



# 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/SANITATION/3/2017-2018

Date: 15.10.2017.

## NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR SUPPLY OF MANPOWER FOR HOUSEKEEPING/SANITATION/GRASS CUTTING/PEON/OFFICE BOY AND OTHER MISC. JOBS.

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from eligible contractors for the work "**Supply of manpower for Housekeeping/Sanitation/Grass Cutting/Peon/Office Boy and other misc. jobs 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. 17 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, 7<sup>th</sup> 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:

- |                   |   |
|-------------------|---|
| (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](http://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](http://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](http://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](http://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](http://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 person fails to carry out his assigned job for any reasons which shall be recovered from the monthly bill or otherwise.
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](http://www.durgachem.com)

To be typed in the letter-head.

**ANNEXURE - I**

To be typed in the letter head of the bidder

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

Subject: Supply of manpower for Housekeeping/Sanitation/Grass Cutting/Peon/Office Boy and other misc. jobs 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.,

To be typed in the letter-head.

## ANNEXURE - II

### **SCOPE OF WORK**

#### **I. Housekeeping/Sanitation job at DCL (Works), both Township & Guest House with engaging maximum 24 nos. of persons on daily basis.**

##### **Daily Basis**

- a) Sweeping Moping and Washing of all offices, cleaning of Toilets, Floor of the corridors ('G' floor/1st floor). Cleaning job will be done with soap water. Use of phenyl is mandatory in the Toilets. Carboric Acid to be used as per requirement.
- b) At Works there are shop floors, offices, control room and toilets which to be cleaned with broom and wash with soapy water. Roads and Drains to be cleaned. Use of phenyl is mandatory in the Toilets. Carboric Acid to be used as per requirement.
- c) Main Gate Security Offices, Central Laboratory, Plant Laboratory, Stores Area, all Workshop Area, Vehicle Office, and Weigh Bridge to be cleaned with broom and wash with soapy water. Use of phenyl is mandatory in the Toilets. Carboric Acid to be used as per requirement.
- d) Drains cleaning and removing of garbage to be disposed off in designated area.
- e) At both the Townships roads and drains are to be cleaned. Bleaching powder to be used as per requirement. Mosquito oil to be spared immediately on receiving instruction from the management of DCL.
- f) Garbage and waste materials to be collected from vats, and different location on twice a week and to shift DMC garbage dumping area by your own transportation.
- g) Cleaning and washing of Guest House Rooms, Corridors and Toilets.
- h) Cleaning of pipelines of kitchen, rain water, soil pipe, bathroom, sewerage line, on need basis.
- i) Cleaning of all septic tanks as per instruction of the DCL management.
- j) Removing unwanted trees of wall and roof of the building on regular basis.
- k) Removing of dead animals from DCL premises for shifting at DMC dumping area.

#### **II. Description of Grass Cutting:**

- a) The management will provide 3 nos. HONDA Grass cutting machines for grass cutting job to be provided by the company. However, maintenance of these machines to be borne by the contractor including tools, spares and fuel.
- b) The area of work will cover A-2 Guest house, Township (Old & New), Guest House, Factory premises inside.
- c) There should not be any unwanted grass, shrubs & bushes in and around Factory & Colony and Guest House area.
- d) The grass should always be maintained of 4 inch height.

#### **III. Performance:**

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

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 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	<b>LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED</b>	
	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 <b>undertaking as per Annexure – VII</b> MUST be submitted along with the qualifying bid.)	YES/NO. If please provide details
14	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARASTE ENCLOSURE)	

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 jobs.
- xi. All your persons 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. 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.
- 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 within 7<sup>th</sup> day of successive month. The following documents to be attached with the bill:
  1. Copies of the PF and ESI challans for the previous months must be attached along with the bills.
  3. Payment will be released within 15<sup>th</sup> day of the successive 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:

