



DURGAPUR CHEMICALS LIMITED

(A Govt. of West Bengal Enterprise)
P.O. Durgapur-713215, Dist. – Paschim Bardhamann.
AN ISO 9001-2008 & 14001-2004 CERTIFIED COMPANY

Fax No. : 0343-2556667
E mail: dclpmgr@gmail.com
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Ref. No.: PM/DCL/SANITATION/2019-20/2-2

Date: 08.05.2019.

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR PROVIDING SERVICES OF HOUSEKEEPING/ SANITATION/ GRASS CUTTING/ JOBS.

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from eligible contractors for providing “**Services of Housekeeping, Sanitation & Grass Cutting jobs at DCL Works for a period of one year w.e.f. 01.07.2019 to 30.06.2020 at an estimated cost of Rs. 50 lakhs 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:

- | | | |
|-----|----------------|-----------------------------------------------------|
| (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 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 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 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 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 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 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 | 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.**

4. 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.
 - 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.

5. PROCEDURE OF EVALUATION:

Evaluation of tenders will be done in the following steps:

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 at least 2 days before the closing date of the tender.

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).

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 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.
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 as per provisions of The Arbitration and Conciliation Act, 1996 and amendment thereof.
10. **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

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: Services of Housekeeping, Sanitation & Grass Cutting jobs 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 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. Carbolic 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. Carbolic 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. Carbolic 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, 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.

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 RELEVANT 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 | LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED | |
| | PAN CARD | |
| | GST REGISTRATION NO., GSTIN, HSN CODE & SAC CODE | |
| | REGISTRATION 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, BALANCE 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 undertaking as per Annexure – VII 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 SEPARATE ENCLOSURE) | |

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. The contractors are required to submit the complete Quotations only after reading each and every laid down condition.
- iii. The contractors must comply with all the terms and conditions of the contract.
- iv. Durgapur Chemicals Ltd. reserves the right to terminate the contract without assigning any reason to the contractor.
- v. 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.
- vi. 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.
- vii. 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.
- viii. The contractor would be liable for ensuring compliance with the all rules and regulations as notified by the Government time to time.
- ix. The contractor is responsible for all kind of jobs.
- x. All your persons shall perform duty as per instruction of the authorised representative of Durgapur Chemicals Ltd.
- xi. **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.**
- xii. 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.
- xiii. 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.
- xiv. The Bids would be approved by the competent authority subsequent to compliance and also that it can be rejected without assigning any reason.

- xv. All Safety materials like Hand gloves, Duster, Gumboot, Goggles, etc. are to be provided by the Contractor to its workmen as per provision of The Factories' Act 1948.
- 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 within 7th 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.
 - 2. Payment will be released within 15th day of the successive month.
 - 3. The contractor has to disburse wages to all your persons 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.

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: