

**THE WEST BENGAL POWER DEVELOPMENT
CORPORATION LIMITED**

(A Government of West Bengal Enterprise)

**Corporate Office : Vidyut Unnayan Bhawan, Plot No.3/C LA Block, Sect. – 3
Bidhannagar, Kolkata – 700098.**

TENDER DOCUMENTS FOR:

ANNUAL RATE CONTRACT

**FOR THE JOB OF MANUAL BREAKING OF COAL LUMPS ON HOPPER
GRATINGS AT C.H.P. AREA**

AT

**BANDEL THERMAL POWER STATION
WEST BENGAL POWER DEVELOPMENT
CORPORATION LIMITED**

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
(A Government of West Bengal Enterprise)

Office of the General Manager
Bandel Ther Power Station
Tribeni : Hooghly

Phone No.: 2681 - 2243
Fax No : (033) 2684 -6151

**TENDER DOCUMENTS FOR ANNUAL RATE CONTRACT FOR THE JOB OF
MANUAL BREAKING OF COAL LUMPS ON HOPPER GRATINGS AT C.H.P. AREA
AT B.T.P.S.**

NIT No.: WBPDC/Adv/PR/12-13/162/BTPS

Date: 23.01.2013

Ref.No.BTPS/P-45/CHP/12-13/ 457

Dated :17.01.13

Last Date & Time for sale of Tender Document upto	13.30 hrs. on 14.02.2013
Date & Time for Pre-bid discussion at :	14.30 hrs. on 18.02.2013
Last Date & Time of Submission of Tender upto :	14.00 hrs. on 21.02.2013
Opening of Earnest Money (Part – I) & Qualifying equirement (Part-II) :	15.00 hrs. on 21.02.2013
Opening Date & Time of Techno-Commercial bid (Part –III):	To be intimated in due course
Opening Date & Time of Price-bid (Part – IV):	To be intimated in due course
Cost of Tender Documents:	Rs.2000.00 (Non refundable)

Issued to :-

M/s.
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.....

Signature of the Issuing Authority :Sr.Manager(Stores &purchase)/

Sr.Manager(Purchase)

Corporate Office : Fax No. 2339-3186/2339-3286. Phone No. 2339-3186/2339-3286

BTSPS : Fax No. (91-033) 2684-6151. Phone No. (91-033) 2681-2220 (GENERAL MANAGER)

(91-033) 2681-2243(STORES & PURCHASE)

(91-033) 2681-2230 (ACCOUNTS)

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

**Corporate Office : Vidyut Unnayan Bhawan, Plot No.3/C LA Block, Sect. – 3
Bidhannagar, Kolkata – 700098.**

NIT No.: WBPDC/Adv-PR/12-13/162/BTPS

Date: 23.01.2013

Ref. No.BTPS/P-45/CHP/2012-13/ 457

Dated : 17.01.13

**DESCRIPTION OF WORK : ANNUAL RATE CONTRACT FOR THE JOB OF
MANUAL BREAKING OF COAL LUMPS ON HOPPER GRATINGS AT C.H.P.
AREA AT B.T.P.S.**

Information to Bidders

This is a 4(four) Part bidding System containing Earnest Money (Part-I), Qualifying Requirement (Part-II), Techno-Commercial (Part-III) & Price Bid (Part-IV). The same will be received and evaluated by WBPDC, BTPS from technical and financial point of view to make a selection in the best interest of WBPDC, BTPS for the complete contract covered under the tender document.

Tender documents consist of the following :

1.0 Earnest Money (Part-I) :

- 1.1 The Tender must be accompanied by Earnest Money Deposit of Rs.75, 000.00 (Rupees seventy five thousand only) in the form of Demand Draft / Pay order (on any Bank approved by R.B.I.). . The D/D or Pay Order shall be drawn in favour of “WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED”, BTPS on State Bank of India, Tribeni Branch (0225). The Earnest Money must be sent along with the tender in a separate sealed cover. The Earnest Money will be refunded to the unsuccessful tenderers after finalisation of the contract. Tenders submitted without Earnest Money shall be deemed to be incomplete and will be cancelled and no exemption in payment of Earnest Money will be allowed.
The Earnest Money of the successful Tenderer/Tenderers may be released after completion of the contract. The Earnest Money is liable to be forfeited if the successful tenderer fails to execute the contract.
- 1.2 No interest will be payable by WBPDC on the above Earnest Money deposit. Earnest Money of the unsuccessful tenderers will be refunded to them in due course after completion of the contract.
- 1.3 The WBPDC reserves the right of forfeiture of Earnest Money deposit in case the tenderer after opening of tender withdrawn, amends, impairs, derogates or revokes his tender within the validity period or extension thereof.
- 1.4 Earnest Money submitted against any other tender at BTPS or WBPDC cannot be transferred as Earnest Money (Partly or fully) for the instant tender.

2.0 Qualifying Requirement (Part-II)

All the documents as stated under are to be submitted in a sealed envelope. Please make sure that all the points have been covered as stipulated in the tender documents, otherwise tender will be treated as rejected.

- 2.1 Documents in support of qualifying requirement of tenders as stipulated in the notice inviting tender are further clarified as below:
 - i) The firm must have at least three (3) years experience duly supported by documents for execution of similar type of job in the Power Station and system as per B.T.P.S.
 - ii) The firm shall furnish documents in support of their capability to execute similar job at Power Stations of NTPC/SEBS/WBPDC/Govt.Enterprise with copies of work orders worth Rs.10 Lac each for three years along with completion certificate issued in their favor.

Contd... P/2

- iii) The firm must have valid ESI & PF Code, Service Tax Registration No. and posses valid trade license, Sales Tax & Service Tax Registration No. Income Tax Clearance Certificate and other necessary Certificate as per Govt. Rules and Regulation for Execution of this type of Job have to be submitted.
- iv) The Firm should preferably maintain their site office at BTPS during execution of the said job. Selected party may have to perform during night hours by their own arrangements.

2.2 Legible photocopies of all documents duly attested are to be submitted along with the tender. Original copies of documents are to be produced on demand.

2.3 The tender shall contain the name, postal address, phone and fax nos. etc. for future correspondence.

N. B.:1) Bidder must have to submit all relevant original documents at any time with 2 (Two) days notice after opening of tender, failing of which it may be treated that he is not interested for the tender.

3.0 Techno-Commercial Part (to be submitted in a separate sealed envelope)

3.1 All conditions of contract as per this tender document should be abided by.

3.2 Payment term shall be specifically mentioned in the tender. Deviation of payment Term may not be accepted.

4.0 Price-bid (Part-IV) : Price Schedule (as per Contract mentioned in the general conditions of contract) and Annexure-A ,shall be submitted in a separate sealed envelope.

5.0 Pre-bid discussion :

It is intended to have a Pre-bid discussion at this Office on 18.02.13 at 02.30 P.M. to provide any additional information and to furnish clarification if any, needed on the Scope of Work and tender documents. Any modification or addenda of tender documents issued shall also be part of this tender document. Party/parties not attending the discussion shall also be under purview of the modification/addendum if any and it would be the responsibility of the party/parties to collect the papers containing the modification/addendum and submit tender accordingly

6.0 Mode of submission of tender .:

6.1 All separately sealed envelope covers containing necessary documents shall have to be suitable super scribed as EMD/Qualifying Requirement/Techno-Commercial Bid/Price Bid as the case may be and shall bear reference to the name of the work and notice inviting tender (NIT).

6.2 The tender containing four separately sealed envelopes i.e. EMD (Part-I), Qualifying Requirement (Part-II), Techno-Commercial Bid (Part-III) and Price Bid (Part-IV) shall be sealed in one envelope marked Tender Documents (four parts) and shall bear reference to the name of work and NIT. This sealed envelope shall be submitted at the above Office within 14.00 Hrs. on 21.02.13,

6.3 The tender may be submitted by post/in person/through courier service at the above office. Tender submitted by Telex/Fax or telegraphic tender will not be accepted. Tenders received after the due date and time will not be considered.

6.4 All the costs and expenses incidental to the submission of the tender, discussions, conferences, if any, shall be to the account of the tenderer irrespective of whether the tender is accepted or not and WBPDCCL will not bear any liability whatsoever on such costs & expenses.

6.5 The tender once submitted by a tenderer shall become the property of WBPDCCL and WBPDCCL will have no obligation to return the same to the tenderer.

7.0 **Opening of Tender** :

- 7.1 The tenders will be opened in presence of the attending tenderers or their representative at the time & date set for opening of tender as specified hereunder or on the extended tender opening of date and time of tender in case any extension is made thereafter to be notified to the tenderers. Tenderers' authorized representatives (up to two persons) may attend the opening.
- 7.2 The due date and time of opening of EMD (Part-I) & Qualifying Requirement of bidder (Part-II) is 15.00 Hrs. on 21.02.13. After opening of the main cover, the envelope containing the EMD will be opened first and if EMD of requisite amount in proper mode is found only then envelope containing Qualifying Requirement will be opened.
- 7.3 Techno-Commercial (Part-III) of tender of those tenderers who will be considered qualified in Part I & II by WBPDCCL will be opened subsequently at a later date. The due date & time of opening of Techno-Commercial bid will be duly intimated.
- 7.4 Price-bid (Part-IV) of the tender of those tenderers who will satisfy qualifying requirements and who will accept technical and commercial terms & conditions of this tender shall be opened subsequently at a later date. The due date and time of opening of the Price Bid will be duly intimated.

8.0 **Evaluation of Tender.**

- 8.1 Issuance of tender document will not be construed to mean that such tenders are automatically considered qualified for the entire tender process.
- 8.2 The WBPDCCL reserves the right to accept any tender or reject any or all tenders or cancel/withdraw the invitation of tenders without assigning any reason for such decision. Such decision by WBPDCCL shall not be subject to question by any tenderer and WBPDCCL shall bear no liability consequent upon such decision and the tenderers shall have no claim in this regard against WBPDCCL.
- 8.3 Evaluation of tender by WBPDCCL will be based on the information and documentary evidence submitted by the tenderers in response to the tender documents. The requirements as stipulated in the tender notice and documents are the minimum and WBPDCCL has the right to request for additional information.
WBPDCCL reserves its right to reject any tender, if in the opinion of WBPDCCL the qualification data/documentary evidence submitted by the tenderer is incomplete/inadequate or tenderer is found not qualified to perform the work satisfactorily. The WBPDCCL reserves the right to reject any tender if the tenderer is found to be disqualified for providing incorrect and/or false information.
- 8.4 The WBPDCCL does not bind itself to accept the lowest tender and also reserves the right to split the work amongst more than one tenderer and also reserves the right to reject any or all tenders without assigning any reason whatsoever.**
- 8.5 Notwithstanding, anything stated above or elsewhere, the WBPDCCL reserves the right to assess the capability and capacity of the tenderer, should the circumstances warrant such assessment in the overall interest of the WBPDCCL.

GENERAL CONDITIONS OF CONTRACT

SCOPE OF WORK AND TERMS AND CONDITIONS:

01. Contractor shall be responsible to supply 10 (ten) Mazdoors and one Supervisor in each shift. Job will be carried out in 3 (three) shifts per day to break oversized coal in Wagon Tippler hoppers or outside if necessary.
01. Controlling officer or his authorized representative on duty shall assess and specify the performance in terms of percentage of the total job (100%) in each shift. Supervisor shall receive instruction from A.M. CHP(O) on duty or his authorized representative, time to time to deploy man power in a single tippler or two or three tipplers at a time as per requirement to achieve maximum performance. Assessment of engineer on-duty shall be final.
03. Contractor shall replenish any absenteeism immediately and negligence in such will be dealt with imposition of suitable Penalty (to be evaluated and incorporated in order) over and above proportional deduction of payment for absenteeism.
04. Contractor shall be responsible to remove the over size shells (soft stones) etc. only from the tippler hopper nets manually. Supervisors shall receive instructions from A.M. CHP(O) on duty or his authorized representative from time to time.
05. In case of non-availability of coal rakes, WBPDCCL might engage the labourers in jobs like stone lifting from hoppers, **stone pick-up from belts**, hopper cleaning & other cleaning jobs as and when necessary inclusive of Scrap removal from any where in CHP areas etc. as decided by the Controlling Officer and informed to Supervisor. This engagement may be treated as 100% utilization of manpower.
06. All tools and tackles for execution of the work should be supplied by the contractor.
07. No such items, such as Gum Boots, Rain Coats or overall Torch, Helmet etc. will be supplied by B.T.P.S.
08. Your performance will be constantly evaluated by the Controlling Officer/Authorised representative. The Controlling Officer will maintain a daily percentage performance per shift at his office. You shall have to approach him preferably half an hour before end of the shift for getting percentage performance of each shift.
09. Day-to-day work should be carried out in 3 (three) shifts from 6.00 AM to 2.00 PM, 2.00 PM to 10.00 PM & 10.00 PM to 6.00 AM.
10. Monthly payment will be made on the basis of average percentage performance during a particular month attached with the bill in triplicate submitted to the Sr. Manager (U), BTPS who is the Controlling Officer for the work.
11. Evaluation of percentage performance as decided by the Controlling Officer/Authorised representative shall be final in all cases.
12. The job will be required to be undertaken under any working environment of the Plant. In no case work can be discontinued on ground of non-cognial working atmosphere. No. Discontinuation of work is acceptable on any pretext whatsoever.
13. You shall be fully prepared to undertake the job during running plant condition and no interruption of the operating process shall be allowed in any case.
14. Any job requirement shall be completed within stipulated period of time and no leftover job shall be allowed so that Plant Operation should not suffer.
15. The WBPDCCL shall not be held responsible for any accident or injuries sustained by your people in course of working. No benefit in any form will be admissible in such cases. The Contractor has to arrange for safety and medical attention of his people for working in any condition. Safety measures shall have to be adhered to as per Factories Act. Well-equipped First Aid Box shall be maintained at your own expenses.
16. All Labour Laws and Regulations of the Govt. of West Bengal time to time should strictly be adhered to.
17. The WBPDCCL will not in any case be held responsible towards meeting obligation pertaining to amenities extended to your staff.

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18. The WBPDCCL will not be responsible for any loss/theft of tools, tackles/materials brought by you at work.
19. **The job will be continued initially for 12 (twelve) months but it may be extended for another 3(three) months without any price escalation.**
20. No Canteen facility will be provided for your employees.
21. Contractor shall have to provide all necessary liveries for the labourers to work in any odd condition in open area. If work is held up because of this the Controlling Officer has the power to take appropriate action.
22. In case of negligence/delay regarding execution of the job as specified, the contract is liable to be terminated at any time. In such cases, the Security Money deposited is liable to be forfeited.
23. Security Deposit : As a token of acceptance, The Earnest Money for Rs.75,000.00(Rupees seventy five thousand only) which has been deposited by the Contractor in the form of Bank Draft on State Bank of India. Tribeni Branch in favour of The West Bengal Power Development Corporation Ltd., Bandel Project, which is lying with this office will be kept as Security Deposit. In addition to this, another 10% will be deducted from the progressive bills which will be refundable after expiry of 6 (six) months (for last 6 months) from the date of satisfactory completion of work.
24. No overtime charges will be paid for manning purpose. The contractor should be capable of placing full quota of Man Power in each shift if any case man power falls short due to absenteeism.
25. Contractor shall have to depute workmen every day of each month (including Sunday, Holiday and Off day).
26. In case any worker is found not working satisfactorily on a particular day he may be withdrawn immediately by the Controlling Officer/Authorised representative and will be marked absent on the whole day/part of the day as deem fit.
The decision of the Controlling Officer/Authorised representative in shift is final.
27. Contractor shall have to replace un-suitable workmen within 24 hours of notice from the Controlling Officer.
Unbecoming attitude of any worker will not be tolerated and the workmen, if found doing the same act should immediately be replaced.
28. Contractor shall have to keep one Supervisor other than those supervisors deployed in this job to supervise the jobs, who will keep liaison with the Controlling Officer/authorized representative.
29. In case of the contractor fail to undertake any job and if the same is to be done through outside Agency, the cost involvement for deploying other Agency, will be deducted from the Contractor i.e., the job will be done at the Contractor's cost.
30. The men should report to the A.M. CHP(MO) on duty or his authorised representative at the beginning of the shift. They will work as their instructions.
31. The men may be deployed as per requirement of the job.
32. The A.M. CHP(O) or his authorized representative may withdraw men from one place to another, if so required.

33. The Contractor will have to lift and remove stones, boulders and other. For picking big size stone & boulders, crane facilities may be provided by WBPDCCL on availability basis.
34. In the event, the man cannot be deployed for jobs in the Tippler Hopper, they must be prepared to do other unskilled jobs as per instruction of the A.M. CHP(O) or his authorized representative.
35. Contractor shall deploy coal breaking labourers who have past experience of doing such type of hard work like coal breaking, etc. preferably even before commencement of the existing coal breaking work.
36. The Contractor will have to supply to each Coal Breaker, a pair of Eye Goggles (the looking piece would be made of transparent plastic instead of glass. Arrangement for fixing the goggles in the eye through shoulder should be there) pair of hand gloves; raincoat (the coat would be very light in nature suitable to handle it during coal breaker in rain); Gumboot as safety measures.
37. Number of routes to be operated during a shift will be decided solely by the Engineer-in-Charge of the shift and the Coal Breaking personnel will be distributed accordingly by him.

Rate : Rate to be quoted per shift basis (for a shift of 8 hrs. only)

Escalation : Escalation due to increase of wages and other statutory benefits will be applicable during the contract period as per Notification.

Contract Period: One (1) year with a provision of three (3) months extension with same rate, terms & conditions.

Accommodation : Accommodation may be provided for your personnel, if available, on rental basis as per rules. But exact need for such accommodation must be placed in writing to Manager (HR & A) on selection. If not available, you are to make your arrangements near the Plant.

Controlling Officer : The Senior Manager (Mech.) Utility, BTPS or his authorised representative.

Paying Officer : The Senior Manager (F&A), BTPS.

Payment : Through certified bill monthly.

Security : 10% Value of the Order bill will be deducted as Security Deposit. The total Security Deposit Money will be refunded after three months from the date of completion of the contract.

Work contract tax. : Work contract tax will be deducted if applicable.

Service Tax: Service Tax will be paid extra (Service Tax Registration must be mentioned in the offer).

A) Liquaded Damage. : If the job not completed within the due time as specified by the Controlling Officer or if you fail to effect execution of the ordered jobs, as the time is the essence of contract, in that case WBPDCCL HAS EVERY RIGHT WITHOUT ANY PREJUDICE TO ANY OTHER CAUSES TO TERMINATED THE CONTRACT, FORTHWITH AND HAVE THE BALANCE JOB ALLOTTED TO ANY OTHER AGENCY AND YOU SHALL BE FULLY LIABLE TO COMPENSATE THE LOSS THAT MAY OCOUR TO THE WBPDCCL ON THE ACCOUNT.

B) If the jobs are not completed within the due time as specified by the controlling officer, a penalty @1/2% of the value of unexecuted portion of the order will be deducted from your bill limited to an amount equal to 10% of the value of the order if the delay is attributable to the vendor as per decision of the Controlling Officer.

Miscellaneous : As per Annexure-I (Enclosed).

FORMAT - A

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
OFFICE OF THE GENERAL MANAGER : B.T.P.S, TRIBENI, HOUGHLY
PIN 712-503, PH. NO. (033) 2684-5085, FAX NO. (033) 2684-6151

PRICE BID FOR CONTRACT FOR THE JOB OF MANUAL BREAKING OF COAL LUMPS, ON HOPPER GRATINGS AT C.H.P. AREA AT B.T.P.S.

The bidder shall quote price strictly as per the following format:

Name, Address & Telephone No. of the Tenderer

Name of the person to whom all correspondences to be made:

Name & address of the organization :

Offer no. & Date:

DESCRIPTION OF WORK : ANNUAL RATE CONTRACT FOR THE JOB OF MANUAL BREAKING OF COAL LUMPS ON HOPPER GRATINGS DURING COAL FEEDING OPERATION AFTER SEGREGATION. THE JOB IS TO BE EXECUTED IN 3 (THREE) SHIFTS DAILY ROUND THE CLOCK.

Price Schedule

All figure in Rs.

Description of the Job	Rate per shift of 8 (eight) hours, (For the year 2013)	Rate per shift of 8 (eight) hours, (For the year 2014)
Rate per shift of 8 (eight) hours, considering 3 (three) shift per day for the job under scope of work and Terms & Conditions of the tender. (The job is to be executed in 3 (three) shifts daily round the clock.)	,	

Notes :

i) **Escalation** : Escalation due to increase of wages and other statutory benefits will be applicable during the contract period as per Notification.

ii) Bidder to note that price indicated above shall be considered for evaluation and hence should be completed in all respect for the full scope defined and considering all terms & conditions agreed.

iii) **Any item not included in this price quoted above and shown separately will not be taken cognizance of and shall be liable for rejection.**

iv) In case price indicated above does not match with item wise break up given at above with the total price, the

highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price.

**** iv) Price should be quoted exclusive of Service Tax.**



**THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED.
(A GOVERNMENT OF WEST BENGAL ENTERPRISE)**

**OFFICE OF THE GENERAL MANAGER:
BANDEL THERMAL POWER STATION: TRIBENI, HOOGHLY
PHONE NO: 2681-2243: FAX NO.: 2684-6151**

NIT No.: WBPDC/Tend-Adv/PR/12-13/162/BTPS

Date: 23.01.2013

Ref. No. BTPS/P-45/CHP/12-13/457

Dated: 17.01.13

Sealed Tenders are invited by the General Manager, Bandel Thermal Power Station, P.O. Tribeni, Dist..Hooghly,Pin-712 503,from experienced, resourceful and bonafide contractors who possess all valid documents and necessary clearance certificate from appropriate authority with proper experience and financial capacity for execution of the following Contract at BTPS as per terms & conditions detailed in the Tender Document to be issued by the Sr. Manager (Stores & Purchase), BTPS against deposition of Rs.2,000/-(Rupees two thousand only) towards cost of Tender documents in cash only at BTPS cash Counter between 10.30A.M. To 01.30 P.M up to 14.02.2013 except Saturday Sunday and holidays.

Cost Estimation of the job : 75 (seventy five) lacs (Approx.)

Earnest Money : Rs.75,000.00

Cost of Tender Paper : Rs.2,000.00 (Non refundable) to be submitted in cash at BTPS.

Contract Period : One (1) year.

DESCRIPTION OF WORK :

**ANNUAL RATE CONTRACT FOR THE JOB OF MANUAL BREAKING OF
COAL LUMPS ON HOPPER GRATINGS AT C.H.P. AREA AT B.T.P.S.**

Qualifying Requirements : Qualifying requirements are as follows :-

- i) The firm must have at least three (3) years experience duly supported by documents for execution of similar type of job in the Power Station and system as per B.T.P.S.
- ii) The firm shall furnish documents in support of their capability to execute similar job at Power Stations of NTPC/SEBS/WBPDC/LGovt.Enterprise with copies of work orders worth Rs.10 Lac each for three years along with completion certificate issued in their favor.
- iii) The firm must have valid ESI & PF Code, Service Tax Registration No. and posses valid trade license, Sales Tax & Service Tax Registration No. Income Tax Clearance Certificate and other necessary Certificate as per Govt. Rules and Regulation for Execution of this type of Job have to be submitted.
- iv) The Firm should preferably maintain their site office at BTPS during execution of the said job. Selected party may have to perform during night hours by their own arrangements.
- v) Legible photocopies of all documents duly attested are to be submitted along with the tender. Original copies of documents are to be produced on demand.
- vi) The tender shall contain the name, postal address, phone and fax nos. etc. for future correspondence.

N. B.:1) Bidder must have to submit all relevant original documents at any time with 2 (Two) days notice after opening of tender, failing of which it may be treated that he is not interested for the tender.

Earnest Money :

Earnest Money for an amount of Rs.75,000/- (Rupees seventy five thousand only) in the form of Demand Draft need to be submitted along with offer in a separate envelope.

**(D. CHATTOPADHYAY)
GENERAL MANAGER-B.T.P.S.**