



**DURGAPUR CHEMICALS LIMITED**  
(A Govt. Of West Bengal Enterprise)  
P.O. Durgapur-713215, Dist. Burdwan.  
AN ISO 9001-2008 & 14001-2004 COMPANY  
Phone No : 9800600999 / 9800020809  
Fax No. : 0343-2556667  
E mail : dclidgppurchase@rediffmail.com

**NOTICE INVITING QUOTATION No. – DCL/AMC/ELECT/MAINT/2018-19**

E- offers /online quotations are hereby invited by the AM (Electrical), Durgapur Chemicals Limited (DCL) from the bonafide, reliable, resourceful and experienced Vendors for **Annual contract for Plant & Colony electrical maintenance, to attend & to rectify all types of electrical break down for a heavy chemical factory and its residential colony in DCL, Durgapur, West Bengal.** The list attached herewith (BOQ) through electronic tendering (e-tendering) process:-

1.	Quotation No.	DCL/AMC/ELECT/MAINT/2018-19
2.	Name of work	Annual contract for Plant & Colony electrical maintenance, to attend & to rectify all types of electrical break down for a heavy chemical factory in DCL
3.	Period of supply	From 01.04.2018 to 31.03.2019
4.	Earnest Money & Tender Fee	Rs. 30,000/-(EMD), Rs. 1000/- (Tender Fee)
5.	Tender Uploading date online	10/03/2018
6.	Document Download Start Date.	12.03.2018 at 12 noon <b>Pre bid discussion on 13.03.2018 ( Pre bid discussion is the pre-condition for submitting) at 11.30 a.m.</b>
7.	Start Date of bid submission online	12.03.2018 at 12 noon
8.	End Date of Bid Submission Online	24.03.2018 upto 12.00 noon.
9.	Physical submission of EMD & TENDER FEE Offline	EMD- From 12/03/2018 UP TO 24/03/2018 Tender Fee- To be submitted by participating tenderer in prebid discussion. [No tenderer shall be allowed to attend the meeting without Tender fee.]
10.	Date & time of opening of tender online.	Cover-I (Qualification Documents):- 26.03.2018, at 12.00 pm. Cover-II (Price Bid ) :- TO BE NOTIFIED LATER
11.	Download & Upload of Tender Documents	Intending tenderers have to download the tender documents from the link <a href="https://wb-tenders.gov.in">https://wb-tenders.gov.in</a> using the Digital Signature Certificate. This is the only mode of collection of tender documents. The required filled/digitally signed documents are to be uploaded through the same link.
12.	Registration of Bidders	Intending tenderers willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e- Procurement System through respective helpdesk situated in Jalasampad Bhawan 7 <sup>th</sup> Floor DVC Study Cell, Salt Lake, Kolkata-700091.
13.	Digital Signature Certificate (DSC)	Intending tenderers is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
14.	Attending Pre Bid Discussion	Tenderer have to bring the documents mentioned in point no. 2.a,b,c,d,e,f,g of Technical bid on dated 13/03/2018 at the time of Pre Bid meeting.

**Job Title: Annual contract for Plant & Colony electrical maintenance, to attend & to rectify all types of electrical break down for a heavy chemical factory and its residential colony in DCL, Durgapur, West Bengal (From 01/04/2018 to 31/03/2019).**

## **SCOPE OF WORK**

### **For plant and colony electrical maintenance**

1. Servicing of 33 KV and 11 KV substation .
2. Preventive and break down maintenance of 11 KV over head line from plant to colony.
3. Breakdown maintenance of 500 KVA DG set.
  
4. Maintenance of Lighting System
  - i) Street light
  - ii) Lighting of all departments of plant and colony
  - iii) Lighting of company owned area i.e Guest House, Club, MD Bungalow etc.
  
5. Maintenance of :
  - i) Power Control Centre System
  - ii) Motor Control Centre Systemof plant and colony
  
6. Maintenance of all types of electrical gadgets, such as:
  - i) Un-interrupted power supply
  - ii) Motor speed control units
  - iii) Fans, computers etc.
  
7. Meter reading at different area.
8. Servicing of Motor, starter and such type of electrical items.

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## **TERMS & CONDITIONS :**

1. All Electricians must have minimum three months industrial experience and with valid workmen permit from Directorate of Electricity, Govt of West Bengal to work on 440/220 Volt Equipments. ITI certificate & license may be submitted within 3 months period.
2. You have to keep 1 electrician (licensed & qualified) and 1 electrician cum helper per shift to attend the break downs round the clock . For colony maintenance the same will be applicable for 'A' & 'B' shift only.
3. You will replace at site small motors (upto 5 HP) as & when required taking the repaired motors from the respective workshop & for higher site motors you have to help other dept. as & when required.
4. You will attend the breakdowns immediately & rectify the same and every shift jobs will be monitored by Electrical Maintenance workman (one person ) in each shift.
5. You will operate the 'ON' & 'OFF' switch of the H.T./ L.T. Breakers, Distribution switches as & when required so your personnel must be well conversant with these breakers & switches.
6. Current measuring by tong tester as & when required.
7. Any sort of breakdown during the shift should be logged properly i.e. power failure / down time/location/equipment's name with code no.
8. The breakdown which causes production loss must be immediately reported to the Engineer in charge for further course of action.
9. Your Electricians should be capable to handle any sort of breakdown in the M.C.C. Panel, Motors, Starter (both D.O.L. & Star Delta) type complete control circuit etc.
10. You will attend all sorts of breakdown after getting information from the process personnel either in written or other telephone. But before you start attending any breakdown you should ask for AVI with the time of information & a job completion time should be mentioned in that AVI.
11. All the spare parts required will be supplied by DCL.
12. You will provide all the tools & tackles required by you electricians (including measuring instruments) for attending the jobs.
13. All the activities regarding all sorts of work must be logged in a register in details so that the next shift personnel are also conversant about the previous shift job or carry forward jobs if any. Name of the present in each shift must be maintained in that register.

## **STATUTORY:**

1. You have to maintain all the statutory obligations as per I.E. Rules whenever you conduct any job in any place.
2. Your Electricians must have proper supervisory license & workmen permit from the Directorate of Electricity, Govt. of West Bengal to work in H.T. (11KV)/L.T. (440Volt) overhead line & to work on motor & Electrical accessories connected to any medium size township.
3. The electrician who will work in the factory must have valid license /workmen permit from the competent authority.
4. You have to submit all Xerox copies of the certificates to us well in advance before you start the jobs.

## **SCOPE OF DCL**

1. On the basis of XEROX of the licence submitted by you for your electricians as stated in the point of Statutory DCL will issue identity card / slip to your workmen to each & individual upto the electricians level to work in DCL Colony township.
2. No workmen without identity card / slip will be allowed to work in DCL factory & Colony.
3. The identity card / slip issued by DCL are to be kept at the time of execution of any job in DCL township. So that he can produce the same as & when required by the incumbent of DCL this is to avoid any dispute which may occur at any time.
4. DCL will provide the sitting accommodation in the factory so that the different units of the factory can contact your personnel at any time throughout the day & night whenever required.

**SAFETY :**

1. During execution of any job you will take all necessary required safety measures so that there must not be any accident occurs to your workmen during the execution of the job.
2. Whenever you / your personnel take up any job in any electrical line they will take all safety precautions as per I.E. Rule

*HOUSE KEEPING OF THE WORK SITE WILL BE YOUR RESPONSIBILITY. NO MATERIAL WHATSOEVER SHOULD BE LEFT OVER AFTER COMPLETION OF JOB. IF ANY SORT OF MATERIAL WILL BE FOUND AFTER COMPLETION OF JOB AT THE JOB SITE, PENALTY WILL BE LEVIED.*

**GENERAL TERMS AND CONDITIONS:-**

1. 1\_ The contract will be for a period of one Year (From 01-04-2018 to 31-03-2019). In the event of failure to execute the contract the company reserves the right to terminate the contract without notice and forfeit the security deposit.

**2. Technical Bid**

The intending bidder has to upload the scanned copy of the following documents for Evaluation of their eligibility.

- a) Service tax registration certificate.
  - b) Valid trade License
  - c) PAN Card and latest IT return.
  - d) Registration certificate with ESIC.
  - e) Registration certificate with EPFO.
  - f) Scan copy of tender fees
  - g) Scan copy of bank DD for EMD
  - h) EMD- To be submitted by selected tenderer after prebid discussion
  - i) Any other document as may be decided in prebid meeting.
3. The management of Durgapur Chemicals Limited through its authorised representative reserves the rights to make any alteration in omission from addition to or substitution for the original description of scope of work that may appear to be necessary or advisable during the tenure of contract and you shall be bound to carry out the work in accordance with any instructions which may be given to you by the authorised representative. And if the altered, additional or substituted work including any class of work for which no rate has been specified in the contract then such class of work shall be carried out at the rate to be negotiated with you by authorised representative of Mechanical department and accounts department and finally approved by competent authority of Durgapur Chemicals Limited.
  4. You should have proper license for carrying out the work as has been specified in the contract.
  5. You should well conversant with statutory laws in respect of contract labour (regulation & abolitions) act 1970.
  6. You should well conversant with provisions of minimum wages act 1948 and Indian factories act 1948.
  7. No female labour should be detained in the night shift and that no labour below age of eighteen should be engaged by you for the work of Durgapur Chemicals Limited. List of employees should be submitted to the Mechanical department for obtaining monthly gate passes from the security department, a copy of such list also be handed over to Mechanical department.
  8. You shall supply and provide at their own expenses all tools, tackles, appliances, implements as may be necessary for due discharge of job to be undertaken by them for proper execution of work entrusted to them. You hereby urged upon to provide all safety appliances to their supervisors / labours such as gas mask, dust masks, safety goggles, proper hand gloves,

helmets, handkerchief etc. so that the work entrusted to them may not suffer due to any unforeseen or inclement weather. YOU should take adequate steps to ensure proper use of such appliances as spelt out above by their employees.

9. No price escalation will be entertained during the tenure of contract under any circumstances what so ever.
10. You have to abide by statutory laws and other laws as may be prevalent in the factory.
11. You should have to arrange for the accommodation of their staff and supervisors and no accommodation what so ever will be provided Durgapur Chemicals Limited. Similarly transportation of staff from their residence to work site and back will also be the responsibility of you.
12. Durgapur Chemicals Limited has no liability in case of any fatal / non fatal accidents and you should have to provide for adequate compensation to the victim(s) as per rules. Durgapur Chemicals Limited has no liability and accident caused for the negligence of you.
13. It should be noted that it is not possible to lay down the scope of work in details of the job to be carried out. Therefore the scope of work is intended to give an indication of nature and volume of work involved but it is not conclusive and comprehensive. Any work as may be required and incidental to it whether specifically prescribed or not in scope of work will be deemed to be part of scope of services to be rendered by you and will be undertaken by you without any additional cost.
14. Bill shall be submitted by you each month on or before the date fixed by Durgapur Chemicals Limited for the work executed in the previous month. YOU shall submit all bills in printed forms.
15. You shall be responsible for all and shall take proper care in respect of all machineries, tools and implements as may be made over by Durgapur Chemicals Limited to you for use in execution of work and shall be liable for any loss or any damages caused to the said machineries under this contract and tools and implements by any reason what so ever during the period the same are in possession of you and shall on demand pay to Durgapur Chemicals limited such amount as may be fixed by Durgapur Chemicals Limited for such loss or damages, the decision of Durgapur Chemicals Limited in that respect is final. Should you fail or neglect to pay such amount on demand, Durgapur Chemicals Limited shall have the right and be entitled in addition to other rights and remedies available to it, to deduct such amount from the amount of security deposit by you or any amount remaining payable to you under this contract or otherwise for any work by you.
16. Durgapur Chemicals Limited reserves the right to terminate the entire contract with one month notice within contract period.
17. EMD will be retained as S.D. till contract period is over.
18. You should have PF & ESI Registration.
19. If any labour dispute arises, it is the sole responsibility of you to settle the issue without involving DCL & its union.
20. During work, requisite safety arrangement of the workers should be observed. DCL shall not be liable in any way for any loss or injury sustained by you workers & you shall be liable to make all necessary arrangements for medical treatment
21. Material challan should be produced in DCL Security gate.
22. All necessary sets of tools & tackles should be provided by you.
23. Penalty charges shall be imposed to you @ 0.5 % of total order value for delay of each day & upto max of 5%.
24. It is the responsibility of you to see that no damage of any machine should not occur & if any dispute occurred then it must be referred to Arbitrators.
25. If any stores & others materials are used by you for emergency purpose, deduction / adjustments shall be made from the payment.
26. The entire job is to be supervised by you & to be done as per instruction of departmental head.
27. The tenderer may visit the plant earlier before prebid meeting to understand the scope of work properly. The tentative date of visit will be 13/03/2018 from 10 AM to 12 Noon. To take appointment tenderer are requested to contact to- **Mr. M.K.Laha (Security Officer)- 9933381212**

## **JURISDICTION :**

Subject to the clause of arbitration as above it is hereby agreed that Courts at Durgapur alone shall have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this order /contract.

## **PENALTY CLAUSES :**

Penalty will be imposed for:-

- 1) Damage of any equipment/machinery by your person/labours
- 2) Delay in production due to labour oriented problems.
- 3) Improper Housekeeping of the whole plant.
- 4) Mal-operation of unit.

## **PAYMENT :**

1. Certified bills to be submitted along with two copies of the bill to the HOD (A & T) within 10<sup>th</sup> of the every month.
2. Payment will be done on month basis including the service tax after completion of job for the month. The Xerox copy of the daily attendance card of contract labour to be submitted along with the bill to AM (Elect).
3. The Contractor has to disburse wages to the labour within 5<sup>th</sup> of the every month.
4. Copies of the PF & ESI challan"s for the previous month must be attached along with the bills & other relevant documents.
5. Deduction may be made if any , from your bill as per the non fulfillment of the workorder.
6. Contractor should provide minimum wages to the labour as per Govt rule.

## **24. To be submitted by the tenderer:**

**(i) Credential:** Credential towards the similar type of jobs is essential during the last 2-3 years in Govt. Companies.

**(ii) Evaluation & Submission:** Price bid of the techno commercially qualified bidders will be opened after evaluation of the Techno commercial bids, subject to physical submission of EMD.

**(iii)Acceptance:** The **lowest offer of individual items** will be accepted among those techno commercially qualified bids.

**(iv) Paying Authority :** HOD (A & T), Durgapur Chemicals Limited, Durgapur-713215. West Bengal.

**(v) Award Of Contract:** The company reserves the right:

- (I) To accept at its sole and un-fettered discretion, any tender or whole or part or reject any or all tenders without assigning any reasons thereof.
- (II) To award the contract to one or more number of firms either at equal price or at equal prices.
- (III) The company does not bind to accept the lowest tender or assign any reason for non-acceptance of the same.
- (IV) Ten percent (10%) of the Contract value must be submitted as Security Deposit to the DCL after getting the Work Order from DCL.

**(vi) Validity of Offers:** Tenders shall remain open for acceptance for 14 Days from the date of opening of the Tender. No revision/ Modification in the Tender Rate will be allowed during the validity period of the Tender.

**(vii) Arbitration:** In the event of any dispute or any difference arisen in respect of the meaning and scope, Terms and Conditions herein contained in connection with the contract the same shall be referred to the award of an arbitrator to be nominated by the Co.(DCL) as sole arbitrator. The award of the sole arbitrator shall be final and conclusive according to the provisions of The Arbitration And Conciliation Act, 1996 and the rules there under and any statutory modifications thereof shall be deemed to apply and to be incorporated in this contract.

**(viii) Jurisdictions:** Courts at Kolkata/Durgapur shall have Jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with the contract.

The Bidders are requested to upload the Documents in the Format Given Below:

**Statutory Documents/ Technical Packet:**

- (i) **NIQ:** The NIQ must be downloaded properly, and the same must be Digitally Signed and Uploaded.
- (ii) **EMD & TENDER FEE:** Rs. 30000/- (EMD) & Rs. 1000/- (tender fee).

**Financial Packet:** The price should be quoted in the BOQ format which should be downloaded from the website. The filled in BOQ should be uploaded in the Financial Packet.

**Non Statutory/ My Document/ Other Important Documents:**

- (i) **Certificates:** PAN Card, GST Registration Certificate, P tax Certificate and Last 3 years IT Return, PF, ESI certificates and other relevant certificates, if any.
- (ii) **Company Details:** Valid Trade License and Partnership deed/Memorandum if any.

AM (ELECTRICAL)  
Durgapur Chemicals Limited