



ITI LIMITED

(A GOVT. OF INDIA UNDER TAKING)

SULTANPUR ROAD , RAE BARELI -229010 (UP) INDIA

Tel.: 0535 -2287056 , 0535-2287418 FAX: 0535-2702106,

E-mail: mfgmpd_rbl@itild.co.in

TENDER ENQUIRY NO.: Ref: RB/MPD/HDPE/Mfg/03

(Please quote this in all correspondence)

ENQUIRY DATE: 23/11/2020

DUE DATE: 28/11/2020 (04:00 PM)

To,

SUB: Tender enquiry for JOB Work at HDPE Manufacturing Shop as mentioned below on Limited Tender Basis.

Dear Sir,

Please quote your most competitive rates and best delivery terms for the attached BOQ (Annexure-01) on the terms & conditions mentioned below: -

SR.NO.	ITEM	QTY	DELIVERY SCHEDULE
1.	<p>A. Material handling, loading of Raw material to machine, mixing of colour master batch etc. Machine cleaning for smooth production of HDPE Duct at HDPE Duct Manufacturing Shop.</p> <p>B. General Cleaning of shops, Final Product storage area near Shop, UPS room, compressors, offices, utility areas & other areas of HDPE Duct manufacturing</p> <p>C. General work related to smooth production of HDPE Duct.</p> <p>D. Removal of finished product from coiler, Removal /Shifting of scrap, shifting of final product from Shop storage area to Custody Store including Shipping Department through FLT.</p> <p>E. HDPE Duct Scrap recycling process related material handling from RTT Manufacturing Shop to HDPE Duct Manufacturing Shop and vice-versa, Removal/ Shifting of process Scraps viz. Empty Bag of Raw material from HDPE Duct Manufacturing Shop to Scrap Yard in General shift.</p>	360 JOB	Within Six months from the next day of receipt of the work order.

Special Note:

- Please confirm Job work, strictly as per our enquiry in your quotation.
- Quote the Basic Rate & GST of JOB separately.**
- In case of any dispute only Rae Bareli court will have jurisdiction to try the suit if any.
- The above enquiry is also available in our website www.itild.india.com & Govt website www.eprocure.gov.in
- Payment terms:100% payment shall be made after successful completion of work through Cheque/NEFT/RTGS. However, running payment may be accepted on pro-rata completion of work, if desired.

Yours faithfully
Dy.M(Mfg-HDPE)MPD
For ITI Limited, Raebareli

TERMS AND CONDITIONS

1. SUBMISSION OF TENDERS:

- (A) This is only an enquiry to quote and not an order. This tender enquiry is not transferable.
- (B) Tenders must be submitted in two separate SEALED ENVELOPE SUPERSCRIBED WITH OUR ENQUIRY NO. & DUE DATE ON THE face of the envelope and should be addressed to Dy.M(Mfg-HDPE)MPD, ITI Limited, Sultanpur Road, Rae Bareli-229010 (U.P) India.

NOTE : a. Tenders should reach us on or before the due date mentioned at page no. 1 before 16:00 Hrs. of the due date.
 b. Separate envelopes should be used for each enquiry.
 c. Please send your offer in a **02 separate sealed envelope WITH OUR ENQUIRY NO., DUE DATE, Technical & Commercial BID ON THE face of the envelope**. Offer should have commercial condition and technical details.

2. OPENING OF TENDERS :

Tenders against enquiries will be opened in the presence of the tenderer/authorized representative on THE DUE DATE OF THE TENDER itself / the next working day.

3. **LATE OFFERS:** Open tenders (not superscribed with our enquiry No.and Due date on the face of envelope) and / or tenders / FAX / E-mail which are received late are liable for rejection.

NOTE :

- a. Send your quote well in advance of due date to avoid postal/courier delay.
 Raebareli based vendors are advised to submit the tenders to our P & A Department in person to avoid postal delay/loss of tenders in transit.
- b. If you are not in a position to quote, for any reason please communicate the same without fail to enable us to keep you on our vendor list.
- c. Please indicate the SI.No. and Code/Description exactly as per our enquiry.
4. Penalty Clause: It will be applicable @ 1.0% per week subject to max. 10% of work order value.
5. Bidder may visit the site and assess the scope of work & the site condition before quoting the rates. No claim on account of lack of knowledge will be entertained later on.
6. All tools and tackles will be arranged by the Bidder for execution of work.
7. All materials required for work will be provided by the ITI Ltd, Raebareli.
8. FLT, Trolleys will be provided by the ITI Limited, Raebareli free of cost as and when required.
9. The Bidder/s, Who are blacklisted, banned or debarred from participation in any PSU/Central Govt./State Govt./Autonomous bodies shall not be eligible to participate.
10. Bidder shall clearly mention all govt duties/taxes/GST. If any discrepancy/missing found, Quoted price shall be treated as all inclusive.
11. After opening of bid, no clarification shall be considered regarding commercial offer. It will be treated as post tender negotiation. If any discrepancy/missing found in any bid/s, Such bid/s shall not be entertained.
12. If the bidder(s), during tender process or thereafter has committed a transgression in violation, in any form such as to put his reliability or credibility in question the ITI LIMITED is entitled to disqualify bidder from the tender process. In such cases the severity will be determined by ITI Limited, Raebareli taking in to consideration full facts and circumstances and Bidder(s) may be blacklisted for future tender/contract award process after forfeited EMD.
13. If any wrong statements/misleading/fraud practices found at any stage of tender or thereafter at any stage, Bidder's EMD may be forfeited. However further penalty/legal action or both may be initiated.
14. Bidder shall submit undertaking regarding non blacklisting/debarment to participate in any Central/State Govt/PSUs/Autonomous bodies's tenders on their letter head.
15. The bidders shall have adequate experience of minimum value worth Rs. 10 Lac in a financial year (Copy of same shall be provided).
16. The eligible Bidder/s shall have minimum 03 years experience in handling Similar/ Material Handling/Job work, Copies of audited balance sheet and profit and loss account for the last three financial years i.e. FY 2017-18, 2018-19, 2019-20 shall be provided. In case audited accounts are not ready Copy of Certificate from the Chartered Accountant regarding turn over for the period of three years duly self attested in lieu of balance sheet shall be provided.
17. Extra GST will be applicable on actual. Copy of GST Registration certificate shall be provided.
18. Bidder shall strictly use necessary personal protective equipments like safety shoes, hand gloves, etc so as to work safely. ITI Ltd, will not bear any responsibility for any accident during execution of work.
19. The Bidder shall have to carry out the job in all 03(three) shifts along with General Shift i.e. A (06:30 AM to 02:30 PM), B (02:30 PM to 10:30PM), C (10:30PM to 06:30AM) & G (09:00AM to 05:00PM) shifts, on the basis of "AS & WHEN REQUIRED".
20. Bidder should be registered with PF (Copy of Registration certificate shall be provided).

21. The site where the work is to be carried out is situated in MPD area of ITI Ltd.
 22. ITI Ltd. has no responsibility towards any losses suffered by Bidder.
 23. The Bidder shall have to bear the responsibility of good conduct of his staff.
 24. During the execution of the work if the site gets spoiled the bidder shall have to make up / repair the same.
 25. ITI Ltd will have no liability to allocate any storage facilities for accommodating staff / items of the contractor.
 26. The Bidder shall have to observe all the security by laws. This should equally apply to worker.
 27. Bidder shall maintain the wages, ESI and PF as Labour Laws for workers deputed at site.
- 28. SECTION COMPRISING THE BIDS**
- a. Bidder shall submit their bids in Two SEPARATE SECTIONS in sealed envelopes super-scribed with the EOI document number, due date, time, Project and nature of bid (Technical Bid, Commercial Bid).
 - b. SECTION-I: TECHNICAL BID complete with all technical details as part of their proposed technical solution including supporting documents as per the terms and conditions of the bid. Note: Filling up prices in Part II will render the bidder disqualified.
 - c. SECTION-II: COMMERCIAL BID ONLY with full price details in the priced bid format at “ANNEXURE-01”.
 - d. The envelopes containing SECTION-I and SECTION-II of offer should be enclosed in a larger envelope duly sealed. Bidder are required to sign all the pages of bid document. The envelope shall be superscribed with Tender number, Due Date & Time, Technical or Commercial Bid.
- 29. Technical Bid:**
- a. EMD Rs. 78,500.00/- (Rs. Seventy Eight Thousand Five Hundred Only) will be deposited with Technical bid in the form of DD by the Bidder in favour of M/S ITI Ltd, Raebareli.
 - b. Copy of adequate experience of minimum value worth Rs. 10 Lac in a financial year.
 - c. Copies of audited balance sheet and profit and loss account for the last three financial years i.e. FY 2017-18, 2018-19, 2019-20 shall be provided. In case audited accounts are not ready Copy of Certificate from the Chartered Accountant regarding turn over for the period of three years duly self attested in lieu of balance sheet shall be provided.
 - d. Copy of GST Registration certificate.
 - e. Copy of PF Registration certificate.
 - f. Mandate form placed at Anneure-02.
 - g. Undertaking regarding non blacklisting/debarment to participate in any Central/State Govt/PSUs/Autonomous bodies's tenders on their letter head as per Annexure-03
 - h. Signed & Stamped copy of Tender document and its Annexure as a token of acceptance.
- 30. Bid PRICES :**
- a. ITI is planning to have long term tie up with limited vendors, who can keep up good quality, prompt delivery and lowest cost. Hence, you may quote in such a way that a long term relationship is possible.
 - d. Any counter terms and conditions are not binding on us unless we agree to the same in writing.
 - e. In case of an order on you, the ordered rate should be firm till the completion of the order.
 - f. Bidder shall be submit Mandate form placed at Anneure-02 along with Technical bid for getting payment through NEFT/RTGS as per Govt. guideline.
- 30. STATUTORY LEVIES :**
- a. All applicable statutory levies like GST etc., should be separately indicated with the current rate applicable. Otherwise rate quoted will be deemed as inclusive of taxes / levies. Vague terms like “As applicable at the time of supply” should be avoided. Apart from statutory levies other charges like ESI, PF etc., will not be paid by us.
- 31. MODVAT RELIEF :**
- a. Invoices should be in the prescribed form and have all particulars as per the Central Excise Rules and notifications as amended from time to time, particularly Assessor code, Range Division, rate and amount of duty debited and Debit particulars.
 - c. Agents/Distributors, on whom an order is placed should also produce Invoice Cum Gate Pass as per the procedure laid down by Central GST Rules and notifications issued from time to time. They should get registered with GST authorities where GST is being passed on.
- 32. TERMS OF PAYMENTS:**
- a. 100% payment shall be made after successful completion of work through Cheque/NEFT/RTGS. However, running payment may be accepted on pro-rata completion of work, if desired.
 - b. If desired, Running payment shall be release after receiving request letter mentioning completed job and work value.
- 33. GENERAL :**
- a. We reserve the right to accept or reject any or all offers and to order full or part quantities or cancellation thereof without assigning any reason whatsoever.
 - b. Successful tenderer only will be intimated by post through/letter of intent/firm orders.

- c. Canvassing by tenderers in any form including un-solicited letters against tenders submitted or post-tender corrections shall render their tenders liable for summary rejection.
 - d. The detailed General Terms and Conditions for submission of Tender. Point to point compliance of detailed General Terms & Conditions for submission of tender is must. Otherwise, it will be presumed that the same are acceptable to the bidder.
 - e. All above required documents along with DD for EMD shall be part of Technical Bid.
 - f. As the Tender is Job Work basis, If required Work may be asked to carried out in general shift along with 03 shift working. No extra payment for General Shift Work shall be entertained.
 - g. If two bidder quoted same rate total Job may be awarded 1/2 equally i.e. 50-50% of total work to both bidder. If three bidder quoted same rate total Job may be awarded 1/3 equally to three bidder and so on.
- 34. DELIVERY SHEDULE :** Six months from next day of receipt of the work order to the Bidder.
- 35. LOCAL REPRESENTATION :**
Please indicate your local representative's address, telephone, Fax No., E-mail Id, the person to be contacted, in the offer.
- 36. GOVERNING LAW :**
All suits shall be instituted in a court of competent jurisdiction at Rae Bareli and in case of arbitration, the Indian Arbitration Act, 1996 is applicable.

Yours faithfully
For ITI Limited, Raebareli

(A.K. Mishra)
Dy.M(Mfg-HDPE)MPD

BILL OF QUANTITY

Sl. No.	Description of work	UOM	Qty	Rate (in Rs.)	Amount (in Rs.)
			(i)	(ii)	(iii) = (i) x (ii)
1	<p>F. Material handling, loading of Raw material to machine, mixing of colour master batch etc. Machine cleaning for smooth production of HDPE Duct at HDPE Duct Manufacturing Shop.</p> <p>G. General Cleaning of shops, Final Product storage area near Shop, UPS room, compressors, offices, utility areas & other areas of HDPE Duct manufacturing</p> <p>H. General work related to smooth production of HDPE Duct.</p> <p>I. Removal of finished product from coiler, Removal /Shifting of scrap, shifting of final product from Shop storage area to Custody Store including Shipping Department through FLT.</p> <p>J. HDPE Duct Scrap recycling process related material handling from RTT Manufacturing Shop to HDPE Duct Manufacturing Shop and vice-versa, Removal/ Shifting of process Scraps viz. Empty Bag of Raw material from HDPE Duct Manufacturing Shop to Scrap Yard in General shift.</p>	Job	120 x 3=360		
2				GST on Sl. No. 1	
	TOTAL AMOUNT(in Rs.), Sum of Sl.No. (1 + 2)				

Total amount (in words) Rs.

Only.

Note:-

1. The work attended as per above mentioned work description in production work, per shift shall be treated as one job.
2. To carry out the job work, party must depute 21 No. unskilled worker and 03 No. Skilled worker (FLT driver) in every three shift, 01 No. Unskilled worker in General Shift, as and when required.

MANDATE FORM**(Authorization letter for payment of Supplier's/Contractors Bill's through E-Payment Scheme)**

DETAILS OF BANK ACCOUNT HOLDER:-

NAME OF THE ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/MAIL	

A. BANK ACCOUNT DETAILS

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BANK IS COMPUTERISED?	
WHETHER THE BANK IS RTGS & NEFT IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH IS ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information the purchaser will not be responsible.. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date: _____ ()
Signature of Bidder/Contractor

Certified that the particulars furnished above are correct as per our records.
(Bank's Stamp) _____ ()

Date _____ Signature of Bank Manager

In case your Bank is presently not "RTGS Enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

ANNEXURE-03**UNERTAKING FOR NON BLACKLISTING PROFORMA**

(To be submitted on the Letter head of the responding firm)

To,

Dy.M(Mfg-HDPE)MPD
The ITI Limited
Doorbhas Nagar,
Raebareli – 229010 (Uttar Pradesh)

Sub: Non-Blacklisting declaration in connection with participation in Tender No : RB/MPD/HDPE/MFG/03for Job Work at HDPE Duct Manufacturing Shop.

Dear Sir/Madam,

This is notify that our Firm/Company/Organisation intends to submit a proposal in response to invitation in Tender No : RB/MPD/HDPE/MFG/03for Job Work at HDPE Duct Manufacturing Shop in accordance with the above, we declare that :

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by any Central/State Government/ Agency of Central/State govt of India or any other country in the world/PSU/any Regulatory Authorities in India or any other country in the world for any kind in fraudulent activities.

Sincerely,

(Bidder Name)

Name:

Title:

Signatiure

(Bidder Stamp/Seal)

Place:

Date: