

**THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO.LTD.**

**(A GOVT. OF INDIA ENTERPRISE)**

**Regd. Office : 27, RAJENDRA NATH MUKHERJEE ROAD**

**P.O.Box No. 264, Kolkata - 700 001 (WEST BENGAL)**

**PHONE NO. (033) 2248 5841-44; FAX: (033) 2210 -3961**

**E-MAIL: [bbj@india.com](mailto:bbj@india.com) ; [info@bbjconst.com](mailto:info@bbjconst.com)**

**Website :- [www.bbjconst.com](http://www.bbjconst.com)**

**BBJ/DGM(P-V)/SB/CLEAN+DISINF/2019-21**

**29<sup>th</sup> January,2019**

Sealed tenders are invited from Kolkata based Agencies those have experience related to cleaning and disinfecting work/services. The scope / description of cleaning and disinfecting services and other terms & conditions are detailed as hereunder :-

**Notes** :-The award of the order or rejection of the Tenderer's offer and/or cancellation of the tender will be made at the absolute discretion of BBJ. BBJ reserves the right to cancel or accept or reject any or all tender(s), whether lowest or otherwise, without assigning any reason(s), whatsoever thereof. A tenderer whose Tender is not accepted shall not be entitled to claim any cost, charges or expenses incidental to or incurred by him through or in connection with the preparation and submission of the Tender/Offer to BBJ. BBJ also reserves the absolute right to split up and award the requirement between two or more Tenderers.

**1. Scope of Work/Service** :- Cleaning and Disinfecting Work/Service to be done 4(four) days in every month of the following office instruments/items with proper cleaning and disinfecting materials and vacuum cleaner on 1<sup>st</sup> working day of each week at BBJ Registered Office-1<sup>st</sup> and 2<sup>nd</sup> floor both(27 R.N.Mukherjee Road,Kolkata – 700 001, BBJ Heavy Plant Yard(P-82 Taratala Road,Garden Reach,Kolkata-700 024)

- (a). Office Computers and Laptops with Printer, Monitors, Key Board, CPU, Scanners;
- (b). FAX Machines;
- (c). Telephone Sets
- (d). Photocopy machines

**2. Eligibility criteria** :-

- (a). Bidders should be Kolkata based agency/party.
- (b). The following documents are to be submitted with the offer of individual party, otherwise their offer will be treated as cancelled:-
  - (i) As a proof of experience, Bidders should submit the copies of their contracts / orders for the last 3 to 4 years related to cleaning & disinfecting services in any Government Deptts/ PSUs/ Reputed Private Organizations;
  - (ii) Copy of up to date renewed Trade License from concerned Authorities;
  - (iii) Copy of GST Registration Certificate;
  - (v). Copy of PAN Card;
  - (vi). Earnest Money(EMD) of Rs.5000/-.

3. **Variation of Quantity** :- May be considered as +/- 10%.
4. **Rate** :- Your quoted rate should be inclusive of cost of cleaning and disinfecting materials and also utilization of vacuum cleaner. GST(as applicable) will be treated as extra.  
The vendors/bidders must submit their offer/rate **strictly as per Bill of Quantity ( BOQ-1)** of this tender document
5. **Period of Rate Contract** :- Your quoted rates will be valid for **12(twelve)** months from date of issuance of our order.
6. **PRICE VARIATION:**  
No price-variation of any kind will be allowed in this contract under any circumstances. Price shall remain firm for entire scope of work.
7. **Payment** :- Within 30 days on monthly basis based on satisfactory cleaning and disinfecting services of our required instruments/items and also based on certification of our respective department.
8. **Earnest Money(EMD)** :- **Rs.5,000.00** (Rupees five thousand only) in the form of **Demand Draft/ Pay Order** in favour of "THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO. LTD." payable at KOLKATA.

**MSME/NSIC/SSI Units will be waived from submitting EMD subject to submission of Declaration of their UDYOG AADHAR MEMORANDUM(UAM) NUMBER ON CPPP.**

The EMD amount of successful bidder will be converted into Security Deposit and the same amount will be released to the respective bidder within 30 days after completion of total supply/service/work without any interest subject to receipt of formal request from the awarded bidder.

The EMD lodged by the un-successful tender shall be refunded to the un-successful bidders immediately after finalization of the Tender.

9. **Termination of Contract**:- If the supplier failure to complete the work/supply/service/refilling as per satisfaction/requirement and within the stipulated completion/delivery period, BBJ reserves the right to cancel the order, either in part or full as the situation demands and get the work/refilling done by deploying other agency/agencies by issuing first seven days and then 48 hours notice. Additional cost if incurred shall be recovered from the supplier's bill.
10. **JURISDICTION OF COURT:**  
The Courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

11. **ARBITRATION**

In the event of any questions arising out of the Contract or ancillary/ incidental as to the terms and conditions of it or relate to any matter for execution and/or performance of the contract, the same shall in-so-facto be referred to the appropriate Authority and the interpretation made by the said authority shall be final and binding upon the parties.

Notwithstanding the above, should there be any, disputes or differences by and between the parties arising out of anything under the contract, the same shall within 30 days of its occurrence first be referred to the said authority for conciliation and/or determination by the said authority. If the findings of the said authority should be acceptable by parties to the contract as communicated in writing within the next following 30 days of making reference to it. Nevertheless, the parties at their sole option shall within the next following 30 days choose to refer or cause the matter to be referred to the Arbitrator of Person in writing, whereupon the appropriate Authority shall within two weeks hence take steps for appointment of Arbitrator of Person from amongst the officers whether or not connected in the matter and the same shall be communicated in writing to the parties making reference within the next following two weeks and the same shall be final and binding upon the parties. The Arbitrator shall enter into the reference by appropriate notice of communication to be served or cause the said notice to be served upon the parties summoning the respective parties to attend the proceedings at the date time and venue. The proceedings of Arbitration shall be at per with the Arbitration and Conciliation Act 1996 as amended up to date. Jurisdiction of the matter shall be within the appropriate Courts of Kolkata. Acceptance of Order/ LOI of the concerned agency shall be deemed to be the Free Consent given by party under the law towards execution of these covenants of contract under the Contract of Arbitration.

12. **Last Date of Submission** :- Your sealed quotation must reach to our Registered Office(27 R.N.Mukherjee Road,Kolkata-700 001) on or before **12<sup>th</sup> February,2019 by 11.30 a.m.**

(Sibaji Banerjee)

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**BILL OF QUANTITY (BOQ-1)**

Sl. No.	Scope of Work/Service	Qty.	Rate Per number is to be mentioned in figure and words both.
(A)	Cleaning and Disinfecting work – 4(four) days in every month on 1 <sup>st</sup> working day of each week at BBJ Registered Office-1 <sup>st</sup> & 2 <sup>nd</sup> Floor(Kolkata-700001), Heavy Plant Yard(Kolkata-700 024) with cleaning & disinfecting materials and also with vacuum cleaner of the following items :- (i) Office Computer and Laptos with Printer, Monitors, Key Board, CPU and Scanners :- (ii) Office FAX Machines (iii) Office Telephone Sets (iv) Photocopy machine	65 Nos  02 Nos.  53 Nos.  02 NOS.	
	% of GST to be mentioned as extra		

(Sibaji Banerjee)