



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/2017/01/GUARDING SERVICES/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 Guarding Services at Works, Township and Head Office (Kolkata) 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/GUARDING SERVICES/2016-2017.
2.	Name of work	Guarding Services for Company's Works, Township and Head Office at Kolkata.
4.	Period of supply	From 01/04/2017 To 31/03/2018.
5.	Earnest Money and Tender Fee	Rs. 50,000/- (EMD), 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	07/02/2017 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):- 15/03/2017, 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/DUTIES: GUARDING SERVICES FOR COMPANY'S WORKS, TOWNSHIP AND HEAD OFFICE AT KOLKATA.

1. The Contractor will provide maximum 51 nos. Security Personnel. The posting of Security Personnel in different Shifts will be in accordance with the instruction of the management.
2. The Security Personnel shall prevent encroachment and unauthorized occupations in the land belonging to Durgapur Chemicals Limited.
3. To Safeguard land, property, building, fixing, vehicles, electric and telephone cables, fire fighting equipments, Cables, street light with fittings, water lines, Plants & Machinery, materials belonging to the company, plants & trees, etc. in the assigned area.
4. To ensure that fencing/boundary walls of DCL premises remains intact. Any damage to these should be informed to the Security Officer immediately.
5. To ensure that any loss or damages to company's property including theft & pilferage due to negligence of Security Personnel, shall be recovered from your agency.
6. To ensure that the entry inside the factory by any outsider shall be on the strength of with proper instruction of the management.
7. To check entry/exit of any vehicle to our Factory or DCL – Township and records to be maintained accordingly.
8. To carry out opening and closing of the assigned offices by Security personnel on proper time.
9. Carry out regular checking at factory main gate of employees as well as contractors and their workers leaving/entering. Their vehicles/cycles, bags and baggage, Tiffin boxes etc. should be thoroughly checked by the Security Personnel. This will be monitored personally by the assigned official of your agency on regular basis.

10. To maintain record in IN & OUT register for the employees of various Contractor's at Main Gate.
11. To ensure proper handing and taking over charge by Security Personnel at the time of changeover of shift and the reliever should be properly briefed about any special instructions which are to be carried out in the next shift.
12. Ensure that the security personnel on duty should not leave their post unless reliever joins.
13. Surprise checking to be made to ensure that the personnel on duty are well alert on their duty particularly during night shift.
14. A daily incident/report register at the Main Gate to be maintained.
15. The Contractor have to keep liaison with the Local Police Station, S.D.O. – Durgapur, S.D.P.O. – Durgapur, A.S.P. – Durgapur, I.B. – Department, ADM – Asansol, DM – Burdwan, Mayor – Durgapur etc.
16. If there is any untoward incident happen in night shift it should be reported to the management immediately. If there is any foul smell of Gas inside the Factory that should be informed to the Security Inspector at the Factory Main Gate and the matter should be informed to the concerned officials for taking action immediately.
17. To submit a confidential report on security to the Management in every fortnight.
18. The security personnel should take part in fire fighting as per instruction of Safety Officer/Security Officer/Personnel Manager/General Manager (Works).
19. To maintain records (registers and gate passes) in respect of incoming and outgoing materials including materials/equipments send out on repair and return basis.
20. The security agency has to provide proper uniform, shoes, torches, winter garments, rain coats umbrellas and lathies to the security personnel on duty. Gunmen must be deployed with valid licence guns.
21. The security agency has to provide three mobile phones with sim cards each for DCL Main gate, DCL Township gate and A-1/A-2 Bang low for communication with the management.

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 10 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 service charges and wages of the Security Personnel within 15th day of successive month. The following documents to be attached with the bill:

1. Copies of the PF and ESI challans for the previous month must be attached along with the bills and other relevant documents under various statutes.
2. The contractor has to disburse wages to the Security Personnel within 5th of the every month.

(vi) Price: Cost of wages and service charges to be quoted separately. The price should remain firm during the period of contract unless specifically agreed to and provided in the contract.

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

(viii) 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.

(ix) 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.

(x) 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.

(xi) 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. 50,000/- (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/GST 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