

Tender Reference: PC/D/CIVIL/TDR/41/17-18



DURGAPUR CHEMICALS LIMITED
(A Govt. Of West Bengal Enterprise)
P.O. Durgapur-713215, Dist. Burdwan.
AN ISO 9001-2008 & 14001-2004 CERTIFIED COMPANY
Phone No : 0343-2559580/08170017902
Fax No. : 0343-2556667
E mail: dclcivil@gmail.com

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR “AMC for colony maintenance work (Carpentry, Masonry & Plumbing) for the year 2018-19”.

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from eligible contractors for the “AMC for colony maintenance work (Carpentry, Masonry & Plumbing) for the year 2018-19”. Prospective Tenderers are advised to get themselves registered with the e-procurement system of the Govt. of West Bengal through respective helpdesk situated in Jalasampad Bhawan, 7th Floor, DVC Study Cell, Salt Lake, Kolkata – 700091. The concerns/bidders fulfilling the requirements as specified under Eligibility Criteria (Annexure III) of this document shall be eligible to apply. The details of work specification, terms & conditions are outlined in the Annexure to this e-tender as under:
 - (a) Annexure - I Application Form.
 - (b) Annexure - II Scope of Work.
 - (c) Annexure - III Eligibility criteria for Technical/Qualifying Bids.
 - (d) Annexure – IV Format of Technical Bid.
 - (e) Annexure - V Terms & Conditions.
 - (f) Annexure – VI Undertaking by the Bidder.
 - (g) Annexure – VII Performance Report of Contractor.

2. Mode of Bid Submission:

- i. Interested bidders should download the Notice Inviting e-Tender (NIT) and Bill of Quantities (BOQ) format from the e-portal www.wbtenders.gov.in and upload their tenders online through the same e-portal. The documents are to be signed digitally using Digital Signature Certificate (Class – II or Class – III) while uploading.

This Notice Inviting e-Tender is also available on the website www.durgachem.com of Durgapur Chemicals Ltd.

- ii. It is Two Covers on-line bidding system. The following Two Covers shall be submitted through online at e-portal by the bidder. Last date and time of submission of bids is **as per Critical Date Sheet. Hard Copy of tender application / any other documents (except Original Demand Drafts against Tender Fee & EMD) shall not be entertained.**

- iii. **Cover – I (Fee Cover): Containing scanned copy of DD against Tender Fee & EMD / scanned copy of documents for Tender Fee & EMD Exemption:**

Tender Fee of Rs. 1000/- including GST (non-refundable) and EMD of value of Rs.10,000/- will be required to pay offline in the form of Demand Draft drawn in favor of Durgapur Chemicals Ltd. payable at Durgapur from any schedule bank (but not Co-operation and Gramin bank) respectively.

Scanned copy of Demand Drafts against Tender Fee & EMD shall be uploaded on www.wbtenders.gov.in . Bidders, who are claiming for exemption from submission of Tender Fee & EMD, shall upload the scanned copy of their registration certificates with the concerned body/necessary documents in support of their eligibility for the same on www.wbtenders.gov.in.

The original Demand Drafts (DD) against Tender fee & EMD shall be submitted to Durgapur Chemicals Ltd. on or before the due date and time as per Critical Date Sheet mentioned hereunder. The Bidders who will not submit the original demand drafts for Tender Fee & EMD by due date & time, their tender application shall be summarily rejected.

iv. **Cover – II (PreQual & Technical Cover):** Containing qualification requirements of Contractors/Firms:

The tenderers shall submit their necessary information on Technical cover by downloading the Notice Inviting e-Tender – **Format of Technical Bid vide Annexure – IV** from the e-portal and fill-up the required information and upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned in the Notice Inviting e-Tender.

v. **Cover – III (Bill of Quantities- BOQ):** Containing the financial e-bid:

The bidders must download BOQ format from www.wbtenders.gov.in and quote the rates as per requirement of Notice Inviting e-Tender. After quoting the rates the BOQ format should be uploaded with digital signature (class – II or class – III).

3. **Critical Date Sheet:**

Publish Date	13.03.2018
Bid Document Download	13.03.2018
Bid Submission Start Date & Time	14.03.2018 at 10:00 a.m.
Prebid meeting (seeking clarifications) Date & Time	NOT REQUIRED
Bid Submission End Date & Time	24.03.2018 at 4:00 p.m.
Last Date & Time of Submission of Original Demand Drafts (DD) against EMD and Tender Fee.	24.03.2018 at 5:00 p.m.
Bid Opening Date & Time (Cover-II)	26.03.2018 at 2:30 p.m.

In the event of any of the above mentioned date subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

4. The Bidder should clarify any doubt/query regarding Notice Inviting e-Tender from the authorised representative of Durgapur Chemicals Ltd through email id- dclcivil@gmail.com
5. **Opening of Tenders:** The Technical Bid will be opened first in the presence of the Tender Committee Members and Bidders. Financial bids of only technically qualified bidders shall be opened in the presence of the Tender Committee Members.

6. **Terms of Payment:** Payment (Full/Part) shall be made after successful completion of the work within 30 days after submission of duly certified service bill.
7. **Penalties:** The contractor will attract a penalty for the following reasons:
 - A. Delay in completion of work.
 - B. Improper housekeeping of the whole plant & its surroundings.
 - C. Damage of any equipment/machinery by your people.
8. **Lodging:** Accommodation may be provided by DCL without any cost if required.
9. **Safety:** The contractor has to provide the following:
 - A. Skilled Work men must be provided for the execution of the job.
 - B. During work requisite safety arrangements of the workers should be maintained by the contractor.
 - C. Necessary tools, tackles and all the accessories for the execution of the job have to be provided by the contractor.
 - D. The contract will be for one year (i,e 01st April 2018 to 31st March 2019).
8. **Validity of Offers:** Tenders shall remain open for acceptance for 30 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.
9. **Arbitration:** In the event of any dispute or any difference arisen in respect of the Scope of Work / 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.
10. **Jurisdictions:** Courts at Durgapur shall have Jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with the contract.

Assistant Engineer (Civil)
Durgapur Chemicals Limited
To be typed in the letter-head.

ANNEXURE - I

To be typed in the letter head of the bidder

To
The Assistant Engineer
Durgapur Chemicals Ltd.,
Hahnemann Sarani, Durgapur,
Pin – 713215, West Bengal.

Subject: ***“AMC for colony maintenance work (Carpentry, Masonry & Plumbing) for the year 2018-19”.***

Sir,
Reference:

- (i) Your e-tender reference no.:Dated
- (ii) Tender Fee-DD No.Datedfor Rs.
- (iii) EMD-DD No. Datedfor Rs.

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate exclusive of taxes & duties.

Date:

Yours faithfully,

Place:

(Signature and stamp of the Bidder)
(State legal status, Whether Proprietorship)

To be typed in the letter-head.

ANNEXURE - II

SCOPE OF WORK

“AMC for colony maintenance work (Carpentry, Masonry & Plumbing) for the year 2018-19”.

I. Terms & condition:

- i) Work consists of Masonry, Plumbing & Carpentry.
- ii) All rates of work will be made as per PWD Schedule (W.B)
- iii) Put your best rates on lump-sum basis.

II. General Terms & Conditions for the execution job:

1. Accommodation may be provided by DCL without any cost if required.
2. During work requisite safety arrangements of the workers should be maintained by you.
3. Tools & tackles required for your work to be provided by you.
4. Payment (Part/Full) will be made after completion of the work within 30 days and after submission of duly certified bill by AE (Civil)/GM (Works).
5. The contract is for one year i ,e 01st April 2018 to 31st March 2019.
6. RA bill may be produce once after every three successive months.

To be typed in the letter-head.

ANNEXURE –III

ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:

- I) The Contractor must have valid Trade License, GST registration and PAN Number and self-attested copy of these registration certificates should be attached to the Bid document.
- II) The Contractor must be registered with the ESI and EPF authorities and other relevant Labour Authorities and self-attested copies of these registration certificates and PAN should be attached to the BID document.
- III) The contractor must have minimum two years of experience for the similar kind of job. The details of experience must be submitted with the bid document.
- IV) The contractor should not have been blacklisted by any Govt. /Semi Govt. organization/P.S.U. for similar work in the past.
- V) The contractor shall satisfy all the conditions mentioned in detailed e-tender notice.

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To be typed in the letter-head.

ANNEXURE –IV

TECHNICAL/QUALIFYING BID FORM FOR E-TENDER

1	NAME OF THE CONTRACTOR/BIDDER	
2	TYPE OF ENTRY-PROPRIETORSHIP FIRM/PARTNERSHIP FIRM,/OR PVT. LTD. COMPANY	
3	ADDRESS OF COMPANY/FIRM	
4	TEL NO./FAX NO./MOBILE NO.	
5	NAME OF THE CONTACT PERSON	
6	TEL.NO./MOBILE NO. OF CONTACT PERSON	
7	TENDER FEE DETAILS @ Rs. _____/-	DD NO. _____/Date:
8	EMD DETAILS @ Rs. _____/-	DD NO. _____/Date:
9	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED	
	PAN DETAILS	
	GST REGISTRATION DETAILS	
	REGISTRAION WITH CONTRACT LABOUR ACT., DETAILS	
	ESI REGISTRATION DETAILS	
	EPF REGISTRATION SINCE	
10	WHETHER ANY EMPLOYEE OF DURGAPUR CHEMICALS LTD. ON YOUR BOARD OR SHARE HOLDER IN CONTRACTORS'S ENTITY/FIRM	YES/NO. If please provide details

11	HAS ANY OF YOUR DIRECTOR/PARTNER/ENTERPRENUER EVER BEEN CONVICTED UNDER ANY LAW	YES/NO. If please provide details
12	HAS YOUR FIRM/COMPANY EVER BEEN BLACK LISTED AT ANY TIME IN THE PAST BY ANY ORGANIZATION. (Even if answer is NO, A SEPARATE undertaking as per Annexure – VII MUST be submitted along with the qualifying bid.)	YES/NO. If please provide details
13	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARASTE ENCLOSURE)	

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To be typed in the letter-head.

ANNEXURE –V

TERMS AND CONDITIONS

- i. The rate should be quoted as per Performa of Financial Bid vide **Annexure – VI**.
- ii. Quotations will be received up to the stipulated date and time only.
- iii. The contractors are required to submit the complete Quotations only after reading each and every laid down condition.
- iv. The contractors must comply with all the terms and conditions of the contract.
- v. Durgapur Chemicals Ltd. reserves the right to terminate the contract without assigning any reason to the contractor.
- vi. Nobody except contractor's authorized representative shall be allowed to enter this office. Within the premises of this office, the contractor's personnel shall not do any private work except their assigned duties.
- vii. The contractor shall be solely responsible for payment of wages/salaries and other benefits and allowances to his personnel as applicable under any Act or order of the Government including Minimum Wages Act. This office shall have no liability whatsoever in this regard.
- viii. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by contractor. The Durgapur Chemicals Ltd. shall not entertain any claims arising out of mishap, if any, which may take place.
- ix. The contractor would be liable for ensuring compliance with the all rules and regulations as notified by the Government time to time.
- x. All your persons shall perform duty as per instruction of the authorised representative of Durgapur Chemicals Ltd.
- xi. **Tender Fee of Rs. 1,000/- and Earnest Money Deposit of Rs. 10,000/-** in the name of Durgapur Chemicals Ltd. vide Demand Draft drawn on any schedule bank should be submitted along with bid documents as per date and time mentioned in the tender notice.

- xii. Durgapur Chemicals Ltd. reserves the right to accept any bid other than the lowest or even rejecting all the bids without assigning any reasons thereof.
- xiii. All your persons engaged by the successful contractor shall have no claim whatsoever on Durgapur Chemicals Ltd. and shall not raise any industrial dispute directly with or against Durgapur Chemicals Ltd. in respect of their service conditions as long as they are engaged at Durgapur Chemicals Ltd. premises for execution of contract.
- xiv. The Bids would be approved by the competent authority subsequent to compliance and also that it can be rejected without assigning any reason.
- xv. It is made clear that the engagement of the contractor does not in any way confer any right to the contractor or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government Office.
- xvi. Payment terms: Payment shall be made within 30 days after successful completion of the job duly certified by AE (Civil)/ GM (Works)

To be typed in the letter-head.

ANNEXURE –VI

UNDERTAKING BY THE BIDDER

1. I/We undertake that my firm
M/s.....
..... has not been blacklisted by any Central Govt. Department/State Govt.
department/Public Sector Undertaking.

2. I..... Son/Daughter/Wife of Shri
..... Proprietor/Partner/Director/authorized
signatory of M/s.....
an competent to sign this declaration and execute this tender document:

3. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them:

4. The information/documents furnished along with the above application are
true and correct to the best of my knowledge and belief. I/We am/are well
aware of the fact that furnishing of any false information/fabricated
document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under application/appropriate law.

5. I understand that in case any deviation/wrong statement is found in the
tender documents at any stage, my concern/firm/co. shall be blacklisted and
shall not have any dealing with Durgapur Chemicals Ltd., in future.

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To be typed in the letter-head.

ANNEXURE –VII

PERFORMANCE REPORT OF CONTRACTOR

(TO WHOM SO EVER IT MAY CONCERN)

This Certificate is issued at the request of

M/s.....
(Bidder's name)

Name of Contract & Location /address:

Agreement No:

Annual value of Contract:

Date of start:

Date of completion:

Performance Report:

Quality of service: Excellent /very Good/Good/Fair

Resourcefulness: Excellent /very Good/Good/Fair

Any penalty imposed for bad performance

Any litigation pending

Signature of Senior Level Officer of the Client of the bidder with complete contact details:

Seal of the Client of the bidder:

Date: