



DREDGING CORPORATION OF INDIA LIMITED

**TENDER DOCUMENT
FOR
PROVIDING LAUNDRY SERVICES FOR DCI DREDGERS
STATIONED AT HALDIA & DCI REST HOUSE AT HALDIA**

DREDGING CORPORATION OF INDIA LIMITED

Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - PurbaMedinipur,
West Bengal-721607

Email: pohaldia@dcil.co.in

Web: www.dredge-india.com

TENDER NO. DCI/HAL/HR/LAUNDRY/2024, Dated: 09.08.2024

LAST DATE OF RECEIPT OF TENDER DOCUMENTS : 20.08.2024
DATE OF OPENING OF BIDS : 20.08.2024

Limited Tender is invited from the reputed experienced and competent firms for the work – “Providing Laundry services for onboard DCI dredgers & DCI Rest House at Haldiaby Collection, washing, and delivery of linen to and from DCI Dredgers and DCI Rest House Haldia through Tender Box submission.

Interested firms may download tender documents from DCI Website -[https:// www.dredge-india.com](https://www.dredge-india.com).

Tenderer are requested to visit onboard Dredgers & DCI Rest House Haldia to inspect the job prior to submission of tender. The Tenderer are requested to go through the “Terms and Conditions” of the tender and quote accordingly. The scope of work is detailed stated in Special Terms & Condition at Section – IV.

SECTION I: NOTICE INVITING TENDER

	Name of Work	:	“Providing Laundry services for onboard DCI dredgers stationed at Haldia & DCI Rest House at Haldia as per the the Scope of work stated in Special Terms & Condition at Section – IV.
ii	Cost of Tender Document	:	Rs.295/- through on line to DCI Current Account at Canara Bank are as follows: - DCI Current Account No.: -35833070000014 Branch name: - DCI LTD, HB Colony, Main road, Seethammadhara, Visakhapatnam-530022. IFSC/RTGS No: - CNRB0013583 SWIFT Code No: - SYNBINBB032 (Non-Refundable). “Exception under MSME towards, EMD, tender document fees etc shall be considered with valid documents to the extent permitted by Government”.
iii	E.M.D	:	NA
iv	Period of Contract	:	Five (05) Years
v	Issue of Tender Document Period	:	From 1030 hrs on 10.08.2024 to 1400 hrs on 20.08.2024 .
vi	Issue of Tender Document through DCI Website	:	https:// www.dredge-india.com .
vii	Mode of Submission Tender Document	:	Offline system, i.e. <u>Tender Box Submission</u> at Dredging Corporation of India Limited, Project Office Haldia, Ground Floor, H.P.S.U. Building Township, Haldia, Dist. - Purba Medinipur, -721607.
	Last date for submission of Bids	:	Up to 1500 hrs on 20.08.2024.
viii	Date & Time of Opening of Single Cover Bids	:	The Single Cover bids will be opened at 1530 hrs on 20.08.2024.

Dredging Corporation of India Ltd. reserves the right to:

1. Issue Tender Documents only to those considered capable to execute the work.
2. Accept or reject any or all Tenders without assigning any reason whatsoever.
3. Cancel the tender enquiry at any stage without assigning any reason.
4. Accept the tender in whole or part.
5. Reject the tender received with counter conditions.

Project Manager
Dredging Corporation of India Limited, Haldia

**SECTION II:
TENDERING INSTRUCTIONS TO BIDDERS-(ITB)**

Limited Tender is invited by Dredging Corporation of India Ltd (DCI) **in Single Cover bid System** for the work “Providing laundry services for onboard DCI dredgers stationed at Haldia & DCI rest house at Haldiaby Collection, washing and delivery of linen onboard DCI Dredgers working at Haldia’ and DCI Rest House at Haldia as per the Scope of work stated in Special Terms & Condition at Section – IV.

Documents **in Single Cover Bid System** as Stage-I (**SECTION-V** - Technical Bid) and Stage-II (**SECTION-VI**- Price Bid) shall be submitted within the prescribed date & time in NIT / Bid in Document. In single bid system, all vendors who have submitted the bids, will be considered for evaluation (ranking) at the time of the bids opening. In this case, name of all vendors will come in the comparative statement but price bids will be considered for evaluation only technically qualified parties.

Stage – I:

1. Bid Form and the Price Schedule completed in accordance with **ITB Clause 19**
2. Proof of experience in any type of laundry services during last seven years.
3. A list of works tendered for and in hand / being executed as on the date of submission of tender.
4. Copy of PAN issued by Income Tax Authorities
5. Copy of certificate for GST Registration Number (if any)
6. Copy of Valid Trade License Certificate on Laundry Service.
7. Copy of electronic receipt / UTR for Rs. 295.00 remitted through NEFT / RTGS to DCI towards tender document cost.
8. Power of Attorney on stamp paper, in favor of the person authorized to sign the tender document.
9. Copies of original document defining the constitution or legal status, place of registration and principal place of business of the company or partnership.
10. The Bidder will have to give a certificate that he is not related to any Officer of DCI or any Officer of the rank of Asst. Secretary or above in the Ministry of Ports, Shipping and Waterways, Government of India. The Bidder should give a declaration along with his tender about the names of the relatives, who are employed in the Dredging Corporation of India Ltd. **Annexure 2)**
11. The Bidder shall give an undertaking that they have not made any payment or illegal gratification to any person /authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid. **(Annexure 3).**
12. The Bidder shall disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid. **(Annexure 3).**
13. The Bidder shall disclose any information regarding any current litigation in which the Bidder is involved. **(Annexure 5).**
14. The Bidder shall furnish details of Bank Account for Electronic Transfer of payments as per attached Proforma **(Annexure 4).**
15. The Bidder shall furnish detail of GST of Company/ Firm **(Annexure -6)**
16. Vendor Code Creation Form **(Annexure-8).**
17. Downloaded tender document duly stamped and signed with dated on all the pages by Bidder.

18. In case of corrigendum / addendum regarding the subject tender work, DCI will publish the same only on DCI websites till one day before last date of submission. Bidders are requested to see the website accordingly.

19. Bid Form

18.1 The Bidder shall complete the Technical Bid along with the enclosures and submit the same towards “Techno-Commercial Bid”.

19 The Bids shall **Single Cover Bid System** consisting of

- ❖ Stage-I (**SECTION-V** - Technical Bid) & Stage-II (**SECTION-VI**- Price Bid) in single cover.

20 Documents Establishing Bidder’s Eligibility and Qualifications

21.1 Pursuant to ITB Clause 20 the Bidder shall furnish, as part of its bid, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the contract if its bid is accepted.

21.2 The documentary evidence of the Bidder’s qualifications to perform the contract if its bid is accepted shall establish to the DCI’s satisfaction that the Bidder has the financial, technical capability and competency, necessary to perform the contract as Per Qualification Requirements.

Stage– II:

21 **Price Bid format is provided in SECTION VI- Price Bid; the rates offered should be entered in Rupees and Paisa only on the “Price Bid SECTION-VI” as provided.**

22 The Price Bid / BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

23 **Bidders should quote as Rupees and Paisa excluding GST as per the Price Bid format in the allotted space only. Final Evaluation shall be made on total amount. Based on the lowest total amount quoted, the L1 bidder will be considered for awarding the work.**

24 DCI reserves the right to have negotiations with L1 party if the amount quoted by the party is found to be on the higher side.

25 The bidder has to sign and submit the required bid documents ONE by ONE as indicated.

26 The bidder has to submit the relevant Price Bid/BOQ document required as indicated with mentioning tender no & date. This Price Bid/BOQ should duly signed by tenderer with seal. In case of any irrelevant documents, the bid will be rejected.

SECTION-III: GENERAL CONDITIONS OF CONTRACT

1. **Period of contract:** The contract period is for five years from the date of issue of work order and extendable at the discretion of DCI with the same rates, terms and conditions. Informatively, the contract may be extended /Curtailed at the discretion of DCI.

2. **Local Office/Branch Office:** Party should have one local office or branch office at Haldia for coordinating and smooth laundry operation activities with our Project Office/ Dredgers & Rest House.

3. **Contractor to Execute Contract Agreement:** After receipt of work order and within 10 days the Contractor shall, at his own expense, enter into and execute a Contract Agreement on Rs.100.00 stamp paper to be prepared by him in the form annexed hereto (**Annexure-7**).

4. **Performance Security & Security Deposit:** 5% from every running bill to be deducted towards Security Deposit till the total Security Deposit amounts to 5% of the contractual value.

The performance Security will be discharged by the DCI and returned to the contractor after releasing of full and final bill and submission of No Due & No Claim certificate by the Contractor.

5. **Mobilization:** The contractor should provide the Services on as and when required basis, within two days of advance intimation from Project Office Haldia.
6. **Contractor Cannot Sub-let the Work:** The Contractor shall not directly or indirectly transfer, assign, or sublet the Contract or any part thereof without the written permission of the DCI. Even if such permission be granted, the Contractor shall remain responsible
- (a) For the acts, defaults and neglect of any sub-contractor, his agents, servants, or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen, and
- (b) For his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of laborers on a "Piece rate" basis shall not be deemed to be subletting under this clause.

7. **Contractors' Price is Inclusive of All Costs** :Unless otherwise specified, the Contractor shall be deemed to have included in his Tender / Offer /Price Bid, all his cost including union problems/charges if any for Providing laundry services for onboard DCI dredgers stationed at Haldia& DCI rest house at Haldia by Collection, washing and delivery of linen to and from DCI Dredgers working at Haldia'

However, GST will be extra if applicable & will be payable on submission of proof of payment. For the purpose of payment towards GST, the registration number of GST of the contractor should be specified on the invoice.

8. **Insurance:** The contractor is responsible to insure his Men deployed for the work. The contractor shall provide evidence to DCI, prior to the start of the contract, that the insurances required under the contract have been affected.(Insurance for Accident to Workmen)
9. **Payment:** The Submitted Monthly bill/Invoice will be scrutinized and forward by Project Manager, Haldia to DCIL ERO Kolkata for arranging the payment within 45 days from the date of submission of the bill complete in all respect.

Payment will be done through NEFT/RTGS as per practice in vogue, provided that for the Bills/Invoices which are in-complete/defective/disputed or in respect of which some clarifications are sought by DCI the above period will be reckoned only after rectification/sorting out of such defects/dispute or after providing clarifications by the Contractor to the satisfaction of DCI.

No cash payment or Advance for the work done or any other advance whatsoever will be payable to the Contractor. Provident Fund and other recoveries of the workers and payment wage slip must be attached to the Bill / invoice. Payments will not carry any interest for any reason what-so-ever.

Recoveries: On post-check of any bill, if any sum is found to be recoverable from the contractor the same shall be recovered from any sum due to the contractor against any bill of the contractor or from his performance security deposit and or from amounts due to the contractor in any other contract with corporation and/or by demand as debt due.

10. **Change Orders:** The DCI may at any time by a written order given to the Contractor make changes within the general scope of the Contract for the services to be provided by the Contractor.
11. **Liquidated Damages: LD** shall be levied for the period for which the supplier is responsible for the delay in collection /delivery above 15 days at a sum equal to 1% per week or prorata of contract value subject to maximum of 10%. Once 10% of contract value is attained, the contract will be terminated by forfeiting the SD. The decision of Project Manager is final.
12. **Penalty:** In case of delivery of washed linen beyond 10 days, an amount of Rs.50/- (Rupees Fifty only) per day will be recovered from his bills for late delivery of linen. Similarly, Rs.50/- will be recovered from his bill in case of late collection of linen from the vessels beyond 3 days from the date of such intimation. The decision of Project Manager is final.
13. **Force Majeure:** For purposes of this Clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of God, wars or revolutions, fires, floods, Tsunami, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify the DCI in writing of such conditions and the cause thereof. Unless otherwise directed by the DCI in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14. **Termination for Convenience:** The DCI may by written advance three (03) day notice sent to the Contractor, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the DCI’s convenience and the date from which such termination becomes effective.
15. **Arbitration:** In case of dispute between DCI and the contractor for contract up to Rs.10 Crores, the issue will be referred to Chief General Manager (CGM), Dredging Corporation of India Limited and the decision of CGM, shall be final, conclusive and binding on all the parties and the contract upon all question relating to the meaning of the specifications, designs, drawings and instructions and as to the quality of workmanship, or materials used on the work or any matter arising out or relating to the specifications and instructions concerning the works or the execution or failure to execute the same arising during the course of work. The above shall not be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor strictly in accordance with the instructions of CGM.

Any dispute or difference arises between the DCI and the contractor in connection with the contract or as to the rights and liabilities of the parties hereto, other than those referred to in above or on matters which are stated to be final and binding on the contractor shall be referred to the arbitration by a sole Arbitrator, as per the provisions of the Arbitration and Conciliation Act 1996 and the award of the sole Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996.

The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof. The venue of the Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract.

The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof. The seat/venue of the Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract. The Arbitrator is prohibited from awarding any interest for the pre-reference period or pendente lite.

16. **Taxes and Duties:** The contractor shall pay all taxes, levies, duties etc excluding GST if applicable, which he/she may be liable to pay to the State Government or Government of India or any other Authority under any law for the time being in force as on the date of submission of tender in respect of or in accordance with the execution of contract. GST will be reimbursed to the contractor subject to production of payment Proof. Any changes in the legislation during the contract period with regards to taxes will be applicable to this contract
17. **Income Tax/GST TDS Deduction:** Deduction of income tax, GST TDS & any other taxes if applicable shall be made from any amount payable to the contractor as per the relevant provisions of the Income Tax & GST Act.
18. **The Bidder shall keep open the validity of the Bid for 90 days from the date fixed for opening of Single cover bids or from the date of its opening whichever is later.**
19. The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the DCI's satisfaction that the Bidder has the financial, technical capability and competency, necessary to perform the contract as Per Qualification Requirements.
20. **Applicability of Laws on the Contract:**

The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of the High Court at Andhra Pradesh, India, including the following Acts.

 - 20.1 The Indian Contract Act, 1872
 - 20.2 The Major Port Trust Act, 1963
 - 20.3 The Employees' Compensation Act, 1923
 - 20.4 The Minimum Wages Act, 1948
 - 20.5 The Contract Labour (Regulation & Abolition) Act, 1970.
 - 20.6 The Dock Workers' Act, 1948
 - 20.7 The Indian Arbitration and Conciliation Act (1996)
21. **Contacting the Dredging Corporation of India Ltd. (DCI)**
 - 21.1 From the time of Bid opening to the time of Contract award, if any Bidder wishes to contact DCI on any matter related to the Bid, it should do so in writing.
 - 21.2 Any effort by a Bidder to influence the DCI in its decisions on bid evaluation, bid comparison, or contract award may result in the summary rejection of the Bidder's bid.
22. **Award of Contract**
 - 22.1 **Award Criteria**

The Contract shall be awarded with the approval of the Competent Authority to the Bidder whose Bid has been determined to be eligible and to be substantially responsive to the Bid Documents and who has offered the lowest evaluated Bid.
 - 22.2 **Right to Vary Period of Contract at Time of Award:**

This contract shall be for a period of five years and extension of contract is subject to satisfactory performance and fulfillment of the terms and conditions and the same will be communicated, in writing, by the Corporation, for which the contractor is bound to extend with the same rate, terms & conditions.

22.3 Notification of Award

Prior to the expiration of the period of bid validity, DCI will notify the successful Bidder in writing by registered letter / e-mail, to be confirmed in writing by registered letter, that its bid has been accepted.

22.4 The notification of award will constitute the formation of the Contract.

23 Notices:

Any notice given by one party to the other pursuant to the Contract shall be sent in writing or by e-mail and confirmed in writing to the address given below. A notice shall be effective when delivered or on the notice's effective date, whichever is later

Address for communication with DCI :-

Project Manager,

Dredging Corporation of India Ltd.

Project office Haldia

HPSU Building, Township, Haldia

Dist- PurbaMedinipur, West Bengal-721607

. E- mail:pohaldia@dcil.co.in

Address for communication with the Tenderer:-As provided in by the Tenderer in the Form for Vendor Code Creation/Changes in ERP Form

SECTION-IV: SPECIAL CONDITIONS OF CONTRACT

I. The scope of works includes:

A. For Dredgers:

- i. The dirty linen are to be collected from Dredgers at stream and the same is to be delivered after washing, iron to the respective Dredger using our routine Boat/launch services.
- ii. The Boat/launch will be provided at free of cost. Normally, the dirty linen is to be collected one/two times in a month from each Dredger, unless and otherwise, a separate communication is given by Master/ Project Office to the contractor.
- iii. The contractor should avail the service of routine launch as per the timings scheduled from time to time and no separate / special boat/Launch trip will be provided by the Corporation for collection and delivery of the linen to and fro Dredgers. The routine boat/ launch timings can be ascertained from Project Office for the morning trip in the evening of preceding day.
- iv. While collecting the dirty linen from Dredgers, the tentative date of delivery is to be confirmed since the Dredgers are not permanently deployed at Haldia, and in case, washed linen could not be delivered in given time at the fault of contractor, the same is to be delivered at the next Port at the risk and cost of the contractor.
- v. The delivered linen items should be washed and pressed/ ironed to the satisfaction of the Master (s) of the respective Dredgers. Otherwise the contractor will have to re-wash/iron and return to the Dredger at his own cost.
- vi. On an average, 350 to 450 linen will be available per Dredger per month (i.e. in two visits), out of which approximately 90 to 110 nos. are bed sheets, 80 to 100 are towels, 100 to 120 are pillow cover, 60 to 90 are counterpanes and balance quantity consist of other items as specified in the SECTION:VI. The quantity is only indicative and may vary from time to time as per vessel requirement.
- vii. The job involves visiting vessels operating in the river by our routine boat arranged by DCI from Haldia. The boat journey is approximately 1 to 2 hours on each side. The boat timings

may be at odd hours also depending upon tidal condition and the successful tenderer must adhere to the timings decided by DCI.

- viii. Since the Dredgers are working at stream in the Jellingham areas, some Dredgers at Eden Bar and some Dredgers at Auckland Bar, routine launches are provided for transportation of men, material, spares, linen, etc., between Dredgers and shore. The routine launch normally makes the trips to each Dredger from Silverjet Jetty/ Haldia Municipality Ghat area near Coast Guard Jetty, Township, Haldia. Routine trips shall depend upon requirement & availability of Dredgers only.

B. For DCI Rest House, Haldia:

DCI Rest House is situated at Anchorage Camp, Township, which is nearby Silverjet jetty. The dirty linen mostly consisting of bed sheets, pillow covers, bath towels, blankets and Mosquito nets are to be collected, washed and delivered as per instructions given from time to time.

NOTE:

- a) For DREDGER: Payment will be made for actual quantity certified by Master of the respective Dredgers.
b) For DCI Rest House Haldia: Payment will be made for actual quantity certified by Rest house-In charge / PO Office staff.

II.

1. The contract shall be for a period of **five years** and extendable at the discretion of DCI with the same rates, terms and conditions.
2. The tenderer shall collect the clothes/ linen from the Dredgers either from the berth/ Jetty or in the stream at Haldia and deliver the washed linen to the respective Dredgers within **10 (Ten) days** from the date of collection.
3. In case of collection & delivery in stream, Corporation will provide the routine boat free of cost to the contractor. The timing of boat may be obtained from the Project office and the contractor should make himself convenient with the boat timing. No extra trip will be provided to the contractor for this purpose.
4. In case of delivery of washed linen beyond 10 days, an amount of Rs.50/- (Rupees Fifty only) per day will be recovered from his bills for late delivery of linen. Similarly, an amount of Rs.50/- will be recovered from his bill in case of late collection of linen from the vessels beyond 3 days from the date of such intimation.
5. The washing of the linen should be done neatly and properly with good quality of water and properly pressed/ ironed to the satisfaction of Master of the Dredger/ Care Taker of DCI Rest House. Otherwise the contractor will have to re-wash and return to the Dredger at no extra cost i.e. at his own cost.
6. In case of losses and damages to clothes and linen, the cost of such losses and damages as assessed by Master of the Dredger(s)/ Care Taker of Rest House, shall be paid by the Contractor, failing which the cost of damages will be recovered as LD from the bills payable/ security deposit of the contractor.
7. The rates shall also be quoted for collection of clothes/ linen from the Dredger at Stream and DCI Rest House, situated at Anchorage Camp, Township and for delivery of the same after washing on board Dredger / Rest House at Haldia, apart from the item rate.
8. Rates quoted by the tenderer shall be inclusive of all charges like labour, material, transportation, etc. all complete except GST for which, tenderer has to submit copy of Service Tax Registration Certificate. No escalation due to hike in material or labour price is admissible.

The rates quoted/ agreed shall be firm throughout the contract period including extended period, if any, and no enhancement in rates shall be admissible due to any reason.

9. The contractor's workmen or employee shall under no circumstances be deemed to be DCI employee and the contractor should hold himself fully responsible for any claim/ claims which they or their heirs a dependents or representative would have made for damages or compensation for anything done or committed to be done in the course of carrying out the work whether arising on DCI premises or elsewhere. In the event DCI has to meet any claim legally admissible to any worker/ his legal heirs arising out of such employment, the contractor has to indemnify DCI under such circumstances.
10. The personnel deployed for carrying out the job contract shall be on the rolls of tenderer only. They are not the deployed personnel of the Corporation and hence the Corporation shall not be responsible for their life, medical benefits, etc., by virtue of the job contract. These deployed personnel deployed for job contract shall also not have any claim/right whatsoever for employment in DCI and these facts have to be clearly appraised to all the deployed personnel engaged by the tenderer before posting.
11. The deployed personnel shall maintain perfect discipline and behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of the Corporation or its business or work or its officers/employees/other contractors.
12. The Corporation reserves the right to authorize any of its Officers/Staff to supervise the type of services rendered by the tenderer and if he finds that the conduct, behavior and performance of work of any of its deployed personnel is unsatisfactory, he may require the tenderer to immediately recall the particular person and substitute the person by another and the tenderer shall comply with such requirements made by the Corporation forthwith.
13. The Corporation reserves the right to reduce the payment to the extent of deficiencies observed. The decision of the Project Manager in this respect will be final and binding.
14. DCI shall not be in any way responsible for any injury or death while on duty, to the personnel of the contractor etc.
15. The tenderer is responsible for Employees Compensation etc., as per relevant statues in respect of the personnel deployed.
16. The Security Deposit will be refunded to the tenderer, after satisfactory completion of the contract period, including extended period, if any.
17. The successful tenderer should be able to start and provide the services, as intimated by DCI as per the work order. However, if the Security Deposit as intimated in this tender is not deposited within 15 days from the date of the award of the contract, DCI reserves the right to cancel the contract and get the work done through another party at the risk and cost of this bidder and no payment will be made for the work done during this period i.e. from the date of beginning of the work till date of cancellation of the work order for non-submission of the security deposit.
18. If, for any reason, the tenderer is unable to provide the service as per the work order alternative arrangements will be made by the Corporation at the prevailing market rates and the extra cost incurred, if any, for such arrangements will be deducted from the tenderer's bill. If such interruption/disruption/non-compliance extends for more than 3 days consecutively, the Corporation will have the right, without prejudice to other remedies, to terminate the contract without any notice. In such an eventuality the security deposit will be forfeited and recovery of any such due to the corporation will be recovered from the tenderer's bills.
19. Goods & Services Tax (GST) is applicable. Hence, necessary statutory compliances w.r.t. GST is to be complied by the contractor without fail. Any effect of tax remittance w.r.t. GST and

non-compliance of remittances may attract penalty, interest which are to be borne by the contractor only.

20. Shyamaprasad Mukherjee Port Dock Entry passes whenever required shall be arranged by DCI, however, the Tenderer shall abide by all rules and regulations in force while inside the restricted areas of Port Trust, etc. As per the present rules, the payment for Dock Entry passes to be made by Credit Card / Debit Card. The tender is required to provide their personnel with Credit Card / Debit Card to make the necessary payments which will be reimbursed by DCI along with monthly bill subject to production of documentary evidence.

SECTION-V:

TECHNICAL BID

THE TENDERER SHOULD FURNISH THE FOLLOWING DOCUMENTS

01	(a) Name & Full address of the firm with telephone / E-mail ID.			
	(b) Name of the contact person			
02	Firm's Registration Certificate or Valid Trade Licence (Documentary proof shall be attached)			
03	GST registration certificate of the Firm issued by concerned authority (If Yes, Documentary proof shall be attached)			
04	Permanent Account Number (PAN) issued by Income Tax Dept., Govt. of India (Documentary proof shall be attached)			
Nature of work	Period of work <u>From To</u>	Organization if any	Value of each work done Rs.	Remarks (attach supporting documents)

SECTION VI: PRICE BID- BILLS OF QUANTITIES (BOQ)

Laundry Service Cost for Five Years					
Sl.No.	ItemDescription	Unit	Total Quantity for Five Years	Unit Rate (Rs.) Excluding GST	Total Amount (Rs.) Excluding GST
			(A)	(B)	C=AXB
1	Bed Sheets	Number	6000		
2	Pantry Cloth	Number	2940		
3	Table Cloth	Number	2260		
4	Pillow Cover	Number	6000		
5	Bath Towel (Officer & Crew)	Number	3960		
6	Counter Pans	Number	1575		
7	Face Towel	Number	4860		
8	Apron Cook	Number	1080		
9	Blanket for (Officer & Crew)	Number	950		
10	Saloon Crew	Number	360		
11	Napkins	Number	2700		
12	Dusters	Number	1980		
13	Table Top	Number	1560		
14	Bed Spread	Number	410		
15	Curtain Bed	Number	1900		
16	Curtain Bunk	Number	90		
17	Curtain Window	Number	650		
18	Curtain Door	Number	620		
19	Woolen Lookout/Overcoat	Number	720		
20	Cover Mattress	Number	380		
21	Cover Settle-cum-back	Number	60		
22	Cover chair-cum-back	Number	190		
23	Carpet	Sq. M.	90		
24	Mosquito Net	Number	160		
25	Charges for each collection (All Dirty Linen) from each Dredger	Visit	270		
26	Charges for each delivery (All washed & Pressed Linen) to each Dredger	Visit	270		
27	Charges for each collection (All Dirty Linen) from DCI Rest House Haldia	Visit	90		
28	Charges for each delivery (All washed & Pressed Linen) to DCI Rest House Haldia	Visit	90		
TOTAL FOR FIVE YEAR (Rs) (D) EXCLUDING GST					

Note:

- 1) The quantities mentioned above are only indicate. May vary subject to vessels requirement
- 2) The quoted rate shall be inclusive of all except GST.
- 3) GST will be paid / reimbursed at the applicable rates by the Company as per the statutory.
- 4) The L1 party is identified as per the lowest bid based on the total cost for all the items for five years in BOQ.
- 5) Above quoted rates are fixed for entire contract period and no escalation will be payable
- 6) Tenderer has to submit documents in support of GST registration as well include the GST registration number in every bill raised on the company.

Annexure 1: Undertaking for compliance to conditions of Contract.

To
Project Manager,
Dredging Corporation of India Limited,
Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - PurbaMedinipur,
West Bengal-721607

Sir,

Sub: **TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024.** Tender for Collection, washing, Pressed and delivery of linen to and from DCI Dredgers working at Haldia' and DCI Rest House Haldia.

I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents viz., Notice Inviting Tender (Section – I), Tendering Instructions to Bidders (ITB) (Section – II), General Terms & Conditions (Section-III), Special terms & Conditions (Section-IV), Technical Bid (Section-V), Price Bid-Bill of Quantities (Section-VI) and agree to be abide unconditionally the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and conditions and other provisions contained in the tender documents, viz., Notice Inviting Tender (Section – I), Tendering Instructions to Bidders (ITB) (Section – II), General Terms & Conditions (Section-III), Special terms & Conditions (Section-IV), Technical Bid (Section-V), Price Bid-Bill of Quantities (Section-VI) which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost against the Security Deposit available with the Dredging Corporation of India Limited, or its successors and to pay the DCI or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work over and above Security Deposit furnished by me/us.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialed /signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that we have not put/ specified/ laid down any counter conditions and we accept the tender conditions and agree to abide by the same.

Place :

Date :

Annexure 2: Declaration about Relatives

Dated _____

To
Project Manager,
Dredging Corporation of India Limited,
Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - PurbaMedinipur,
West Bengal-721607

Sir,

Sub: **TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024.** Tender for Collection, washing, Pressed and delivery of linen to and from DCI Dredgers working at Haldia' and DCI Rest House Haldia.

We hereby certify that, we are not related to any person employed in Dredging Corporation of India Limited.

Or

\We hereby certify that, the following are the persons who are employed in Dredging Corporation of India Limited and are related to me

Sl.No.	Name of the employee in DCI and designation	Nature of relationship

(Strike out /fill-in as applicable)

Thanking you,

Yours faithfully,

Place :

Date :

**Annexure 3: Undertaking about illegal gratification and declaration
about payment made or proposed to be made to any
intermediaries**

Date:

To
Project Manager,
Dredging Corporation of India Limited,
Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - PurbaMedinipur,
West Bengal-721607

Sir,

Sub: **TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024.** Tender for Collection, washing, Pressed and delivery of linen to and from DCI Dredgers working at Haldia' and DCI Rest House Haldia.

A. With reference to your **TENDER NO. TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024 and** as per Cl. No. 10 of ITB, we hereby undertake that, we have not made any payment or illegal gratification to any person/ authority connected with the bid process so as to influence the bid process and we have not committed any offence under the Prevention of Corruption Act in connection with the bid.

and

B. As per Cl. No. 11 of ITB, we hereby certify that we have nothing to disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.

Thanking you.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

Annexure 4: Performa for Bank details

Date:

To
Project Manager,
Dredging Corporation of India Limited,
Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - PurbaMedinipur,
West Bengal-721607

Sir,

Sub: **TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024.** Tender for Collection, washing, Pressed and delivery of linen to and from DCI Dredgers working at Haldia' and DCI Rest House Haldia.

With reference to your Tender No **TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024** and as per Cl. No. 13 of ITB, we hereby furnish our Bank Account details for payment through E-transfer as follows:-

1. Name of the firm :
2. Name of bank :
3. Name of branch :
4. Account No. :
5. IFSC No. of the Bank :

Thanking you.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

Annexure 5: Performa regarding Current Litigation

Date:

To
Project Manager,
Dredging Corporation of India Limited,
Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - PurbaMedinipur,
West Bengal-721607

Sir,

Sub: **TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: 09.08.2024.** Tender for Collection, washing, Pressed and delivery of linen to and from DCI Dredgers working at Haldia' and DCI Rest House Haldia.

A. With reference to your Tender No TENDER NO. DCI/HAL/HR/LAUNDRY/2024, DATED: **09.08.2024** and as per Cl. No.12 of ITB, we hereby certify that, we do not have any current litigation with any party/ firms.

‘Or’

B. We hereby certify that presently we are having litigation with the following party/ firms:-

- 1.....
- 2.....
- 3.....
- 4.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

*Strike out ‘A’ or ‘B’, whichever is not applicable.

Annexure 6: Intimation to be furnished regarding GST of Company / Firm

Company Name	
Registered Address	
City	
Pin Code	
State Code	
Country	
Office Telephone No.	
Fax No.	
Contact Person for GST	
Mobile No. of Contact Person	
Email ID of Contract person	-
Registration with GST	
GST TIN	
GST Provisional ID	
GST ARN No allotted at the time of Submission	
Location of Primary place of Business	
PAN No	
TAN No	
HSN /SAC Code *	

* HSN code - Harmonized System Nomenclature code

* SAC - Service Accounting Code

Annexure 7: Pro-forma of bank guarantee for Earnest Money Deposit

(TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER WORTH OF RS.100/-)

NOTE: The Bank Guarantee should be issued by a Nationalised / Scheduled Bank and enforceable at Haldia.

To
Project Manager,
Dredging Corporation of India Limited,
Ground Floor, H.P.S.U. Building,
Township, Haldia, Dist. - Purba Medinipur,
West Bengal-721607

WHEREAS _____
(Indicate Name & Full Address of the Tenderer)

(Hereinafter called the "Tenderer") has submitted its tender dated _____ for the

Execution of (Name of Work) in favour of DREDGING CORPORATION OF INDIA LIMITED, **Ground Floor, H.P.S.U. Building, Township, Haldia, Dist. - Purba Medinipur, West Bengal-721607** (herein after called the "CORPORATION"). KNOW ALL MEN by these presents that we, (Bankers full address)(herein after called "Bank") are bound unto the Corporation for the sum of Rs. _____ (Rupees only) for which payment will and truly to be made to the said Corporation, the Bank binds itself its successors and assigns by these present.

THE CONDITIONS of this obligation are: If the Tenderer withdraws his Tender

- a) During the period of validity of the Tender specified in the Tender (or)
- b) After having been notified of the acceptance of his Tender by the Corporation during the period of Tender Validity.

2 fails or refuses to execute the Agreement, if required OR do not commence the work as per the Letter of Intent or Work Order.

We undertake to pay to the Corporation up to the above amount upon receipt of their first written demand without the Corporation having to substantiate their demand, provided that in their demand the Corporation will note that the amount claimed is due to him owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

Notwithstanding anything herein contained our liability under this guarantee is limited to Rs. _____ (Rupees _____ only)

and will remain in force up to 45 days beyond the bid validity period and any demand in respect thereof must reach the Bank not later than the date of expiry of this guarantee failing which all the rights of the Corporation under the guarantee shall be forfeited and the Bank shall be deemed to be relieved or discharged from all liabilities hereunder.

Dated:

SIGNATURE OF THE BANK WITH SEAL

Annexure 8: Vendor Code Creation Form

<u>1.0 VENDOR DETAILS:</u>			
Name of the Vendor		* Vendor Code	
Address (including PIN code)			
Mobile Number		Email ID	-
<u>2.0 Taxation and Other Registration Details : (Supporting copies needs to be attached)</u>			
PAN No.		GSTIN	
Type of Vendor	Registered / Unregistered / Composite Dealer (Tick whichever is applicable)		
Note: In case vendor does not provide PAN, TDS @ 20% will be deducted			
<u>3.0 Bank Details : (Copy of cancelled cheque needs to be attached)</u>			
Bank Name, Branch & City			
Bank Account Number		IFSC Code	
<u>4.0 PURPOSE FOR WHICH VENDOR CODE IS REQUIRED TO BE CREATED/MODIFIED IN ERP</u>			
Recommended by (Person requesting for creating/modification of the Vendor Code)	Approved by (Concerned Section HOD)	Remarks if any	