



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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Ref. No.: PM/DCL/2017/CAR HIRING/2/2017-2018

Date: 14.10.2017.

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT OF HIRING OF 3 NOS. CARS, 1 NO. AMBULANCE AND 6 NOS. DRIVERS

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from eligible contractors for the work "**Hiring of 3 Nos. Swift Dezire / Equivalent like Indigo, Honda Amaze etc. (4+1) Vehicles / Cars and 1 no. Ambulance (Maruti Omni Van) without fuel with 6 nos. drivers for round the clock service for official use at DCL Works for a period of five months w.e.f. 01.11.2017 to 31.03.2018 at an estimated cost of Rs. 8.70 lakh which may be extended for further period as & when required on the existing Terms & Conditions after satisfactory services**". 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 Annexures to this e-tender as under:

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|-------------------|---|
| (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 Three Covers on-line bidding system. The following Three 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. 1200/- including GST (non-refundable) and EMD of value of Rs.75, 000/- will be required to pay offline in the form of Demand Draft drawn in favour 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	14.10.2017
Bid Document Download	14.10.2017
Bid Submission Start Date & Time	15.10.2017 at 10:00 a.m.
Prebid meeting (seeking clarifications) Date & Time	16.10.2017 at 11:30 a.m.
Bid Document Download End Date & Time	21.10.2017 at 6:00 p.m.
Bid Submission End Date & Time	22.10.2017 at 6:00 p.m.
Last Date & Time of Submission of Original Demand Drafts (DD) against EMD and Tender Fee.	23.10.2017 at 2:00 p.m.
Bid Opening Date & Time (Cover-II)	23.10.2017 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. in the **meeting scheduled on 16.10.2017 at 11:30 a.m. at the Administrative Building, Durgapur Chemicals Ltd., Durgapur – 713215.**

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. The Bidders, if they wish, can remain present.
6. **Terms of Payment:** The contractor will submit the monthly bill in duplicate for reimbursement along with certificate of work completion by the officer in charge on the letter head. The bill will be paid after making recovery, if any.

The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.

7. **Penalties:** The contractor will attract a penalty of an amount of Rs. 1000/- per day in case a driver fails to carry out his assigned job or any other reason which shall be recovered from the bills or otherwise. Further for any reason cars/ambulance are not found in running condition then management will imposed penalty @ Rs. 2000/- for per vehicle per day.
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.

Personnel Manager
Durgapur Chemicals Limited

Copy to:

1. Notice board, Administrative building, Durgapur Chemicals Ltd., Durgapur – 713215.
2. Durgapur Chemicals Ltd. website – www.durgachem.com

To be type in the letter-head.

ANNEXURE - I

To be type in the letter head of the bidder

To
The Personnel Manager
Durgapur Chemicals Ltd.,
Hahnemann Sarani, Durgapur,
Pin – 713215, West Bengal.

Subject: E-tender for Hiring of 3 Nos. Swift Dezire / Equivalent like an Indigo / Toyota Etios etc. (4+1) Vehicles / Cars and 1 no. Ambulanc (Maruti Omni Van) without fuel with 6 nos. drivers for round the clock service for official use at DCL Works.

Sir,

Reference: (i) Your e-tender reference no.: Dated

(ii) Tender Fee-DD No. Dated for Rs.

(iii) EMD-DD No. Dated for 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.,

ANNEXURE - II

SCOPE OF WORK

Cars:

- i. Have to provide 3 nos. cars as mentioned in the tender documents not older than 3 years for 24 hours preferably **for the period 1st November 2017 to 31st March 2018. The cars must possess valid blue book (smart card), Tax token, insurance certificate and pollution clearance certificate and other statutory compliance certificates.**
- ii. All the cars will be under custody of the DCL management for 24 hours and cannot be used for any other purposes.
- iii. If the cars are old then the interior upholstery must be up to the mark and there shall be no scratch or denting in the body of all the cars. 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 any of the car under repair then alternative car to be provided falling 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 occurred on accident of the cars and ambulance or any other liabilities.
- vi. All the cars and ambulance shall be parked inside the premises of DCL (Works) at Transport Garage round the clock.
- vii. Servicing/maintenance of the cars shall be the responsibility of the Contractor and cars shall always be maintained in running condition and if any time it is observed that the cars are not in running condition then the cars will not be used and contractor should arrange alternative car.
- viii. In front of the cars there must be a sticker or board mentioning that the car is for use of Durgapur Chemicals Ltd.
- ix. All the cars 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 cars along with the driver.

Ambulance:

- x. The Ambulance should have one stretcher (Folding type) along with adjusting devices to be fitted in.
- xi. The stretcher should be provided with white bed sheet, one thin cotton mattress with a pillow with cover. There should be blanket, towel, emesis bag, bed pan and urinal pot.
- xii. The Ambulance should have a fire extinguisher (Dry Powder type) which should be attached with the Ambulance.
- xiii. A sealed container along with a cover and a tap to be provided for drinking water facilities with a water glass.
- xiv. A First Aid Medical Box should be attached in the Ambulance containing Bandage, sterilized cotton, gauge pads, 10 cm x 10 cm safety pins, band aid, medical tape, scissor, detol/tincture iodine solution, asthaline inhaler and arm support for any fracture.
- xv. Provision to hang IV/Blood transfusion pouches in case of emergency.

- xvi. Provision for 1 (One) Medical Oxygen cylinder along with all necessary attachments.
- xvii. Provision to be made to make the Doctor to sit beside the patient while taking the patient to the hospital.
- xviii. The Ambulance should be painted with DURGAPUR CHEMICALS LIMITED (A GOVT. OF WEST BENGAL ENTERPRISE) on both side of the vehicle in RED PAINT.
- xix. AMBULANCE with red paint in reverse should be written in front of the wind shield of the vehicle.
- xx. The Ambulance should be white in colour with a siren and a blue emergency light at the top.
- xxi. The bed sheets and pillow cover should be washed alternate days and replacement should be made accordingly.
- xxii. The contractor is responsible for all kind of repair and maintenance of the Ambulance. If there is requirement to tech the Ambulance to any workshop for repair/maintenance job then the contractor has to provide another Ambulance.

Drivers:

- i. There must be 6 nos. drivers for driving three cars and one Ambulance for round the clock service.
- ii. Drivers 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 drivers must be paid wages within 6th day of every month through respective bank accounts. The drivers must be covered under P.F. Act. & E.S.I.C. Act. The proof of their coverage and deposit of subscriptions in every month to be provided along with monthly bill. If any month there is non-compliances then the services charge will be withheld till the compliances made.
- iv. All the cars and Ambulance must have separate log book and the drivers 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 cars it will be recovered in actual from the monthly bill(s) of the Contractor.

Fuel:

- i. Fuel consumption shall be @ 14 Km for the cars and ambulance. The Company will supply fuel to the cars and ambulance 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 litter Castrol Mobil Oil [20w 40w] shall be allowed after 1000 Kms.

Performance:

If circumstances warrants after issuance of the 3 (Three) warnings for unsatisfactory performances of the Cars and Ambulance, the Company shall be at liberty to terminate the contract by giving 72 hours notice.

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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 annual turnover of minimum Rupees 10 Lakh each from the Car hiring contracts for any of the three Financial Years i.e. 2014-15, 2015-16 and 2016-17. Copies of Profit and Loss A/c, Balance Sheet and Income Tax Returns (ITRs) duly attested by Chartered Accountant should be attached with the Bid document.
- IV) The contractor must have minimum two years of experience (during 01.01.2013 to 30.09.2017) as car hiring Service Provider to Central Government/State Government or Public Sector Unit and should have completed at least two such annual contracts during 01.01.2014 to 31.08.2017 with contract value of not less than Rs. 7 Lakh each. Work Experience of contractor of minimum two years with Central Govt./State Govt./Public Sector undertakings is must and hence copies of work orders as proof to be attached.
- V) The contractor should not have been blacklisted by any Govt./Semi Govt. organization/P.S.U. for similar work in the past. An undertaking to this effect must be submitted along with the qualifying bid as per **Annexure VII**.
- VI) 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	
	VAT REGISTRATION DETAILS	
	REGISTRAION WITH CONTRACT LABOUR ACT., DETAILS	
	ESI REGISTRATION DETAILS	
	EPF REGISTRATION SINCE	
10	ANNUAL TURNOVER OF FOUR FINANCIAL YEARS i.e. 2013-14, 201-15, 2015-16, 2016-17. (DETAILS in ANNEXURE IX ALONG WITH COPY OF PROFIT & LOSS A/C, BLANCE SHEET AND INCOME TAX RETURNS OF SAID YEARS)i.e. FOR ASSESSMENT YEARS 2014-15, 2015-16, 2016-17 & 2017-18) TO BE ENCLOSED.	
11	WHETHER ANY EMPLOYEE OF DURGAPUR CHEMICALS LTD. ON YOUR BOARD OR SHARE HOLDER IN CONTRACTORS’S ENTITY/FIRM	YES/NO. If please provide details
12	HAS ANY OF YOUR DIRECTOR/PARTNER/ENTERPRENUER EVER BEEN CONVICTED UNDER ANY LAW	YES/NO. If please provide details
13	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
14	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNSH (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 Proforma 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. The contractor is responsible for all kind of repair and maintenance of the Cars and Ambulance.
- xi. Drivers of cars and ambulance shall perform duty as per instruction of the authorised representative of Durgapur Chemicals Ltd.
- xii. **Tender Fee of Rs. 1200/- and Earnest Money Deposit of Rs. 75, 000/-** in the name 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.
- xiii. **The Performance Security Deposit of 10% of the contact value shall be submitted by the successful bidder by way of Bank Draft with in fifteen days from the start of the contract period.**
- xiv. 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.
- xv. The Drivers 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.
- xvi. The Bids would be approved by the competent authority subsequent to compliance and also that it can be rejected without assigning any reason.
- xvii. 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.
- xviii. The contract will be awarded for five months from the date of entering into contract & the rates will be valid for five months.
- xix. Payment terms: Monthly Bill to be submitted for cars hires charges and cost of the Drivers along with service charges (as applicable) within 7th 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.
 3. Payment will be released within 15th day of the successive month.
 4. The contractor has to disburse wages to the drivers within 6th of the every month.

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)

1. Name of Contract & Location /address:
2. Agreement No:
3. Annual value of Contract:
4. Date of start:
5. Date of completion:
6. Performance Report:
 - i) Quality of service: Excellent /very Good/Good/Fair
 - ii) Resourcefulness: Excellent /very Good/Good/Fair
 - iii)
7. Any penalty imposed for bad performance
8. 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: