



# DURGAPUR CHEMICALS LIMITED

(AGovt. of West Bengal Enterprise)  
P.O. Durgapur-713215, Dist. Paschim Bardhaman  
AN ISO 9001-2015& 14001-2015 COMPANY CERTIFIED

Mobile No: 9800600999 Fax No. : 0343-2556667  
E mail: dclpmgr@gmail.com

Ref. No.: PM/DCL/CARHIRING/2019-20/1-3

Date: 08.05.2019.

## **NOTICE INVITING e-TENDER FROM REPUTED TRANSPORTERS TO SUPPLY OF 4 NOS. CARS, AND 1 NO. AMBULANCE ON HIRE BASIS ALONGWITH 7 NOS. DRIVERS.**

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from reputed transporters having capacity to **supply of 4 Nos. Swift Deziere / Equivalent like Indigo, Honda Amaze etc. (4+1) Cars and 1 no. Ambulance (Maruti Omni Van) for Durgapur Chemicals Limited for a period of one year w.e.f. 01.07.2019 to 30.06.2020 an estimated cost of Rs. 40 lakhs which may be extended for further period as and 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 Commercial & 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 bids 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. for information.

- ii. It is Two Covers on-line bidding system. The following Two Covers shall be submitted through online at e-portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) 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 shall not be entertained.**

**Tender Fees and Earnest Money Deposit (EMD):** Tender Fee of Rs. 500/- (Rupees five hundred only) including GST (non-refundable) and Earnest Money Deposit (EMD) value of Rs. 30,000/- (Rupees thirty thousand only) to be paid through ICICI Bank gateway. Bidders claiming for exemption must submit supporting documents in support of their claim. Offline payment of Tender Fee & EMD in the form of demand draft is not allowed. If there is any doubt or any confusion please call 9932179999.

Earnest Money will be automatically refunded to the unsuccessful Tenderers immediately after finalisation of the tender in their bank account (online).

Scanned copy of relevant bank documents for online payment of Tender Fees and EMD to be uploaded in the e-portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) duly signed digitally.

iii. **Cover – I (Pre Qualification, Commercial & 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 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.

iv. **Cover – II (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).

1. **Critical Date Sheet:**

Publish Date	08.05.2019
Bid Document Download	11.05.2019 at 10.00 a.m.
Bid Submission Start Date & Time	11.05.2019 at 11.00 a.m.
Prebid meeting (seeking clarifications) Date Time	To be intimated
Bid Submission End Date & Time	27.05.2019 at 12:00 noon
Bid Opening Date & Time (Cover-II)	29.05.2019 at 02.30 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.

The Bidder should clarify any doubt/query regarding Notice inviting e-Tender from the authorised representative of Durgapur Chemicals Ltd. in a meeting to the bidders. **The date time and venue of the meeting to be intimated to the bidders only after receiving responses.**

## 2. EVALUATION AND COMPARISON OF BIDS:

- i. On examination of documents submitted under different covers, DCL will evaluate and compare the bid, determined to be substantially responsive at each step.
- ii. Evaluation of bid will include and will take into account as follows:
  - a. DCL shall evaluate and compare only the bids determined to be substantially responsive.
  - b. The bids shall be evaluated on the basis of total price for the entire scope of work covered under this bid document and as appeared in the BOQ [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
  - c. Evaluated bid-price of all bidders shall be compared among themselves to determine the lowest evaluated bid and as a result of this comparison, the lowest bid will be selected for award of contract.

## 3. PROCEDURE OF EVALUATION:

Evaluation of tenders will be done in the following steps:

### 1. **Step-1 Techno-Commercial Evaluation for two-part bidding:**

Only those bids meeting the requirements will be examined and assessed. The bidders will be intimated about the non-compliance of various techno commercial requirements and if allowed by the authority they may asked for the conforming compliance with the condition of bidding documents. The bidders shall require to comply all the conditions of bidding documents as mentioned in NIT. All the mentioned mandatory fields must be submitted as per mentioned format. If any bidder fails to submit any mandatory documents the bids of the said bidder shall be summarily rejected. For any clarification Bidders are requested to drop their requirement in [dcldgppurchase@rediffmail.com](mailto:dcldgppurchase@rediffmail.com) at least 2 days before the closing date of the tender.

2. **Step-2** After Techno-Commercial Evaluation only the successful bidder shall be entertained for the Price Bid (Cover-2) opening. After opening of the price bid committee will evaluate the financial packet and select the most suitable bidder to Award of Contract (AOC).

4. **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.

5. **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.
6. **Validity of Offer:** 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.
7. **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 as per provisions of The Arbitration and Conciliation Act, 1996 and amendment thereof.
8. **Jurisdiction:** 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.

H.O.D. (Purchase & Stores)  
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 type in the letter head of the bidder

**ANNEXURE - I**

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

Subject: E-tender for Hiring of 4 Nos. Swift Dezire / Equivalent like an Indigo / Toyota Etios etc. (4+1) Vehicles / Cars and 1 no. Ambulance (Maruti Omni Van) with fuel with 7 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: Bank Document Regarding transfer of money to ICICI gateway.....
- (iii) EMD: Bank Document Regarding transfer of money to ICICI gateway.....

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 type in the letter-head.

**ANNEXURE - II**

**SCOPE OF WORK**

**Cars & Ambulance:**

- i. Have to provide 4 nos. cars and 1 no. ambulance as mentioned in the tender documents not older than 3 years for 24 hours preferably **for the period 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March 2020. The cars must possess valid blue book (smart card), Tax token, insurance certificate and pollution clearance certificate and commercial tax registration no.**
- 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.
- x. The contractor has to provide 7 nos. drivers for running 5 vehicles on round the clock basis. The contract will have to provide the replacement of driver in case of any eventuality. DCL has the right to ask the contractor for removal any driver, who is not found competent and discipline.
- xi. DCL will be under no legal obligation to provide employment to any of the personal contractor after expiry of agreement period, since DCL recognises no employer-employee relationship in the contractor.
- xii. The cars, ambulance and drivers shall remain available in all the time as per duty roaster and shall not leave place of duty without prior permission.

- xiii. Operational function for cars, ambulance and drivers shall be governed by West Bengal Motor Vehicles Rules and these shall be the responsibility of the contractor.
- xiv. The contractor will maintain separate Log Book for each vehicle which will also be verified / counter signed by the concerned officer of DCL.
- xv. The Ambulance should have one stretcher (Folding type) along with adjusting devices to be fitted in.
- xvi. 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.
- xvii. The Ambulance should have a fire extinguisher (Dry Powder type) which should be attached with the Ambulance.
- xviii. A sealed container along with a cover and a tap to be provided for drinking water facilities with a water glass.
- xix. 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, as thaline inhaler and arm support for any fracture.
- xx. Provision to hang IV/Blood transfusion pouches in case of emergency.
- xxi. Provision for 1 (One) Medical Oxygen cylinder along with all necessary attachments.
- xxii. Provision to be made to make the Doctor to sit beside the patient while taking the patient to the hospital.
- xxiii. The Ambulance should be painted with DURGAPUR CHEMICALS LIMITED (A GOVT. OF WEST BENGAL ENTERPRISE) on both side of the vehicle in RED PAINT.
- xxiv. AMBULANCE with red paint in reverse should be written in front of the wind shield of the vehicle.
- xxv. The Ambulance should be white in colour with a siren and a blue emergency light at the top.
- xxvi. The bed sheets and pillow cover should be washed alternate days and replacement should be made accordingly.
- xxvii. 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 7 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 6<sup>th</sup> 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.

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.

- iv. 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. The contractor will provide fuel to the vehicles whenever it is necessary and DCL will reimburse the same after receipt of bills from the contractor. While releasing payment DCL will follow the basis of fuel service i.e. 14 Kilometre / litre
- ii. The company will reimburse to the contractor the cost of one litter Castrol Mobil Oil [20w 40w] after every 1000 Kms. of run of vehicle.

**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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To be type in the letter-head.

**ANNEXURE –III**

**ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:**

- I) The Contractor must have valid Trade License, licence for engaging Security Personnel, GST registration and PAN Number and self-attested copies 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 for similar contracts for any of the three Financial Years. 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 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 VI**.
- V) 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	IF FIRM IS HOLDING THE STATUS OF MSME & SSI. THEN RELAVENT DOCUMENTS TO BE ATTACHED	
3	TYPE OF ENTITY-PROPRIETORSHIP FIRM/PARTNERSHIP FIRM/OR PVT.OR PUB LTD. COMPANY	
4	ADDRESS OF COMPANY/FIRM	
5	TEL NO./FAX NO./MOBILE NO.	
6	NAME OF THE CONTACT PERSON & EMAIL ID	
7	TEL.NO./MOBILE NO. OF CONTACT PERSON	
8	TENDER FEE DETAILS @ Rs. _____/-	BANK DOCUMENTS: _____/Date:
9	EMD DETAILS @ Rs. _____/-	BANK DOCUMENTS: _____/Date:
10	<b>LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED</b>	
	PAN CARD	
	GST REGISTRATION NO., GSTIN, HSN CODE & SAC CODE	
	REGISTRAION WITH CONTRACT LABOUR ACT., CERTIFICATE & CHALLANS FOR LAST MONTH	
	ESI REGISTRATION CERTIFICATE & CHALLANS FOR LAST MONTH	
	EPF REGISTRATION SINCE	
11	ANNUAL TURNOVER OF FOUR FINANCIAL YEARS ALONG WITH COPY OF PROFIT & LOSS A/C, BLANCE SHEET AND INCOME TAX RETURNS OF SAID YEARS TO BE ENCLOSED	
12	WHETHER ANY EMPLOYEE OF DURGAPUR CHEMICALS LTD. ON YOUR BOARD OR SHARE HOLDER IN CONTRACTORS'S ENTITY/FIRM	YES/NO. If please provide details
13	HAS ANY OF YOUR DIRECTOR/ PARTNER/ ENTREPRENEUR EVER BEEN CONVICTED UNDER ANY LAW	YES/NO. If please provide details
14	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
15	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (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 after consider all aspects of the NIT and upload the same in the BOQ format.
- 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. The Performance Security Deposit of 10% of the contract value shall be submitted by the successful bidder by way of Bank Draft with in fifteen days from the start of the contract period.**
- xiii. 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.
- xiv. 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.

- xv. The Bids would be approved by the competent authority subsequent to compliance and also that it can be rejected without assigning any reason.
- xvi. 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.
- xvii. The contract will be awarded for five months from the date of entering into contract & the rates will be valid for five months.
- xviii. Payment terms: Monthly Bill to be submitted for cars hires charges and cost of the Drivers along with service charges (as applicable) within 7<sup>th</sup> 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 15<sup>th</sup> day of the successive month.
  - 4. The contractor has to disburse wages to the drivers within 6<sup>th</sup> of the every month.

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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 ..... 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.

Name:

Signature:

Seal:

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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

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:

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