



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 : dclidgppurchase@rediffmail.com

NOTICE INVITING QUOTATION No. – DCL/AMC/ELECT/SHIFT/2017-2018

E- offers /online quotations are hereby invited by the AM (Electrical), Durgapur Chemicals Limited (DCL) from the bonafide, reliable, resourceful and experienced Vendors for supply of **Annual contract for maintaining DCL colony electrical supply to all quarters and establishments in DCL township**, Durgapur, West Bengal. in the list attached herewith (BOQ) through electronic tendering (e-tendering) process:-

1.	Quotation No.	DCL/AMC/ELECT/SHIFT/2017-2018
2.	Name of work	Annual contract for maintaining DCL colony electrical supply to all quarters and establishments in DCL township
3.	Period of supply	From 01.04.2017 to 31.03.2018
4.	Earnest Money & Tender Fee	Rs. 30,000/- (EMD), Rs. 1000/- (Tender Fee)
5.	Tender Uploading date online	01/03/2017
6.	Document Download Start Date.	02.03.2017 at 12 p.m Pre bid discussion on 09.03.2017 (Pre bid discussion is the pre-condition for submitting Price bid.)
7.	Start Date of bid submission online	10.03.2017 at 10 a.m.
8.	End Date of Bid Submission Online	23.03.2017 upto 12.00 noon.
9.	Physical submission of EMD & TENDER FEE Offline	EMD- From 10/03/2017 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):- 23.03.2017, after 2.30pm. Cover-II (Price Bid) :- 25.03.2017
11.	Download & Upload of Tender Documents	Intending tenderers have to download the tender documents from the link https://wb-tenders.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.
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 th 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 no2.a,b,c,d,e,f,g of General Terms & Conditions on dated 09/03/2017 at the time of Pre Bid meeting.

Job Title: Annual contract for maintaining DCL colony electrical supply to all quarters and establishments in DCL Township, Durgapur, West Bengal.(From 01/04/2017 to 31/03/2018)

SCOPE OF WORK:

JOB DETAILS i.e. JOBS WHICH ARE TO BE TAKEN UP ON REGULAR BASIS ON THE FOLLOWING AREAS.

Manpower:Total man power to be supplied is 04 no's.

1. H.T. OVERHEAD LINE :

- a) Your personnel will check the overhead line physically at regular interval.
- b) On observation if anything found wrong or going you will take up the job immediately.
- c) Cutting the tree branches as & when required on both the side of overhead line & below the same so that any branches or sort or flying birds must not touch the overhead line.
- d) As & when required DISC insulators, pin insulator sockets P.G. Clamps etc. will be replaced by you.
- e) As & when required you may have to change A.C.S.R. Conductor used in the overhead line You will maintain the proper sag of the overhead line throughout the span.
- f) The stay wires & its accessories connected with poles are to be maintained by you properly, if required you may have to change the same time to time.
- g) Company will provide necessary shutdown to carry out the job but you will have to plan the job properly specially in the winter season.
- h) The overhead line should be properly maintained & checking time to time to avoid any breakdown.
- i) Any break down in H.T. line at any time (day or night)are to be attended within an hour to restore the power in the colony.
- j) All the materials required to maintain H.T. Overhead line are to be supplied by you.

2. TRANSFORMERS :

- a) Housekeeping of the transformers yard including the area of the transformers is your responsibility i.e. transformers yard & the transformers must be kept in cleared & tidy condition.
- b) There must not be any oil leakage from any part of the transformers for which you have to take proper precaution.
- c) The transformer connection H.T. & L.T. side must be maintained.
- d) Breather Silica Jells are to be checked at regular interval so that they all in proper condition.
- e) Oil level in the reservoir of the transformer must be maintained properly.

3. DCL SCOPE :

1. Oil required for this purpose will be supplied by the company.

4. L.T. SUB STATION

- i. L.T. Breakers are to be maintained properly so that it tripped properly on over current & earth fault.
- ii. The L.T. bus-bar should be properly checked & cleaned & connections from this busbar to the switches are also be checked, if required, you will replace the cable & its connection with proper specified materials. This should be done at regular interval.
- iii. The main distribution switches & fuse connected to the above busbar are to be checked & overhauled.
- iv. The main fuse if required is to be changed, with the prior consent of the Officer in charge.
- v. Maintenance should be such so that DCL must not have to change these switches. Any ignorance will attach penalty.
- vi. Outgoing & incoming terminals, to this distribution switches are to be checked on regular interval. You will also check the tightness of all bolts so that the switches must not be damaged due to heating or loose connections.
- vii. The main meters connected with that system should be watched properly & if required clean the same without disturbing its ceiling. On demand of work shop In charge you will replace the main meters.
- viii. You will also maintain properly the street lights connections together with photo cell

5. UNDER GROUND DISTRUBUTION CABLE :

All the points mentioned in H.T. Overhead distribution to be followed.

In addition to that you will also maintain the following :

The domestic connection given from this L.T. Both to individual quarters are maintained by you properly with arial fuse of pipe size & you will maintain this as I.E. Rules. So that the incumbent of the quarters must not face any accident due to electric problems.

6. STREET LIGHTS :

- i. You will maintain all street lights in both old & new colony so that all lights must glow in every night.
- ii. Penalty will be imposed in case there is inordinate delay for replacement / rectify the spares with lamps & it fittings without proper justification.

- iii. You supply all spare parts required to maintain these street lights. All spare parts should be of Philips/reputed make with prior approval of Officer in charge.

7. WATER PUMPING STATION :

- i. In our pumping station there are 2 nos of 50 HP squirrel cage motor. The starter of the motor is Star Delta Configuration.
- ii. You will check the condition of the motor starter panel on regular basis. So that there must not be any break down.
- iii. Proper preventive maintenance is to be taken up at regular interval.
- iv. All the cable lids connected with the motor & the starter must be checked at regular interval so that there must not be any break down due to over heating or any troubles with the connection lids.
- v. Motors are to be overhauled & lubricants are to be used as at regular interval so that the bearings of the motor should not be affected.
- vi. You will also maintain all the light points, fan points connected to the water pumping station.
- vii. Control panel & its accessories should be maintained by you properly including the painting of the electrical equipments in that station.

8. DEEP TUBE WELL IN THE OLD COLONY AREA :

We are having 2 nos of deep tube wells. As stated in the water pumping station you will maintain all the electrical equipments in these 2 deep tube well stations.

9. MAINTENANCE OF ELECTRICITY IN DIFFERENT QUARTERS IN DCL TOWNSHIP

- i. The distribution boxes installed on ground floor or in 1st floor of the residential building to supply the electricity to each & individual house. This distribution system is to be properly checked & maintained on regular basis.
- ii. Electrical meter installed in each residential quarter should not be handled by you unless it is instructed You may have to replace the energy meter as per directive of the Engineer in charge as & when required.
- iii. Replacement of fuses / sealing of the meter / Meter boxes etc. will be carried out only after written instruction of the Officer in Charge.
- iv. All electrical points (switch fuses, plug points, holders etc.) including T.V. & Refrigerator points are to be serviced & maintained by you. This is valued only for the approved points of DCL. On requisition of the bonafide inhabitants of that quarter you may have to change switch, fuses, holders, plug points etc) in any quarter. For this purpose you will replace the same with proper specified materials like rating manufacture etc. But whenever you replace any material in any of the quarter it must be approved by the Officer In Charge of DCL before you replace the same.
- v. The documents for replacing the materials together with the cash memo have to be deposited at the time of billing, so that the payment can be made.
- vi. Any sort of breakdown call from any quarter must be attended immediately.
- vii. The ceilings of fan which are supplied by DCL are to be maintained by you for that purpose you may have to change the bobbins, capacitors etc.
- viii. Proper replacement of the same after checking at our workshop you will replace the same as per directive of the Officer in charge.

SHOPS & ESTABLISHMENTS IN DCL PREMISES :

- i. You will only maintain the electrical supply upto main switch to all the shops establishments.
- ii. Any complain regarding the main electrical supply you will attend the same as quick as possible.

TERMS & CONDITIONS :

- 1) The preventive as stated in the job schedule must be maintained properly so that there must not be any major breakdown in DCL Township.
- 2) Any sort of breakdown in H.T. or in L.T. overhead distribution system (except natural calamity, birds faults/ any type of sabotage) occurred which may be due to laps of preventive maintenance will not be payable by the company.
- 3) All the breakdowns in DCL Colony are to be attended round O clock & to be rectified the same as quick as possible.
- 4) You will supply all the materials & manpower required for maintenance of breakdown & restoration of supply.
- 5) You will advise to use standard material, in case of replacement the material should be purchased with the prior approval of A.M. (Elect). /DCL.
- 6) All the activities regarding your work must be logged in the registered in regular basis including daily preventive jobs which you have taken.

STATUTORY :

- 1) You are to maintain all the statutory obligations as per I.E. Rules whenever you can conduct any job in any place.
- 2) Your supervisor must have minimum 2 years maintenance experience & workmen permit from the Directorate of Electricity, Govt of West Bengal to work in H.T. (11 KV) /L.T. (440V) overhead line & to work on motor & electrical accessories connected to any medium size township. ITI certificate & license may be submitted within 1 year period.

- 3) You will have to keep minimum 1 electrician (licensed & qualified), 1 helper per shift to attend the breakdown round the clock & one night attender.
- 4) The electrician who will work in the colony distribution line must have valid licence / workmen permit from the competent authority.
- 5) You have to submit all Xerox copies of this certificates to us well in advance before you start the job in the colony area.

SCOPE OF D.C.L.:

- 1) On the basis of XEROX of the licence submitted by you for your electricians & supervisors as stated in the point of statutory DCL will issue identity card / slip to your workmen to each & individual upto the electrician's level to work in DCL Colony Township.
- 2) No workmen will be allowed to work without the identity card / slip in DCL Township.
- 3) The identity card / slip issued by DCL are to be kept at the time of execution of any job in DCL this is to avoid any dispute which may occur at any time.
- 4) DCL will provide the sitting accommodation for your authorised person in the old colony Substation so that the colony inhabitants can contact your person at any time (day or night) as & when required them for any sort of electrical break down.
- 5) DCL will also provide a single accommodation in the 1st of the old colony Substation to stay in the night hours.
- 6) DCL will provide an internal telephone in that area.
- 7) Supply of energy meters, ceiling fans & the H.T. fuses are in scope of DCL.

SAFETY:

- 1) During execution of any job you will take all necessary safety measures as per IE Rule from your workmen that is DCL will no way to be responsible if any accident occurs to your workmen during the execution of any job.
- 2) Whenever you will work on 11KV line you will take shutdown from our 11KV Substation from Asst Engineer (Electrical) of the factory in a prescribed form available with him.
- 3) Whenever you take any job in 440 (LT) overhead similar practice will be adopted by yourself to avoid any sorts of accidents 'Caution Plate' should be used in each occasion for the area in which you will work.
- 4) You will take all sorts of safety precautions as per IE Rule will be strictly followed by your workmen they will work on electrical line.

PAYMENT :

- 1) Payment will be made on monthly basis against approved bill from electrical engineer which should be submitted in triplicate.
- 2) Bill for the materials used for that month may also be submitted along with this bill with proper supporting documents as stated earlier.

PENALTY CLAUSE :

- 1) Violation of IE Act during execution of the work will attract penalty. Repetition of similar lapses on part of the work & safety norms may attract termination agreement.
- 2) Any delay in attending the job & it is not finished in stipulated time attracts penalty. Repetition of the same may terminate your job contract at any time.

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 01-04-2017 to 31-03-2018). 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. 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 in 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 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 02/03/2017 to 09/03/2017 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 10th 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 5th 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.

(vii) Validity of Offers: Tenders shall remain open for acceptance for 15 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.

(viii) 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.

(ix) 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, Vat/CST/ST 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