

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED  
NAMRUP**

(A Govt. of India Undertaking)

P. O.: Parbatpur ( 786 623 )

Dist. Dibrugarh, Assam

CIN- "U24123AS2002GOI006786"

**ELECTRICAL DEPARTMENT  
NOTICE INVITING TENDER**

**Tender Notice No. : - Nam/Elect./U & B-III/NIT-03/2020/1245**

**Date: 10.10.2020**

Sealed tenders are hereby invited from Licensed Electrical Contractors on item rate basis for executing the following work(s) in Brahmaputra Valley Fertilizer Corporation Ltd., Namrup.

SL No	Name of work	Earnest Money (Rs.)	Completion Time	Tender Paper cost (Rs.)
1.	<b>"Maintenance Assistance in various departmental jobs along with services to other departments during ATA'2020 in U &amp; B-III plant."</b> <b>Estimate Amount- Rs.1, 33,408 (including GST.)</b>	3,335.00 (Including GST)	20 days	118.00 (Including GST)

Sealed tenders are invited for the above work (Scope of work enclosed at Annexure II) by hand / DTDC Courier within the last date of receipt of quotation indicated below (at Sl No 4). The job is to be carried out as per Terms & Conditions stipulated here under and in Annexure – II, III, IV & GDCC enclosed herewith.

1) Earnest money deposit. Rs.3, 335.00 (Rupees Three Thousand Three Hundred Thirty-Five) only in the form of Demand Draft / Challan towards EMD and Rs. 118 (Rupees One hundred Eighteen) only including GST. in the form of Demand Draft / Challan towards Tender Paper Cost (non- refundable) from State Bank Of India/ United Commercial Bank/ United Bank Of India, drawn in favour of BVFC Ltd, Payable at Namrup. Draft charges shall be borne by the party. Challan can be downloaded through BVFCL website. One Challan copy must be submitted along with the tender documents.

**Exemption from paying tender fees and Earnest Money Deposit:**

With reference to the Order of the Ministry of MSME, under the Public Procurement Policy March 2012, Micro and Small Enterprises (MSE) shall be entitled for EMD and tender fees exemption subject to conditions as under:

MSE bidders must submit valid registration certificates from any of the following (or any other body specified by the Ministry of MSME) for exemption of EMD as applicable for this tender:

- |  |  |                 |
|--|--|-----------------|
| i) National Small Industries Corporation (NSIC)    | ii) District Industries Centres (DIC)        | iii) Coir Board |
| iv) Khadi and Village Industries Commission (KVIC) | v) Khadi and Village Industries Board (KVIB) |                 |
| vi) Directorate of Handicrafts and Handloom        | vii) Udyog Aadhar Memorandum                 |                 |

**Tender papers {NIT, Scope of work, Schedule of quantities (Format for Price Bid), Terms and Conditions of NIT} are to be down loaded from the web-site [www.bvfcl.com](http://www.bvfcl.com) and [www.eprocure.gov.in](http://www.eprocure.gov.in).**

The tenders will be opened on the mention scheduled date and time in presence of the Tenderers or their authorized representatives who may like to be present. BVFCL will not be responsible nor consider late submitted Tenders. In case of Bandh or Holiday, next working day shall be considered for opening of tender and such will be informed to the expressing interest in taking part.

**2. Submission of Tender Paper:** Tender paper shall be put in to locked tender paper box in the Office of the Electrical deptt., BVFCL; Quotation may be sent through DTDC courier who delivers posts at Namrup

**3. Issue of tender documents from : 10.10.2020**

**4. Last date of submission of tender papers : 03.11.2020 at 03.00 P.M**

**5. Scheduled date of opening of techno-Commercial Bid : 03.11.2020 at 03.30 P.M**

For the subject job, we request you to tender your quotation in **Two bid system**, namely Techno-commercial Bid and Price Bid.

**6. The techno-commercial bid shall contain:**

a) Earnest money deposit and Tender paper Cost.

**b) Work Order Copies of similar works carried out by the contractor in Fertilizers/Refineries/ Petrochemicals/ continuous process / power (plant/construction /project) (preferably PSU) along with Job Completion Certificate issued by the customer showing experience of having successfully completed similar works during last 5 years** ending last day of month previous to one in which applications are invited either of the following:

i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

Or

ii) Two similar completed works costing not less than the amount equal to 50 % of the estimated cost.

Or

iii) One similar completed works costing not less than the amount equal to 80 % of the estimated cost.

**c) Work Order copy must reflect experience of performing such similar jobs as mention above in name of work.**

- d) Party/ Contractors having up to date renewed Electrical License, Electrical supervisors certificate of Competency, in Form – B, issued by Electrical Licensing Board, Government of Assam, holding supervisors under their employment. The Electrical supervisor's certificate of Competency holder should be associated with the Contractor / firm and should be duly endorsed by the Electrical Licensing Board.
- e) Valid Labour License.
- f) Party having registration fulfilling the conditions of statutory levies like GST etc. as admissible.
- g) Party/ Contractor will have to furnish self certified photocopies of the following documents:
- Copy of PAN /TAN Certificate issued by the concerned IT authority.
  - Copy of GST Registration certificate.
  - A declaration in the form of affidavit / declaration that he / she is not a partner / proprietor of any other firm /company participating in this tender of BVFCL.
- h) Party should submit duly signed photocopy of all relevant documents mentioned at Sl No: a), b), c), d), e), f) & g).
- i) **Party shall have to produce all documents, as mentioned above, in original if asked for.**
- j) Enquiry requesting quotation along with enclosures [Annexure – II, III, IV & GDCC] duly signed on each page by the Contractor under official seal as a token of acceptance.
- k) **Deviations, if any, to our terms & conditions (to be submitted on letter head of the contractor duly signed on each page).**

**7. The price Bid shall contain:**

**Detailed break-up of price as per the format in Annexure- II indicating all charges and applicable GST clearly. The Price Bid shall contain the signature of the bidder with address, seal and date.**

The Techno-Commercial Bid and the price Bid are to be sealed in **TWO SEPARATE ENVELOPES** super-scribing the name of the Bid on the top left corner of the envelope. These two envelopes are to be put in to a **THIRD ENVELOPE**, which shall again be sealed, super-scribing on it the enquiry ref. no., date and scheduled date of opening of Techno-Commercial Bid.

Quotation shall be received in the office of the Chief Engineer (Elect.), BVFCL, Namrup, PO: Parbatpur, Dist: Dibrugarh, Assam (INDIA), Pin: 786623, on all working days during normal working hours. **Quotation may be sent through DTDC courier who delivers posts at Namrup**

The Techno-Commercial Bid will be opened on due date and time in the chamber of the Addl. Chief Engineer (Elect), BVFCL, Namrup, Post Office: Parbatpur, Dist: Dibrugarh, Assam (INDIA), Pin: 786623, in the presence of the tenderer or their accredited representatives, who wish to be present.

The price Bid of only those parties, whose Techno- Commercial Bids are found to be in order and the Terms & Conditions of the offer are acceptable to BVFCL, Namrup, will be opened. The date of opening of price Bid will be intimated in due course of time.

**8.** The tenderer shall abide by all the statutory obligations under various statutory acts and rules made there. Under any Circumstances, BVFCL shall not be liable or held responsible in any manner whatsoever, for default or omission on the part of the contractor(s) for non-compliance of the aforesaid Acts, any other laws applicable to contractors and/or their Establishment and the workmen engaged by them.

**9.** BVFCL is committed to a corruption free work environment. All the works/ purchases / services contracts and commitments of BVFCL will be honored without the citizen having to pay any bribe. In case if any person demand any bribe, it is the duty of the responsible citizen to inform the matter to Vigilance Officer, BVFCL, Namrup PO Parbatpur, Dist Dibrugarh, Assam, Pin 786623.

**Note:** 1) BVFCL, Namrup, shall in no way be responsible for any postal delay.

- If the last date of receipt of quotation, scheduled date of opening of Techno-Commercial Bid happens to fall on Strike day/ Holiday at Namrup, then the next working day will be counted.
- BVFCL, Namrup reserves the right to cancel any or all quotations received, without assigning any reason and it also does not bind itself to accept the Lowest Tender.
- The Tenderers shall visit the Site and consult our Site Engineer and then submit the quotations after detailed assessment of the work, if necessitated.
- All requests for interpretations / clarifications in connection with the Tender Documents shall be addressed in writing to the undersigned at least 7 (Seven) days prior to the closing date of the Tender or in person during office hours on any working day.

**Provisions of Rule 160(ii) of the General Financial Rules, 2005 will be complied.**

(M.N.Ugesh Uvaraja)  
APE (Elect.), U & B-III

**Copy to: DGM (MM & E)**

**Ex.DGM (M): For kind information**

**Ex. CE (E): For kind information**

**Dy.FM for information & deputation of account representative at the time of opening.**

**ACE (E): For kind information**

**Sr.VO: For kind information**

**ELECTRICAL DEPARTMENT****Schedule of quantities**

**Name of the work:** Maintenance Assistance in various departmental jobs along with services to other departments during ATA'2020 in U & B-III plant”.

**NIT No.:-** Nam/Elect./U & B-III/NIT-03/2020/1245

**Date:** 10.10.2020

Sl. No.	Description of job	Quantity (Man-day)	Rate (Rs.)	Amount (Rs.)
1	2	3	4	5
1.	Providing services to other departments during shut down such as Flood-light connection, providing Safety Hand lamps, Welding machine, Drilling machine, Extension Board connection to facilitate their maintenance jobs. This also includes shifting of flood light fittings transformers, cables; hand lamps etc. and carrying & collecting back the materials in both Urea and Bagging-III plant to facilitate the maintenance jobs of other wings round the clock in all the three shifts. (Necessary tools and tackles required for this job shall be arranged by the contractor).	<b>60 (Skilled)</b>  <b>60 (unskilled)</b>		
2.	Providing maintenance assistance in departmental jobs like Maintenance of HT/LT panels, 11/3.3KV Switch-Boards, transformers, MCCs, cleaning of MCC incomers, bus-couplers & distribution boards, Motor overhauling, materials handling, cleaning, oil handling, Motor starter maintenance, maintenance of Oil in Low Oil Circuit Breakers, etc in both Urea & Bagging-III plants.	<b>100 (unskilled)</b>		
4.	<b>Total</b>			
5.	<b>GST@18%</b>			
6.	<b>Grand Total</b>			

**(Rupees**

**) only including GST.**

**Signature of contractor with seal**

## **Annexure-III**

### **ELECTRICAL DEPARTMENT**

### **TENDER FORM**

Sl. No. : \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Tender No. \_\_\_\_\_

dated: \_\_\_\_\_

Last date of submission: \_\_\_\_\_ at \_\_\_\_\_ P.M.

Name of Work : \_\_\_\_\_

Issued to (name and address of the party):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Tender document issued: \_\_\_\_\_

Signature of issuing Officer

### **TO BE FILLED IN BY THE TENDERER**

I/ We hereby tender for the execution for BVFCL, Namrup of the work schedule in under written memorandum within the time specified in such memorandum and at the rates specified therein and in all respect in accordance with instruction referred to in the NIT.

### **MEMORANDUM**

1. General description of the work :
2. Earnest Money Rs. : \_\_\_\_\_
3. Time allotted for the work : \_\_\_\_\_ Days
4. The sum of Rs. \_\_\_\_\_ has been deposited vide \_\_\_\_\_ dated \_\_\_\_\_ with the finance manager in favour of BVFC Ltd. As earnest money, the full value of which to be absolutely forfeited to the BVFC Ltd. Or their successors or assignees are without prejudice to any other rights or remedies of the said corporation or their successors or assignees should I/We fail to commence the work specified in the above memorandum.

### **Enclosures:**

1. Earnest money deposit challan receipt/ demand draft as applicable.
2. Detailed schedule of work duly filled in and signed (Annexure –II )
3. Special terms and conditions duly read and signed (Annexure- IV)
4. Photocopy of the PAN card in own name.
5. Contractors having up-to date renewed electrical license and Electrical Supervisor's Certificate of Competency.
6. Photo copy fulfilling the conditions like GST etc. as applicable in the State of Assam.
7. Declaration in the form of affidavit / declaration that he /she is not proprietor of any other Firm /company participating in this tender.

Dated: \_\_\_\_\_

Signature of the Contractor

Address: \_\_\_\_\_

Witness: 1. \_\_\_\_\_

2. \_\_\_\_\_

Signature 1. \_\_\_\_\_

2. \_\_\_\_\_

Address of

Witness.

**BVFC LTD, NAMRUP  
TERMS & CONDITIONS  
OF  
NOTICE INVITING TENDER**

**1.00 INSTRUCTION FOR TENDERERS**

- 1.01 The tenderer (s) should carefully read and understand all the tender documents before completing the required formalities and quoting the rates etc.
- 1.02 The tender documents completed in all respects and duly signed by the contractor should be sealed in a cover super scribing the tender No. name of the work and date of opening and address to the concerned officer along with the name and address of contractor.
- 1.03 The above cover containing all tender documents should be submitted in the respective office to reach the concerned office well in specific time.
- 1.04 The rates of items should be indicated in words as in figures and any cutting should be duly signed otherwise tender will be rejected. Overwriting in tender form will lead to its rejection.

**2.00 TERMS & CONDITIONS**

- 2.01 The contractors have to abide by all the terms and conditions mentioned here in respect of carrying out the job, payments, settlement of disputes etc. The tender should be carefully read and the clauses to be understood before filing up the tender documents.
- 2.02 The contractor should visit the site and acquaint himself with the site conditions etc. before submitting the tender.
- 2.03 All works are to be done under the strict supervision of the contractor to the entire satisfaction of the Engineer – in – charge / site in charge.

**3.00 EARNEST MONEY**

- 3.1 The tenderer shall deposit the Earnest money in mode of Challan receipt, in favour of BVFC LTD., Namrup , and attach receipt thereof with the tender. Earnest money shall not be accepted in any form other than these specified above and the tender not accompanied by Earnest money in the proper form may not be considered. No interest will be payable on the Earnest Money deposit under the contract.

**4.00 CONTRACT LABOUR ACTS ETC.**

- 4.1 The tenderer shall abide by all the provisions of Contract Labour Acts. and Rules issued by the Government and applicable to them. In case the tenderer fail to do so, this Corporation shall have the right to deduct from tenderer's bill, the expenses which are to be incurred in connection with any claim from any party including the labour engaged by the tenderer.
- 4.2 The contractor has to maintain a Register of his labourers with the particulars shown in the proforma to be supplied for implementation of the provisions of contract labour (Regulation and Abolition) act.1970.
- 4.3 The contractor shall make the payments of wages regularly to the labourers engaged by him in presence of a authorized representative appointed by BVFC Ltd. as per contract Labour Act.1970 and the minimum wages should be paid according to the circulars / directives issued by Central / State Govt. from time to time.

**5.00 COMPENSATION**

- 5.01 The contractor shall have to make an ex-gratia payment of Rs. 1000/- (Rupees one thousand) only to the dependants of labourer in the event of the labour's death occurring while on duty. This payment will be made by the BVFC Ltd. Immediately and will be recovered from the bills of contractor.

**6.00 TOOLS & ACCOMODATION**

- 6.1 The contractor shall make his own arrangements for providing accommodation, tools tackles etc. for his staff. Such facilities will not be provided by BVFCL.

**7.00 SAFETY MEASURES**

- 7.1 The contractor have to provide all necessary safety tools / equipments / accessories to his staff working at site as required under safety regulation of the factory.
- 7.2 Injuries or accidents to the contractor labour shall be taken care by contractor at his own cost and risk and shall comply with all Safety Rules and health regulations.
- 7.3 The contractor has to obtain safety permit from competent authority fro working in hazardous conditions and all safety rules should be followed strictly.

**8.00 MEDICAL FACILITIES**

- 8.1 No medical facilities will be provided free of cost except First Aid to the contractor's labourers.

**9.00 PAYMENT TERMS**

- 9.1 100% payment will be released to you against work carried out & successfully completed by you, duly certified by site Engineer.
- 9.2 Since the nature of the job is not involving of any skilled work, workmanship guarantee is not required to be executed by the contractor. In view of the same, security deposit is also not applicable.
- 9.3 You will be paid First & Final Bill, considering the actual work carried out by you.
- 9.4 Bill will be released within 30 days after submission of Final Bill/Running Bills after duly certified by site Engineer.
- 9.5 Any clarification from the contractor/suppliers/service providers on the bill submitted by the contractor should be sought within 15 days; similarly the contractor should be required to submit the clarification within that time.
- 9.6 Any taxes if applicable shall be deducted from bill as per prevailing rates by the Finance department.

**10.00 DECLARATION OF TENDERER**

- 10.01 I / We declare that I / we have read the above instructions /terms and conditions etc. and well understood and are in agreement with the above.

**Signature of the Tenderer**