



RASHTRIYA CHEMICALS & FERTILIZERS LIMITED
(A Government of India Undertaking)

Registered office: Priyadarshini, Eastern Express Highway, Sion, Mumbai -22.
WORKS: ADMINISTRATIVE BUILDING, CHEMBUR, MUMBAI-400 074
PHONES: 022-25522624/2505 **GRAM:** FERTILIZER, Fax no.-022-2552-2235,
Website-www.rcfltd.com, **CIN :**L24110MH1978GOI020185

NOTICE INVITING TENDER FOR: Operation and maintenance of 2mwp solar plant for the period of two years at RCF Trombay unit

TENDER NO. : ET-CC-E/STP/2MWp Solar/2223-06 DT: 25.04.2022

Important Dates

Last Date & Time of Submission of e-Tender : **09.05.2022 up to 2.30 PM.**

Date & Time of Opening of e-Tenders (Technical Bid) : **09.05.2022 at 3.00 P.M.**

Website for Online bid Submission: <http://eprocure.gov.in>

KINDLY NOTE THAT ONLY ONLINE BID WILL BE CONSIDERED AGAINST THIS TENDER

Contacts:

- 1) RCF Helpline Number: 022-25522760 (10.00 a.m. to 5.00 p.m.)**
- 2) Mr. Parau Murmu , CM (MES) (Tel:+91 22 2552 2624),**
- 3) Ms. Minati Patra , Sr. Manager (E) (Tel:+91 22 2552 2505),**

NOTE - ANY CHANGE IN NIT / EXTENSION IN DUE DATE WILL APPEAR IN WEB SITE www.rcfltd.com / <https://eprocure.gov.in> IN FUTURE.

BIDDERS SHALL ENSURE THAT ALL DOCUMENTS RELATED TO PRE-QUALIFICATION (TECHNICAL OR COMMERCIAL) ARE SUBMITTED AT THE FIRST INSTANCE ALONG WITH THE ORIGINAL BIDS”.

RCF RESERVES THE RIGHT TO REJECT OUTRIGHT ANY BID NOT COMPLYING WITH THIS INSTRUCTION, AND MAY NOT DO ANY FURTHER CORRESPONDENCE TO SEEK CLARIFICATIONS/DOCUMENTS RELATED TO PRE-QUALIFICATION/CREDENTIALS & ELIGIBILITY CRITERIA.

KINDLY NOTE THAT PARTIES SHOULD BE REGISTERED WITH PF/ESIC FOR CARRYING OUT JOB INSIDE RCF FACTORY. THE PARTIES WHICH ARE NOT COMPLYING THE SAME, THEIR OFFER WILL NOT BE ACCEPTED.

Kindly open following hyperlink to find “Information for MSE” in RCF website wherein you can also register yourself to get MSE registration certificate with UAN.

<http://www.rcfltd.com/index.php/en/tenders/information-for-msme/8901-registration-of-msme>

NOTICE INVITING TENDER NO.: ET-CC-E/STP/2MWp Solar/2223-06
INSTRUCTION FOR BIDDERS

THIS IS A NOTICE INVITING TENDER (NIT) FOR:” Operation and maintenance of 2mwp solar plant for the period of two years at RCF Trombay unit.”

NOTE: Following terms & condition shall override the respective term and condition of GTC (Annexure VI)

1.01 Item Description: As per Annex- III

1.02 **EARNEST MONEY DEPOSIT (EMD): Rs. 50,000/-** is to be deposited as per following instructions, EMD other than below mentioned format shall not be considered:

“EMD is to be deposited online through EMD Gateway portal with ICICI Bank. For deposit of EMD plz. Log on to <http://www.rcfltd.com> and then go to 'Portal' and 'EMD payments'. For any help refer to Help Menu which is available on Login or SIGNUP Screen. For any help, pl. contact on helpline numbers mentioned in the NIT“

EMD Exemption: Vendors registered under ‘**Medium & Small Enterprises Act**’ (MSE) are exempted from submission of EMD (Refer **Annex-A**). Exempted bidders should upload **Udyog Aadhar Memorandum (UAM) number** and a valid certificate issued by any approved body of ‘**Ministry of Small & Medium Enterprises**’ (MSME) such as ‘**National Small Industries Corporation**’ (NSIC) or ‘**District Industries Centre**’ (DIC) for EMD exemption

1.02 **E-Tendering Procedure:** The procurement shall be carried out through submission of online tenders only. No offer in physical form will be accepted and any such offer if received by RCF will be outright rejected. Tender documents can be downloaded from our website www.rcfltd.com or website of CPPP www.eprocure.gov.in. Online Bids are to be submitted on website www.eprocure.gov.in.

The bidders should have a **valid digital signature certificate (Class-II or Class-III)** issued by any of the valid Certifying Authorities to participate in the online tender. The cost of digital signature will be borne by respective tenderer.

Kindly refer [bidder’s manual kit](#) available on bidders section on e-tendering website for detailed procedure for bid submission or Bidders can take help of our Helpdesk Center (022-2552 2760) for registration and bid submission procedures.

It is advised that the bidder uploads small sized documents (preferably up to 5 MB) at a time to facilitate in easy uploading into e-tendering site. Standard documents required for tenders can be uploaded in ‘My space’ facility in your account. **Maximum size allowed for offer submission is 25 MB.**

The bids shall be uploaded in **Two Bid System** in electronic form only through e-tendering system on www.eprocure.gov.in website. The bidders shall be required to submit their offers in 2 separate parts- (a) **Part-I: ‘Technical & Un-priced Commercial Bid**’ and (b)**Part-II: ‘Price Bid**’.

The **Part-I** of the online offer, Pre-qualification details & Technical Bid, shall be opened as per the date and time mentioned in the NIT. The Technical & Un-priced Commercial bids opened shall be scrutinized for technical and commercial acceptability including the pre-qualification criteria. The offers not fulfilling these criteria as per the NIT shall be rejected.

The offer which meets the NIT requirements, technically (including pre-qualification criteria) and commercially, shall be eligible for further consideration. Before opening of the Price Bids, offers of all techno-commercially acceptable tenderers shall be at par.

Price bids shall be opened of participants who fulfil the pre-qualification criteria and techno-commercial requirement of NIT. The offers will be evaluated as per the evaluation procedure given in BOQ (Price Bid sheet). Please read instructions given below before submission of Price Bid i.e. BOQ (spread sheet).

Note: e-Procurement system does not allow submission of documents after due date of tender. Incomplete form or non-submission of documents to verify details shall results into rejection of your offer and no communication shall be done for submission of documents.

NON ACCEPTANCE OR DEVIATION TO RCF'S STANDARD TERMS AND CONDITIONS MENTIONED IN THIS ENQUIRY DOCUMENTS WILL LEAD TO REJECTION OF OFFER.

A. Bids should be submitted as per following instructions only:

1. PART-I : TECHNO-COMMERCIAL BID : i.e. Un-priced Bid should contain following :-

Packet:1: Signed & Stamped copy of “Instruction for bidders”

Packet:2: Scanned copy of “Process compliance statement” (**Annexure-I**) printed on bidder’s letter head with duly signed by appropriate authority.

Packet:3: Signed & Stamped copy of “Pre-qualification Details” (**Annexure-II**).

Packet:4: - Signed & Stamped copy of self-attested supporting documents against **Pre-qualification criteria (as per Annexure II)**

Packet :5: Signed & Stamped copy of dully filled “Terms & Conditions” (**Annexure-III**).

Packet :6: Signed & Stamped copy of “scope of work ” (**Annexure-IV**)

Packet :7: Signed & Stamped copy of “**DISCIPLINARY MEASURES**” (**Annexure-V**)

Packet :8: Signed & Stamped copy of “General terms and Conditions” (**Annexure-VI**)

Packet :9: Signed & Stamped copy of “**INTEGRITY PACT**” (**Annexure-VII**)

Packet :10: Scanned copy of EMD payment acknowledgement slip or EMD Exemption Certificate as per **Clause 1.02**

2. PART-II: PRICED BID:-

Price Bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system)

Kindly quote your offer on blank fields in uploaded BOQ sheet. Please note that lowest bidder (L1) will be decided based on quoted amount shown at the end of BOQ sheet.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

B. OTHER IMPORTANT DOCUMENTS :

Documents required for verification of details submitted in Prequalification Criteria (Annex-II) to be submitted in your 'My Space' option as per instructions given below. Bidders can take help from RCF's e-Procurement Helpdesk (022-25522760) in uploading of documents.

1. **Miscellaneous Docs:** Please submit scanned copy of 'PAN Card, Provident Fund Registration document (PF No.), Employee State Insurance Corporation (ESIC No.), GST Registration Certificate & Company Registration Certificate as applicable. Please upload each scanned certificate in respective folder under 'Certificate details' of My Space Documents.

1.03 **Taxes & Duties:** Rates mentioned in the BOQ are excluding of GST.

1.04 **Statutory Variation Clause:** Any variation in statutory levies/taxes within the contract period shall be to RCF's account and beyond contract period to contractors account.

1.05 **Payment Term:** Payment shall be made on 30th day from the date of submission of quarterly invoice along with service report to **Contract Cell** after completion of quarter with deduction of income tax, as per actual quantum of work executed.

Please note that RCF will not accept any payment term deviation in your offer (BOQ) and Evaluation of your offer shall be done considering 30 days payment term only. Advance payment term is not acceptable and will lead to rejection of offer.

INSTRUCTION FOR PRICE BID – (BOQ) SUBMISSION

Please read following instructions before filling & submission of BOQ sheet.

1. Please note that e-procurement system accepts Microsoft Excel 97-2003 format only, any modification in file format or changing name of file will results into non-acceptance of your offer by e-Procurement System.

2. **Kindly fill data in fields of 'BOQ Sheet' as per following Instruction only:**

Bidders Name: Kindly put complete name of bidding firm/company

Basic Price: Kindly put the 'Basic rate per unit' e.g. Rs. 500 per Item in white cell in front of each item.

Taxes & Duties: Rates mentioned in the BOQ are excluding of GST. The Contractor shall submit the tax invoice/ Bill showing tax elements separately. Income Tax shall be deducted at source from Contractor's bill as per Government rules.

Please save your BOQ sheet (Price bid) without changing name and format and upload this completed BOQ sheet in Finance Envelope (Part-II).

3. **For any queries and help please contact RCF Helpdesk Number-022-25522760 or contacts given on first page of Tender document.**

Note –

1 CHARACTER AND ANTECEDENTS VERIFICATION (BEFORE ENGAGEMENT) OF CONTRACT WORKERS

It is mandatory that character and antecedents verification must be made of each and every vendor worker prior to giving permission to enter RCF premises. Vendors shall submit a certificate of character and antecedents for each workers to be engaged inside the factory and no person / contract labour shall be employed without a valid character certificate and antecedents. The character and antecedents form duly filled and authenticated through police station shall be submitted to CISF for giving permission to enter RCF premises. Even valid passport holder need to be police verification by appropriate authority

PENALTY CLAUSE FOR THERMOPLASTIC ELECTRICAL EXTENSION BOARDS FITTED WITH RCBO:

The contractor shall be penalized in-case of non-return of extension board or return of damaged extension board issued by RCF during job execution. Monetary penalty shall be imposed as per below:

1. A penalty of Rs.7360.00 plus GST per extension board, whichever is applicable at the time of imposing penalty for non-return of thermoplastic extension board.
2. A penalty of Rs.3680.00 plus GST per extension board, whichever is applicable at the time of imposing penalty for return of damaged thermoplastic extension board.

Points related to compliance of Statutory requirements

1. Every contract worker (Regular or temporary) should have ESIC and PF number while working inside the RCF factory premises.
2. Contractor must pay minimum wages (Central), to all his labours whether regular or temporary. The payment shall be in electronic form only. As a proof of payment of minimum wages, contractor shall submit a statement of payment (ECS or NFT) of his labour to HR and Executive Dept. on quarterly basis.
3. A certificate of fitness in the Form No.6 shall be submitted by contractor for every contract labour (Regular or Temporary) at the entry level only once.
4. Entry permission to those contract labours shall not be issued in case of non-compliance ESIC, PF, PVC and valid photo identity.
5. The violation of the statutory compliance shall be viewed seriously.

2 Penalty for late payment of Statutory Dues (i.e ESI, PF....etc)

Statutory payment of contributions towards ESI & PF in respect of wages/salary of the Contract employees is required to be deducted and paid by 15th of the next month. Under these Acts, interests and damages as per provisions, to be levied:

The Government Departments i.e. u/s Employees Provident Fund & Employees State Insurance Corporation will take necessary actions in due course of time for delay payment of deposition.

Contractors has to pay the statutory dues in time i.e. 15th of next month and as an administrative measures to enforce discipline & uniformity of penalty of 2% charges on the Challans/bills/invoice amount.

- 3 The Government Departments i.e. u/s Employees Provident Fund & Employees State Insurance Corporation will take necessary actions in due course of time for delay payment of deposition.
- 4 Contractors has to pay the statutory dues in time i.e. 15th of next month and as an administrative measures to enforce discipline & uniformity of penalty of 2% charges on the Challans/bills/invoice amount.
5. The contract labours engaged who are covered / registered under ESIC should carry E- Pehchan card while on duty on working days.
6. Contractor shall ensure that the payment of the workers engaged / deployed at RCF premises shall be made compulsory through ECS. In rare cases if ECS is not possible, the Contractor must ensure payment through Bank transaction through cheque and both ECS and the cheque payment should be effected on or before 7th of each month and should enclose the proof of payment along with the running bill to Accounts Department.
7. Security deposit shall be forfeited and contract shall be terminated in case if complaint against contractor is received against less wages or non- payment of minimum wages. All payments including advance to labour by the contractor should be through bank transaction only. Cash payment is strictly prohibited. In case, it is found that payment to workers is made in cash, this will be treated as default and such Act are liable for termination of contract also.

8. The contractor shall deposit PF & ESI contributions as per the applicable rates before due time as per the rates quoted and cover the workers as per the coverable salary limit.
9. The contractors running bills shall only be cleared if the bills are attached with a copy of ESI, PF & E-challan of earlier month of RCF site workers and subject to certification.
10. The contract workers or labours who are out of coverage of ESIC due to crossing of salary limit, it is the responsibility of the contractor to take separate Insurance policy of such workers. The contractor must ensure that the employees deployed who are not under ESIC Act are required to be covered under the Employees Compensation Act 1923 and become entitled for the benefits of the compensation.
11. Any statutory increase towards ESI, PF, Bonus during execution of contract period will be borne by the company if not included in the tender cost while quoting rates subject to documentary proof for reimbursement at actual till the period of contract. Such increase will be reimbursed after payment to the workers by the contractor and claim the amount as reimbursement

SIGNATURE WITH STAMP
(On all Pages)

ANNEXURE - I

Process Compliance Form

(Tenderers are required to print this on their company's letter head and sign, stamp before uploading in Packet-2 of part-I)

To

M/s. RCF Ltd.

Attention:

Sub: Acceptance to the Process related Terms and Conditions for the e-Tendering.

Dear Sir,

This has reference to the Terms & Conditions for e-Tendering mentioned in the NIT No.: **ET-CC-E/STP/2MWp Solar/2223-06**

- 1) The undersigned is authorized representative of the company/organization.
- 2) We have carefully gone through the NIT, Tender Documents and the Rules governing the e-tendering as well as this document.
- 3) We will honor the Bid submitted by us during the e-tendering.
- 4) We give undertaking that if any mistake occurs while submitting the bid from our side, we will honor the same.
- 5) We are aware that if RCF has to carry out e-tender again due to our mistake, RCF has the right to disqualify us for this tender.
- 6) We confirm that RCF shall not be liable & responsible in any manner whatsoever for my/our failure to access & submit offer on the e-tendering site due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, digital signature certificate or any other unforeseen circumstances etc.
- 7) We agree and confirm that we have read, understood and accept the special instruction to the contractors/bidders for the e-submission of bid online through this e Procurement portal of CPPP as displayed under help for Contractors.
- 8) We accept the Integrity pact as given in tender documents (if applicable).
- 9) We do authorize RCF Ltd for seeking information/clarification from our/my bankers having reference in this bid.
- 10) We hereby confirm that if any of the documents submitted by us are not as per the tender documents, then the bid shall be rejected.

With regards

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

E-mail Id:

Tel no.:

Mobile no.

Tel no.:

Pre-qualification Details (to be submitted in packet 3 of part-I)**ANNEXURE – II**

Please fill the details in front of each criteria mentioned below and upload this Annexure in packet 3 of part-I). Please upload signed & stamped copies of supporting documents in packet 4 of part-I. Incomplete form or non-submission of documents to verify details may results into rejection of your offer, no communication shall be done for submission of documents)

NAME OF BIDDER:

Sr. No.	Pre-qualification Criteria
1	Vendor must have minimum 5 years of experience in the field of Operation and maintenance of the Solar Power Plant of minimum capacity of 2MWp or above at single location. Party to provide supporting document for the same as work order invoice copy copy/ performance copy.
2	Vendor must have executed minimum 02 No. of work order in the last seven years which confirms Operation and maintenance of the Solar Power Plant of minimum capacity of 2MWp or above at two different locations. Vendor have to submit supporting document along with respective Invoice/Installation Certificate/MOM Copy from end users only.
3	Bidder to submit as a documentary proof of the executed Operation and maintenance (O&M) of 2MWp or above in the last seven years either of i) One P.O. copy of Rupees 25.30/- Lakhs or above. OR ii) Two P.O. copies, each of Rupees 15.81/- Lakhs or above. OR iii) Three P.O. copies, each of Rupees 12.65 /- Lakhs or above
4	Average Annual audited/certified financial turnover during the last 3 years i.e. 2018-19, 2019-20, 2020-2021 ending 31st March of the previous financial year, should be at least Rs.9.49 Lakhs. Enclose Profit-Loss account and Balance Sheet or certificate issued by a C.A. to that effect Certificate /documents issued by C.A. only with UDIN number will be valid and accepted
5	Bidder to submit any one of the following financial document, issued within the last one year from the last scheduled date of submission of tender for a minimum value of Rs. 6.33 Lakhs A Valid Financing/Credit limits from banks or B. Valid credit ratings from reputed institution such as CRISIL, ICRA etc., or C. Bankers solvency certificate from reputed bank issued within the last one year
6	GST Registration No : (GST No) : GST No is in the Name of : Address of Firm as per GST No:
7	PAN No : PAN No is in the Name of : Address of Firm as per PAN no:
8	PF Registration No. (enclose copy of Reg. certificate)
9	ESIC Registration No. (enclose copy of Reg. certificate)
SIGNATURE WITH STAMP	

TERMS & CONDITIONS

(KINDLY FILL THIS SHEET AND SUBMIT IN PACKET-5 OF PART-I)

BIDDER'S NAME:**NOTE:** Please note that any blank field left in the preceding confirmation box will be treated as Agreed only for offer consideration.

NO.	DESCRIPTION	BIDDER CONFIRMATION (Please put \checkmark in front of your confirmation)
1	Contract Period – Contract shall be for the period of two years from the date of issue of the work order.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
2	Payment Term: Payment shall be made on 30th day from the date of submission of quarterly invoice along with service report to Contract Cell after completion of quarter with deduction of income tax, as per actual quantum of work executed. In case of any discrepancy in the invoice, Bidder has to resubmit the corrected invoice to Contract Cell and payment shall be released on 30 th day from the resubmission date.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
3	Bid Validity: offer should be valid for 120 days from the date of tender opening.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
4	Award of Job: i. For Non-Divisible tender: This Tender is Non Divisible tender, hence if it is observe that the L1 bidder is a Non- MSE bidder and that there is a MSE bidder (Who is not L1) who has quoted within a price band of L1 + 15%, The Complete job shall be awarded to such an MSE who is within the price band of L1 + 15%, Subject to such MSE bringing down their price to match the L1 price. ii. In case There are more than one MSE bidder within the L1 + 15 %, The L1 price shall be offered to that MSE, who has quoted lowest among the MSE bidders and in case they decline to match their price to L1, It shall be offered to the subsequent MSE bidder (if any) in L1 + 15% band. iii. In case the lowest quantity MSE bidder has not quoted within L1 + 15 % band such an offer would not be made for matching of Price and the original L1 bidder shall be awarded the complete job. In support of the bidder being a MSE the Udyog Aadhar Memorandum (UAM No.) shall be submitted, in absence of which the Purchase Preference for above shall not be considered.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed

5	Agreed to all Terms and Conditions related to MSME Clause ANNEXURE-A	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
6	STATUTORY VARIATION CLAUSE: Within contract period is in RCF scope and beyond contract period in party's scope.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
7	RCF will issue Smart ID card for swapping at the RCF gate. Contractor/vendor should submit the smart Card after completion of their job/ card validity .A penalty of Rs. 900 shall be imposed if smart card is not returned in time	Mandatory
8	FIRM PRICE: PRICE SHALL REMAIN FIRM THROUGH OUT CONTRACT PERIOD	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
9	Whether the party is registered under micro/small/medium enterprises act 2006 (please furnish the proof)	<input type="checkbox"/> Yes <input type="checkbox"/> NO
10	All MSE bidders shall register/declare their UAM Number on CPP Portal and copy of this registration/declaration shall be attached with the offer, failing to which such bidders will not be able to enjoy benefits as per PP policy for MSME order,2012	Mention UAM Number <input type="checkbox"/> Not Applicable
11	Whether the propertitor of “ msme ” enterprise is from SC/ST category(please attach cast certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> NO
12	WHETHER BIDDER IS CURRENTLY ON HOLIDAY LIST/BLACK LIST OR HAS BEEN PUT ON HOLIDAY/BLACKLISTED AT ANY PSU/GOVT. ORGANISATION. IF SO, GIVE DETAILS.	<input type="checkbox"/> Yes <input type="checkbox"/> NO
13	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY, GST & Tax Compliance Clauses (NOTE: NON ACCEPTANCE OR DEVIATION TO RCF'S STANDARD TERMS AND CONDITIONS MENTIONED IN ENQUIRY DOCUMENTS WILL LEAD TO REJECTION OF OFFER, NO CORRESPONDENCE SHALL BE DONE FOR CLARIFICATIONS)	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
14	Penalty for delay in bill submission- The bill with supporting documents must be submitted within 30 days from the date of completion of quarter. In case of delay in submission of bills beyond 30 days, contractor shall have to pay penalty at the rate of Rs. 100 per week or part thereof subject to maximum of 5% of invoice value shall be applicable	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
15	Penalty for late payment of Statutory Dues (i.e ESI, PF....etc) Statutory payment of contributions towards ESI & PF in respect of wages/salary of the Contract employees is required to be deducted and paid by 15 th of the next month and as an administrative measures to enforce discipline & uniformity of penalty of 2% charges on the Challans/bills/invoice amount.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
16	RCF being ISO 9001, 14001, 18001 certified company, all the required relevant safety rules, norms, procedure shall be followed strictly. All workmen shall use PPEs like shoes, gloves, helmets,	Mandatory