



DURGAPUR CHEMICALS LIMITED

(A Govt. Of West Bengal Enterprise)
P.O. Durgapur-713215, Dist. Burdwan.
AN ISO 9001-2008 & 14001-2004 CERTIFIED COMPANY

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NOTICE INVITING QUOTATION NO.: PM/DCL/2017/03/CAR HIRING/2016-2017.

E-Offers/online quotations are hereby invited by the HOD (Purchase & Stores), Durgapur Chemicals Limited (DCL) from the bonafide, reliable, resourceful and experienced agencies for supply of one number car and skilled driver of Durgapur Chemicals Limited, Durgapur, West Bengal. In the list attached herewith (BOQ) through electronic tendering (e-tendering) process:-

1.	Quotation No.	PM/DCL/2017/03/CAR HIRING/2016-2017.
2.	Name of work	Hiring of 1 No. Maruti Suzuki Dezire Car with 1 no. Driver
4.	Period of supply	From 01/04/2017 To 31/03/2018.
5.	Earnest Money and Tender Fee	Rs. 10,000/- (Earnest Money) and Rs. 1000/- (Tender Fee)
6.	Tender Uploading date online	28/02/2017
7.	Document Download Start Date.	28/02/2017 at 2:00 P.M Pre bid discussion on 06/03/2017 (Pre bid discussion in the pre-condition for submitting price bid)
8.	Start Date of bid submission online	07/03/2017 at 2:00 P.M
9.	End Date of Bid Submission Online	14/03/2017 up to 12:00 Noon.
10.	Physical submission of EMD FEE Offline	14/03/2017 up to 6:00 P.M.
11.	Date & time of opening of tender online.	Cover-I (Qualification Documents):- 16/03/2017, after 02:30 P.M. Cover-II (Price Bid) :- To be Notified Later

12.	Download & Upload of Tender Documents	Intending bidders have to download the tender documents from the link https://wbttenders.gov.in 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.
13.	Registration of Bidders	Intending bidders 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 7th Floor DVC Study Cell, Salt Lake, Kolkata-700091.
14.	Digital Signature Certificate (DSC)	Intending bidders must obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

SCOPE OF WORK: HIRING OF 1 NO. MARUTI SUZUKI DEZIRE CAR WITH 1 NO. DRIVER.

Car:

- i. Have to provide 1 no. Maruti Suzuki Dezire car not older than 3 years for 24 hours preferably **for the period 1st April 2017 to 31st March 2018. The car must possess valid blue book (smart card-commercial registration), Tax token, insurance certificate and pollution clearance certificate and other statutory compliance certificates.**
- ii. The car will be under custody of the DCL management for 24 hours and cannot be used for any other purposes.
- iii. The interior upholstery must be up to the mark and there shall be no scratch or denting in the body of the car. At the time of inspection if the above conditions are not complied with then it will be rejected.
- iv. In case of break down or if the car under repair then alternative car to be provided failing which the Company will hire a car and the cost of the same will be deducted from your monthly bill.
- v. The Company shall not be responsible for any damage or accident of the car or any other liability.
- vi. The car shall be parked inside the premises of DCL (Works) at Transport Garage round the clock.
- vii. Servicing/maintenance of the car shall be the responsibility of the Contractor and car shall always be maintained in running condition and if any time it is observed that the car is not in running condition then the car will not be used. In that event the management will hire car from the market and the cost will be deducted from the bill of Contractor.
- viii. In front of the car there must be a sticker or board mentioning that the car is for use of Durgapur Chemicals Ltd.

- ix. A.C. of the car to be used only with prior written approval from the management.
- x. The car should have a white handle board for use of pickup of Guest from Railway Station, Bus Stand and Airport where the name of the Guest be written for identification of car along with the driver.

Driver:

- i. There must be 1 no. driver for driving one car as and when required.
- ii. The driver must possess valid driving licences. If it is found that any driving licence is not valid then the concerned driver will not be allowed for duty at DCL.
- iii. The driver must be paid wages within 5th day of every month through his bank Account. The driver must be covered under P.F. Act. & E.S.I.C. Act. The proof of the deposit of subscriptions in every month to be provided to the management. If any month it is observed that there is non-compliances then the service charge will be withheld till the compliances made.
- iv. The car must have log book and the driver should obtain signature from the user of the car after filling up the format of the log book.
- v. If any property of the company is damaged by your car it will be recovered in actual from the monthly bill(s) of the Contractor.
- vi. If circumstances warrants after issuance of the 3 (Three) warnings for unsatisfactory performances of the Car, the Company shall be at liberty to terminate the contract by giving 72 hours notice.

FUEL:

- i. Fuel consumption shall be @ 14 Km/per litre (Non A.C.) for the cars. The Company will supply fuel to the car on regular basis and the opening and closing kilometre shall be recorded in the Log Book for monitoring the consumption of fuel per kilometre shall be reviewed on monthly basis.
- ii. One litre Castrol Mobil Oil [20w 40w] shall be allowed after 1000 Kms.
- iii. Taxes: As per laws of the land.

Terms and conditions to Bidders: -

(i) Techno-commercial documents include (Statutory and Non Statutory Cover): 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) User ID of GST.

(ii) Credential: Credential towards similar work during the last 3 years in Govt. Companies.

(iii) 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. The evaluation done by the TEC is final and binding. TEC may reject any bid without assigning any reasons.

(iv) Acceptance: The lowest offer will be accepted among techno commercially qualified bids. TEC may accept any bid other than L-1 without assigning any reasons. Decision of the TEC will be final and binding.

(v) Payment Terms: Monthly Bill to be submitted for car hiring charges and wages of the Driver within 15th day of successive month. The following documents to be attached with the bill:

1. Copy of the log book duly signed by the users.
2. Copies of the PF and ESI challans for the previous months must be attached along with the bills and other relevant documents under various statutes.
3. The contractor has to disburse wages to the driver within 5th of the every month.

(vi) Price: Price quoted for Car Hire charges and wages for the driver to be quoted separately. The prices should remain firm during the period of contract unless specifically agreed to and provided in the contract.

(vii) Fitness Certificate: If the contractor provides old car then proper fitness certificate must be submitted.

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

(ix) 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.

(x) Validity of Offers: Tenders shall remain open for acceptance for 7 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.

(xi) 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.

(xii) 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.

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 Fee :** Rs. 10,000/- (EMD Fee)
- (iii) **Tender Fee:** 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, Vat/CST Registration Certificate, P tax Certificate and Up to date Challans, Last 3 years IT Returns and other relevant Certificates, if any.
- (ii) **Company Details:** Valid Trade License and Partnership deed/Memorandum if any.

HOD (Purchase & Stores)
Durgapur Chemicals Limited