



## 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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### NOTICE INVITING QUOTATION NO.:PM/DCL/2017/04/SANITN/2016-2017.

E-Offers/online quotations are hereby invited by the HOD (Purchase & Stores), Durgapur Chemicals Limited (DCL) from the bonafide, reliable, resourceful and experienced agencies for manpower supply for the jobs of Housekeeping/Sanitation/Grass Cutting/Peon/Office Boy and other Misc. jobs at the Works and Township of Durgapur Chemicals Limited, Durgapur, West Bengal. In the list attached herewith (BOQ) through electronic tendering (e-tendering) process:-

1.	Quotation No.	PM/DCL/2017/04/SANITN/2016-2017.
2.	Name of work	MANPOWER SUPPLY FOR THE JOBS OF HOUSEKEEPING/ SANITATION/ GRASS CUTTING/PEON/OFFICE BOY AND OTHER MISC. JOBS.
4.	Period of supply	From 01/04/2017 To 31/03/2018.
5.	Earnest Money and Tender Fee	Rs. 30,000/- (EMD), Rs. 1000/- (Tender fee)
6.	Tender Uploading date online	28/02/2017
7.	Document Download Start Date.	28/02/2017 at 2:00 P.M Pre bid discussion on 06/03/2017 (Pre bid discussion in the pre-condition for submitting price bid)
8.	Start Date of bid submission online	07/03/2017 at 2:00 P.M
9.	End Date of Bid Submission Online	14/03/2017 up to 12:00 Noon.
10.	Physical submission of EMD FEE Offline	14/03/2017 up to 6:00 P.M.
11.	Date & time of opening of tender online.	Cover-I (Qualification Documents):- 16/03/2017, after 02:30 P.M. Cover-II (Price Bid ) :- To be Notified Later

12.	<b>Download &amp; Upload of Tender Documents</b>	<b>Intending bidders have to download the tender documents from the link <a href="https://wbttenders.gov.in">https://wbttenders.gov.in</a> using the Digital Signature Certificate. This is the only mode of collection of tender documents. The required filled/digitally signed documents are to be uploaded through the same link.</b>
13.	<b>Registration of Bidders</b>	<b>Intending bidders willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e- Procurement System through respective helpdesk situated in Jalasampad Bhawan 7<sup>th</sup> Floor DVC Study Cell, Salt Lake, Kolkata-700091.</b>
14.	<b>Digital Signature Certificate (DSC)</b>	<b>Intending bidders must obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.</b>

**SCOPE OF WORK: MANPOWER SUPPLY FOR THE JOBS OF HOUSEKEEPING/ SANITATION/ GRASS CUTTING/PEON/OFFICE BOY AND OTHER MISC. JOBS AND SUPPLY OF CLEANING MATERIALS BY ENGAGING NOT MORE THAN 24 NOS. OF PERSONS ON DAILY BASIS.**

**I. 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.

### **Terms and conditions to Bidders: -**

**(i) Techno-commercial documents include (Statutory and Non Statutory Cover):** The intending bidder has to upload the scanned copy of the following documents for evaluation of their eligibility:-

- (a) SERVICE TAX REGISTRATION CERTIFICATE.
- (b) Valid Trade License.
- (c) PAN Card and Latest IT return.
- (d) Registration certificate with ESIC.
- (e) Registration certificate with EPFO.
- (f) User ID of GST.

**(ii) Credential:** Credential towards similar work during the last 03 years in Govt. Companies.

**(iii) Evaluation & Submission:** Price bid of the techno commercially qualified bidders will be opened after evaluation of the Techno commercial bids, subject to physical submission of EMD. The evaluation done by the TEC is final and binding. TEC may reject any bid without assigning any reasons.

**(iv) Acceptance:** The lowest offer will be accepted among techno commercially qualified bids. TEC may accept any bid other than L-1 without assigning any reasons. Decision of the TEC will be final and binding.

**(v) Payment Terms:** Monthly Bill to be submitted for service charges and wages of the Personnel within 15<sup>th</sup> day of successive month. The following documents to be attached with the bill:

1. Copies of the PF and ESI challan's for the previous months must be attached along with the bills and other relevant documents under various statutes.
2. Payment will be released within 10<sup>th</sup> day of the successive month.
3. The contractor has to disburse wages to the person within 5<sup>th</sup> of the every month.

**(vi) Price:** Cost of wages and service charges to be quoted. The price should remain firm during the period of contract unless specifically agreed to and provided in the contract.

**(viii) Paying Authority:** HOD (A & T), Durgapur Chemicals Limited, Durgapur-713215, West Bengal.

**(ix) 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) To award the contract to one or more number of firms either at equal price or at equal prices.
- (III) The company does not bind to accept the lowest tender or assign any reason for non-acceptance of the same.

**(xiii) Validity of Offers:** Tenders shall remain open for acceptance for 7 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.

**(xiv) 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.

**(xv) 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.

The Bidders are requested to upload the Documents in the Format Given Below:

**Statutory Documents/ Technical Packet:**

- (i) **NIQ:** The NIQ must be downloaded properly, and the same must be Digitally Signed and Uploaded.
- (ii) **EMD Fee :** Rs. 30,000/- (EMD Fee)
- (iii) **Tender Fee:** Rs. 1000/- (Tender fee)

**Financial Packet:** The price should be quoted in the BOQ format which should be downloaded from the website. The filled in BOQ should be uploaded in the Financial Packet.

**Non Statutory/ My Document/ Other Important Documents:**

- (i) **Certificates:** PAN Card, Vat/CST/GST Registration Certificate, P tax Certificate and Up to date Challans, Last 3 years IT Returns and other relevant Certificates, if any.
- (ii) **Company Details:** Valid Trade License and Partnership deed/Memorandum if any.

HOD (Purchase & Stores)  
Durgapur Chemicals Limited