.
10. The contractor must abide by BSCL labour rule for all the contractor men which is must before starting of the job.
11. Shifting of materials from stores to site and vice versa to be arranged by the contractor.
12. Since the job is to be carried out inside the works when production activities will be on, time is to be adjusted in such a way that our daily production activities are not hampered.

Yours Faithfully.  
For : Burn Standard Co. Ltd.

(P P Acharyya)  
Manager.(P, CCMS)

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### Special terms and conditions

1. Income Tax will be deducted at the prevailing rates from the successful tenderer & any increase in I. Tax on surcharge therein will be borne by the party.
2. The bills should be submitted in quadruplicate along with required documents and 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.
3. It should be noted by the tenderer by entering into the contract BSCL is not precluded from entering into similar contract with any of their choice at any time during the substance of this contract.
4. BSCL reserves the right to issue the addenda to tender documents to qualify, amends, modifies, supplement or delete any of the condition, clause or item stated therein. Each addendum so issued, shall form a part of the original invitation to tender.
5. Incase the offer is not accepted by BSCL, the tenderer shall not be entitled to claim any cost, charges expenses, incidental to or incurred by the tenderer through or in connection with the submission of the offer.
6. Cancellation of the tender: The Company reserves the right to cancel the tender without assigning any reasons to the tenderer.
7. **Amendment / Optional clause** : The Purchaser reserve the right to increase/decrease upto 30% of the ordered quantity during the currency of the Contract on the same price and terms & conditions with suitable extension in the delivery period or short closing the order as the case may be.
8. **Repeat Order** : BSCL/BW reserve the right to place repeat order for maximum of 75% of order quantity and value at the same rate & terms
9. **Terms of Payment** : Within 30 days on monthly basis after successful completion of the job. Documents in support of deposition of PF & ESI of earlier month to be submitted for releasing of payment.
10. **Inspection** : Manager-I/C(Prod. & Maint)-BSCL-BW.
11. **Risk Purchase** : Incase the performance of the contractor is not satisfactory, the management reserves the right to withdraw the relevant contract at any time during the execution and get the job done through any other agency at the tenderer risk & cost adjusting the security deposit, if required.
12. In case of non execution or un satisfactory performance of any job, owing to irregularity / failure on your part, a proportionate deduction will be made from the bill for the same month, against the same job against certification by the certifying authority.
13. Contractor should not sublet any portion of the job to the other party without prior permission / approval of BSCL /BW.

#### SCOPE OF WORK.

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|----|---|
| 01 | Cleaning/clearing of repairing wagons before cutting  |
| 02 | Regular clearing of Railway track at cutting site by removing dust, stones, coals and other dirty elements come out from old repairable wagons for smooth movement of wagons and loco |
| 03 | Helping Assistancess for gas cutter of scrap cutting and old condemned structure and miscellanous structure cutting.  |
| 04 | Weekly routine maintanance of shot Blasting Plant.  |

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## PRICE BID FORMAT

SL. No.	Description of work.	Rate to be quoted Monthly Basis (In Rs.)
01	Cleaning/clearing of repairing wagons before cutting	
02	Regular clearing of Railway track at cutting site by removing dust, stones, coals and other dirty elements come out from old repairable wagons for smooth movement of wagons and loco	
03	Helping Assistances for gas cutter of scrap cutting and old condemned structure and miscellaneous structure cutting.	
04	Weekly routine maintenance of shot Blasting Plant.	
	<b>Taxes &amp; Duties</b>	
	<b>TOTAL Amount</b>	

(Signature of the Bidder with Seal)