

DURGAPUR CHEMICALS LIMITED



(A Government of West Bengal Enterprise)

P.O.-DURGAPUR-713 215, DIST.: BURDWAN

- AN ISO: 9001:2015 & 14001:2015 CERTIFIED COMPANY

Fax No. : 0343-2556667

E mail: dclgdppurchase@rediffmail.com

Ref. No.: – DCL/FIRE-INSURANCE/01/20-21

Date- 05.02.2021

NOTICE INVITING e-TENDER FOR THE STANDARD FIRE & SPECIAL PERILS POLICY OF DURGAPUR CHEMICALS LIMITED FOR PERIOD OF ONE YEAR FROM 01.03.2021 TO 28.02.2022 (MID NIGHT).

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from eligible Insurance company for the “**STANDARD FIRE & SPECIAL PERILS POLICY OF DURGAPUR CHEMICALS LIMITED FOR PERIOD OF ONE YEAR FROM 01.03.2021 TO 28.02.2022**” 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 Fee and Earnest Money Deposit (EMD): Tender Fee is not applicable and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) to be paid through ICICI Bank gateway. Offline payment of EMD in the form of demand draft is not allowed. Bidders claiming exemption must submit their supporting document. If there is any doubt or any confusion, please call 9932179999.

Earnest Money will be automatically refunded to the unsuccessful Tenderers immediately after finalization 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	05.02.2021
Bid Document Download	06.02.2021 at 10.00 a.m.
Bid Submission Start Date & Time	06.02.2021 at 11.00 a.m.
Bid Submission End Date & Time	20.02.2021 at 12:00 noon
Bid Opening Date & Time (Cover-II)	22.02.2021 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 shall 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 dclgdgppurchase@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).
6. **Terms of Payment:** 100% Advance against issue of Insurance Policy with clearly mentioning the area of coverage as per NIT.
7. **Validity of Offer:** Tenders shall remain open for acceptance for 60 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.
8. **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.
9. **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.

DIRECETOR IN CHARGE
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
The Director In Charge
Durgapur Chemicals Ltd.,
Hahnemann Sarani, Durgapur,
Pin – 713215, West Bengal.

Subject: QUOTATION FOR STANDARD FIRE & SPECIAL PERILS POLICY OF DURGAPUR CHEMICALS LIMITED FOR PERIOD OF ONE YEAR FROM 01.03.2021 TO 28.02.2022 (MID NIGHT).

Sir,

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

(ii) 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

Our Standard Fire & Special Perils Policy is going to expire on 28th February, 2021 and we intend to renew the policy for a period of 1 (one) year w.e.f. 1st March, 2021 to 28th February, 2022 (midnight). We are submitting the following details for your information and needful:

S.NO	Details of Assets	Value of Plant as on 31.03.2020
A	Fire Insurance Policy for	
1	Leasehold Land	218786.16
2	Land Development	0.84
3	Buildings	51072773.03
4	Roads	99185.56
5	Bridges (Weigh Bridge)	73960.00
6	Computers and allied equipment's	405077.33
7	Plants & Equipment's (CCP,HBP,PCP and SBP, Boiler, Utility including all Electricals, Instruments and Mechanical Equipment's)	346795500.80
8	Electrical Installation	17197400.25
9	Furniture & Fixtures	230104.59
10	Lab Equipment's	108622.09
11	Office Equipment's	214846.49
	Total of Plant & Machinery and Building	416201410.70
B.	Stock Insurance Policy	
1	Total Raw Materials & Finished Products	26620000
	Grand Total (A+B)	442821410.70

Raw materials at Stores & Site includes :

Freon Gas in Cylinder, Non-fragile items (spare, electrical, mechanical, civil & instruments etc.), Furnace Oil, Alpha Cellulose, Phenol (liquid) & Sulphuric Acid.

Finished Products includes:

Caustic Soda Lye, Hydrochloric Acid, Sodium Hypochlorite – in liquid form, Stable Bleaching Powder, Hydrogen Gas in Cylinder & manifold, Chlorine in Cylinder.

The Standard Fire & Special Peril Policy covers fire including destruction or damage caused to the property insured by (i) Its own fermentation, natural heating or spontaneous combustion & (ii) Its undergoing any heating or dying process, electrical damage, lightening, explosion/implosion, aircraft damage, riot, strike & malicious damage (RSMD), storm, cyclone, typhoon, tempest, earthquake(FST), impact damage, bursting/overflowing of water tanks, apparatus & pipes, leakage from automatic sprinkler installation, bush fire.

The offer received other than in the above format and after due date & time shall liable to be rejected. The Company reserves all the rights to reject or accept offer/quotation in full or part without assigning any reasons thereof.

Thanking you,
Yours truly,

.....
BASAB BANERJEE
DIRECTOR IN CHARGE

For any other confirmation please drop you email to dclldgppurchase@rediffmail.com before closure of the e-tender.

To be typed in the letter-head.

ANNEXURE -III

ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:

- I) The bidder must submit valid GST registration and PAN Number, Recent GST return statement and self-attested copies of these registration certificates should be attached to the Bid document.
- II) The bidder must submit the 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.
- III) The bidder 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**.
- IV) The bidder must submit the relevant experience proof of similar kind of job.
- V) The bidder 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 BIDDER/INSURER	
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	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED	
	PAN CARD	
	GST REGISTRATION NO., GSTIN, HSN CODE & SAC CODE	
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 undertaking as per Annexure – VII MUST be submitted along with the qualifying bid.)	YES/NO. If please provide details
15	ANY OTHER INFORMATION BIDDER 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 after consider all aspects of the NIT and upload the same in the BOQ format.
- ii. The bidders are required to submit the complete Quotations only after reading each and every laid down condition.
- iii. The bidders 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 bidder.
- v. 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.
- vi. The Bids would be approved by the competent authority subsequent to compliance and also that it can be rejected without assigning any reason.
- vii. **Payment terms:** 100% Advance against issue of Insurance Policy with clearly mentioning the area of coverage as per NIT.
- viii. **Price:** The prices should remain firm during the period of contract unless specifically agreed to and provided in the contract.
- ix. **Invoicing:** Final Tax invoice in triplicate should be sent to Personnel Manager Durgapur Chemicals Limited, Durgapur-713215. West Bengal.
- x. **Paying Authority:** DIRECTOR IN CHARGE, Durgapur Chemicals Limited, Durgapur-713215. West Bengal.
- xi. **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) The company does not bind to accept the lowest tender or assign any reason for non-acceptance of the same.
- xii. **Validity of Offers:** Tenders shall remain open for acceptance for 90 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.
- xiii. **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.
- xiv. **Jurisdictions:** Courts at Kolkata/Durgapur shall have Jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with the contract.

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.

Name:

Signature:

Seal:

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:
