

THE DURGAPUR PROJECTS LIMITED
(A Govt. of West Bengal Enterprise)
Office of the General Manager (HR&A)
Durgapur – 713201.
CIN : U40102WB1961SGC025250

Notice Inviting Tender

NIT NO. WB/DPL/NIT/CATERING/GUEST HOUSE/1748 DATED 24.02.2020

(01.05.2020 to 30.04.2021)

Sub: Jobs for (A) Catering Service (B) Laundry Service (C) Sweeping & Cleaning Service and (D) Caretaking & Up-keeping Services of DPL Guest House/M.D.'s Bunglow for a period of 01(one) year w.e.f. **01.05.2020 to 30.04.2021**

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(Job No. 2/HR&A)

Tender is hereby invited by the GM(HR&A), DPL, from eligible and resourceful contractors & proprietors having sufficient credential and financial capability for execution of the work.

1. General Guidance for tendering:

Interested bidders are requested to apply before the GM(HR&A), DPL for the work (A) Catering Service (B) Laundry Service (C) Sweeping & Cleaning Service and (D) Caretaking & Up-keeping Services of DPL Guest House & MD's Bunglow for a period of 01(one) year w.e.f. **01.05.2020 to 30.04.2021**.

2. Visit of the bidders before BID:

All the interest bidders are requested to visit the work place for which the tender is being sought.

3. Pre-qualification requirement (PQR) for participation:

- a) **Credentials:** Credentials for successful completion of works of similar nature in a single contract/multiple contract during the last 02(two) years directly under any organization / agency / autonomous body of value not less than Rs.1.00 lakh.
- b) **Turnover of the Business:**
 - I. Three similar completed works costing not less than the amount equal to 1.00 lakh each, or,
 - II. Two similar completed works costing not less than the amount equal to 0.50 lakh each, or,
 - III. One similar completed works costing not less than the amount equal to 1.00 lakh during the last 3(three) years.
- c) End user certificate for successful completion of similar contract of any organization.

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4. Earnest Money:

- I. Bidders must furnish the earnest money in the form of demand draft / pay order / bank guarantee from any nationalized or schedule bank, of Rs. 10,000.00 (Rupees ten thousand only). Demand draft / pay orders / bank guarantee will be in the name of "The Durgapur Projects Ltd." and payable at Durgapur.
- II. The earnest money will be returned to the unsuccessful bidder on request after placement of work order to the successful bidder.
- III. DPL reserves the right to forfeit of earnest money deposit in case the tenderer after opening the tender withdraws, amends, impairs, derogates or revokes his tender within the validity period or extension thereof.

5. Collection of tender documents:

Tender paper will be available from office GM(HR&A) on production of documents.

6. Submission of tenders:

- i. General process of submission.
- ii. Tenders are to be submitted at the office of GM(HR&A). All the documents uploaded by the tender inviting authority from an integral part of the bid. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the tender.
- iii. Bidders must submit the tenders in two covers i.e. "Technical" & "Finance". Bidders must download tender specific documents (NIT/SBD, BOQ etc.) from www.dpl.net.in, prepare the required documents and upload the scanned documents in portable document format (PDF) to the portal in the designated locations.
- iv. He needs to fill up the rates of items in the BOQ, downloaded for the work, in the designated cell of the BOQ spreadsheet and upload the same in designated location of "Finance" cover.
- v. The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

7. Technical Proposal:

(To be submitted in Technical cover)

The following documents in standard formats should be uploaded in Technical cover:

- i. Notice Inviting Tender (NIT) / Standard Bid Document (SBD) – The NIT / SBD as published is to be downloaded, then digitally signed and uploaded.
- ii. PQR documents in support of bidders qualification.
- iii. Technical offer /technical Doc along with technical compliance & BOQ sheet in unpriced format as mentioned below.

Note: Tenders will be summarily rejected if any of the above items in the statutory cover is missing.

8. Submission of Bid security / EMD:

(To be submitted in Technical cover)

Bid security/earnest money deposit (EMD) – Scanned copy of demand draft(DD) / PO/Bank guarantee towards EMD as prescribed in the NIT, in favour of “The Durgapur Projects Limited” on any nationalized/schedule bank payable at per at Durgapur, to be uploaded in technical cover.

9. Submission / upload of Statutory documents:

Following documents are to be uploaded after scanning along with the bid in PDF format:

- a. PAN
- b. Trade licence
- c. GST registration certificate
- d. PF and ESI requisition numbers

10. Financial proposal:

(To be uploaded in finance cover)

The financial proposal should contain the following document in one cover. Bill of quantities (BOQ): The bidder is to quote the rate in the space marked for quoting rate in the BOQ. (only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder).

11. Submission of original copies of technical documents and earnest money deposit:

- I. Mode of Payment: EMD must be submitted in the form of Demand draft/PO/Bank guarantee of any scheduled bank of India as mentioned above. Payment in any other form eg.: NSC, KVP etc will not be accepted. The bank guarantee should be valid for 12(twelve) months (approx) from the date of submission of tender. No interest will be payable by the DPL on the above earnest money.
- II. Place of submission: The original copies of the DD/PO/BG, towards earnest money deposit should be submitted in a sealed envelope in to The GM(HR&A), DPL, or his authorised representative in office of the GM(HR&A), DPL, Personnel & Administration Department, The Durgapur Projects Limited, P.O.- Durgapur, PIN-713201.
- III. Time of submission: The original copies of DD/PO/BG towards cost of tender documents (if any) and EMD should be submitted in a sealed envelope in the office as stated above within the date and time as specified in the schedule of dates provided. If the bidder fails to submit the original copies within the due time his tender will not be opened and his bid will stand rejected.

12. Conditional and Incomplete Tender:

- I. Conditional and incomplete tenders are liable to summary rejection.
- II. Bidder must quote for all items mentioned in BOQ (see clause No. 14).
- III. A pre-bid discussion will be held in conference Room, Administrative building, Time & date will be mentioned in clause No. 28.

13. Scope of work and Technical specification:

Jobs for (A) Catering Service (B) Laundry Service (C) Sweeping & Cleaning Service and (D) Caretaking & Up-keeping Services of DPL Guest House for a period of 01(one) year w.e.f. **01.05.2020 to 30.04.2021**, as per annexure 'A'.

14. Opening and Evaluation of Tender.

15. 1 Opening of Technical Proposal:

- i. Technical proposals will be opened by the GM(HR&A), DPL, or his authorized representative electronically from the website stated in clause-I, using their Digital Signature Certificate.
- ii. Technical proposals for those tenders whose original copies of DD/PO/BG towards EMD have been received will only be opened,. Proposals corresponding to which the tender cost (if any) & EMD have not been received will not be opened and will stand rejected.
- iii. Interested bidders may remain present if they so desire.
- iv. Technical cover would be opened first and if found in order them, cover for statutory documents will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.
- v. Decrypted (Transformed into readable formats) documents will be downloaded, and handed over to the Tender Evaluation Authority.

15.2 Uploading of Summary List of technically qualified bidders:

- i. Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial proposals will be considered and will be uploaded in the web portals.
- ii. While evaluation, the committee may summon of the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

15.3 Opening and evaluation of Financial Proposal:

- i. Financial proposals of the bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the bidders.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders, present at the time of bid opening.
- iii. After evaluation of financial proposal, by tender evaluation authority, the final summary result, name of bidder and the rates quoted by them will be uploaded.
- iv. The tender accepting authority may ask any of the bidders to submit analysis to justify the rate quoted by that tenderer.
- v. The successful bidder shall have to submit 'Food License of Local Authority' within 15 days of receipt of LOI/Work Order.

16. Bid Validity:

The bid will be valid for minimum 3(three) months from the date of opening of the financial bid.

17. Acceptance of Tender:

Bidders must quote for all items mentioned in BOQ sheet. Bids with lowest valid rate should normally be accepted. However, the tender accepting authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all bidders without assigning any reason whatsoever.

18. Return of Earnest Money Deposit:

The EMD of the successful bidder will be kept as Security Deposit. The earnest money of all the unsuccessful bidder(s) will be returned, after placement of the work order. To get return of the earnest money deposit, the bidder will have to apply for the same to the GM(HR&A), DPL giving the reference to NIT No., date of tender amount and mode of earnest money deposited all in a complete form. However for successful bidder, 2% of billable amount will be deducted from progressive bills as security deposit and will be returned after the expiry of tenure of work.

19. Payment:

The party should be economically sound to make payment from his own fund to his labourers for two wage-payment cycles including statutory payment as well as to purchase materials cost of sweeping & cleaning services, catering service & laundry service as per enclosed Annexure-A. Necessary progressive reimbursement of payment will be made on submission of the relevant original documents relating to labour payment, other bills and vouchers etc.

Additional monetary benefit extended to the labourers for performing extra duty beyond scheduled duty hours shall be continued as per order of management as in vogue (no separate rate to be quoted for this additional payment by the bidder in the price bid. Contractor shall have to claim this additional amount at the time of submission of bill.

20. Inspection:

Inspection will be done by the representative of the P&A Department at the time of execution of the job.

21. Time of completion:

Time of completion of the work is 1(one) year.

22. Penalty:

If it is found that the service is unsatisfactory and the approach is casual in nature initially, a penalty @ 1% (one percent) will be imposed. If such situation continues, maximum up to 10% (ten percent) of the monthly billable amount will be deducted till alternative action is taken.

23. Rate :

Should be 'Firm' and shall remain fixed through out the contract period GST and other charges should be mentioned separately on company's letter head duly signed and sealed and to be submitted in a sealed envelope to the office of GM(HR&A), DPL and scanned copy of the same to be uploaded in the technical cover. Lowest bid will be on the basis of landed cost i.e. inclusive of all.

24. Paying Authority:

Sr. Manager (F&A), Payment Section, DPL.

25. Controlling Officer(s):

a) Sr. Manager (P&A), (b) Manager (P&A) & (c) Jr. Manager (Guest House).

26. Schedule of Dates for Tendering:

Sl. No.	Milestone	Date
1	Publishing date	24.02.2020
2	Documents download start date	24.02.2020
3	Pre-bid discussion	06.03.2020
4	Bid submission start date	07.03.2020
5	Bid submission end date	14.03.2020
6	EMD physically submission date	17.03.2020
7	Technical bid opening date	20.03.2020
8	Uploading of Technical bid evaluation sheet	24.03.2020
9	Financial bid opening date	27.03.2020
10	Uploading of Financial bid evaluation sheet	31.03.2020

27. Other Important Clauses:

- a. Wages of Labour to be paid as per prevailing Rate within 10th of each month.
- b. The tenderer must visit the site before quoting rate.

28. Annexure-A:

Sub: Jobs for (A) Catering Service (B) Laundry Service (C) Sweeping & Cleaning Service and (D) Caretaking & Up-keeping Services of DPL Guest House for a period of 01(one) year w.e.f. **01.05.2020 to 30.04.2021.**

SCOPE OF WORK:

- 1) The successful bidder, herein after referred as the 'Contractor' has to maintain the overall maintenance clearness / hygiene of 'A' Block, 'B' Block, Annex (New Guest House) and IB Block, Dining Rooms & Kitchen with in the fenced area of DPL Guest House.
- 2) Chart of food stuffs for company's guest is attached with this form. For any subsequent change in any rate for price hike or alike other cause, the same should first be approved by the management. The approved rate charge of food stuffs should be in a printed format and to be displayed in the dining hall along with schedule of service.
- 3) The catering service should be round the clock. But there should be a general time schedule for service of different items, which may be fixed after negotiation with management. This time schedule should be displayed in the dinning hall.
- 4) DPL management will provide all the infrastructural facilities in "as is where is" condition. This includes dining table, dining chair, sofa set, center table, chairs show-case, gas oven, utensils refrigerator, table mat, table sheets, all linens to maintain the rooms etc. All these existing items will be handed over to the contractor against inventory. In case of any damage, it is the responsibility of the contractor to replace the same with the knowledge of management. If the management feels that the quality of replaced items is not at par to that of the previous one, then management may charge pre-fixed rate (as mentioned in the inventory) of the items to the contractor. The contractor may use the gas cylinder booked in the name of DPL Guest House at their own cost.

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- 5) Washing of linens, room & dining hall decoration and cleanliness of Guest House will be maintained by the contractor regularly, as per requirement, from time to time.
- 6) Sweeping & cleaning of entire Guest house premises should be undertaken properly with disinfectants etc. every day as per work schedule prepared by the management.
- 7) Engaged persons for the job shall have to be paid in terms of Minimum Wages Act including P.F. & E.S.I. benefits and other statutory benefits.
- 8) The management shall inform the contractor about the guests, who will be treated as company's guest. For such guest, the contractor will raise bill on fortnight basis and shall submit it to the office of the General Manager (HR&A), DPL for payment. Only DPL management reserves the right for booking of any rooms at guest house.
- 9) The management will provide a store room and another one room for the contractor in the dining complex. But in no case, these rooms can be let out to any person for boarding. These rooms should strictly be for the staff of the contractor. But no staff of the contractor can be allowed to stay in these rooms with family members.
- 10) All room rents provided to occupants (excluding company's guest) to be collected from them as per rate charge approved by the management and the same are to be deposited to company's cash office at regular intervals under proper receipts.
- 11) The contractor should issue bills against each and every meal / Tiffin and other food items. The contractor shall be bound to supply meal / Tiffin and other food items as room service to V.V.I.Ps, but this will be informed of the contractor by the incharge of the guest house in written format.
- 12) The maintenance of different electrical gadgets will be borne by the contractor during contract period. At the end of the contract period, if any of the gadgets found missing and / or not in proper conditions, then the said item should be repaired by the contractor. Otherwise necessary cost of repair will be deducted from the Security Deposit of the contractor.
- 13) The contractor shall be bound to arrange for any special items on costs for company's guests on information in advance.
- 14) The contractor shall be bound to arrange for distribution of food items by his own arrangements during situation at Main Administrative building or inside factory premises.

15) Relating to care taking:

Scope of Care Taking job shall include the following:-

- a. Reception of visitors including VIPs
- b. Keeping/maintenance of proper records i.e. guests/occupants register, furniture registers, electrical fittings & gadget register, linen register etc.
- c. Supervise preparation and distribution of lunch, dinner, breakfast, Tiffin etc. and keeping proper records thereon.
- d. Issue of bills to visitors relating to fooding, lodging and other services. Cash collection against such bills and depositing the same to DPL Cash Section from time to time.
- e. Interact with DPL's officials and others as the situation may arise.
- f. If there is any loss or damage of company's assets, building, furniture, electrical & other equipments and fittings, linen items etc., due to mishandling by the contractor, the contractor shall make good of the same. Otherwise the value of the same shall be deducted from the bills payable to contractor.

GENERAL TERMS & CONDITIONS:

A. RELATING TO CATERING OF FOOD ITEMS:

- 1) Rates per meal / Tiffin of different categories and rates of non-regular food items to be 50% less for company's guests and valid for 1(one) year w.e.f. 01.02.2020 and the rates applicable to outsiders shall be borne by themselves not by DPL. No price revision shall be allowed unless with prior approval of the DPL management.
- 2) The catering service shall be round the clock. But there should be a general time scheduled for service of different times, which maybe fixed after discussion with the management and this time schedule should be strictly maintained. The same should be displayed. Bills for the same should be given to all inmates apart from company's guest.
- 3) DPL management will provide kitchen and available cutlery, furniture, linen, electrical fittings, details of which will have to be endorsed by the contractors at their of cost.
- 4) The contractor should engage approved strength of workers for the job and shall have to follow all statutory provisions required for this purpose eg. P.F., E.S.I. of workmen being involved and also statutory returns, documentary evidences of possession of the same shall have to be submitted.
- 5) Management would provide electricity connection but electricity charges to be borne by the contractor as per actual meter reading.
- 6) The management shall inform the contractor of the company's guests. A record of the same shall have to be maintained
- 7) The contractor should issue bills to be boarder(s) other than company's guests.
- 8) Major maintenance of different electrical appliances shall be undertaken by the company. All minor repair / replacement shall be undertaken by the management.
- 9) Visitors remark record shall have to be maintained.
- 10) The management reserves the right to this contract on any day with seven days notice as well as forfeiture of amount as security deposits. The management reserves the right to cancel the agreement in part or in full.
- 11) Representatives of the management shall have the right to inspect counter part of bills attendance registers of workmen involved and visitors records.
- 12) Record of inmates to be maintained and shall be subject to verification of the requirement of the management.

SAFETY CLAUSES TO BE FOLLOWED BY THE CONTRACTOR:

Contractor's Responsibility:

- 1) Contractor shall be vigilant to ensure provision of Safety Rules and other statutory provisions as applicable in respective electrical equipments, Gas cylinder, Burner etc. at the area of work.
- 2) In case of injury, contractor will send the injured person to Hospital / Dispensary / First-Aid Centre with verbal information to the P&A Department, as well as to Safety Department.
The contractor shall submit periodical progress report to the P&A Department about the treatment, till the injured worker is favoured with fit certificate by the consulting Registered Medical Practitioner.

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BOQ

NIT NO. WB/DPL/NIT/CATERING/GUEST HOUSE/1748 DATED 24.02.2020			
Bidder Name:			
PRICE BID			
(This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidder is allowed to enter the BIDDER NAME and SERVICE CHARGE only)			
Sl. No.	Description	Parameters	Rate in figures & words to be entered by the bidders. Firm amount (both in figures & words)
1	Catering & other facilities service at Guest House for the company's guest / Govt. official	At actual subject to ceiling of Rs.45,000/- per month (approx.) However, the additional expenditure due to company's guests beyond this ceiling limit may be considered on the basis of special approval of the competent authority. Rate chart for meals, Tiffin, snacks etc. to be approved by management.	Payment will be made at actual (need not required to quote)
2	Laundry service	Rs.1000/- per month	Payment will be made at actual (need not required to quote)
3	Material cost for cleaning & housekeeping	To be reimbursed at actual on production of original voucher up to maximum Rs.3,000/- per month including GST	Payment will be made at actual (need not required to quote)
4	Labour charges for 9(nine) nos. including 1) 2(two) nos. labourers for cooking job. 2) 4(four) nos. Unskilled labour 3) 3(three) nos. unskilled labour for sweeping job for the period from 01.05.2020 to 30.04.2021 based on labour rate as on 01.07.2019.	Total Labour cost = Rs. 14,97,319.20 + GST (Basic, PF, ESI, HRA & Bonus)	Payment will be made at actual attendance (need not required to quote)
5	Monthly Service Charge (This service charge will remain fixed during the period of contract, even during the extended period, if necessary) (To be quoted by the bidder)	For total Supervision of DPL Guest House, Catering service & Housekeeping plus Profit element.	To be quoted in absolute figure in Rupees also in words.

NB: Bidder shall have to quote only the monthly 'Service charge' part in the BOQ. For details refer the Annexure-A of the NIT.

Signature of Bidder with Seal

There is any increase in the minimum wage rate announced by Labour Department, Govt. W.B. from time to time during the contract period, the contractor shall have to pay the difference of wages to his labourers and that excess amount shall also be reimbursed.

Note: Bidder must fill up & submit this BOQ sheet with all cells filled-up in specified format in the Finance Cover. Non-submission of this sheet in the specified format in the Finance Cover will lead to rejection of the bid.