



RASHTRIYA CHEMICALS & FERTILIZERS LIMITED
(A Government of India Undertaking)
IES Department, Instrument Workshop, RCF Trombay Unit, Chembur,
Mumbai 400 074, Maharashtra, INDIA
Phone: 00 91 22 2552 2070 / 2888 Fax: + 91 22 2552 2235
CIN no.: - L24110MH1978GOI020185

NOTICE INVITING TENDER

FOR

**CONTRACT FOR CONSULTANCY SERVICES REGARDING
FACILITATION IN SOLAR REC'S TRADING FOR 2 MWP SOLAR
POWER GENERATION PLANT AT RCF, TROMBAY UNIT.**

TENDER NO: 009-CC/EES/ELEC WS/560/L/2223/104 DATED: 03.05.2022

IMPORTANT DATES

DUE DATE & TIME OF SUBMISSION OF BID: 16.05.2022 at 16.00 HRS IST

TENDER OPENING DATE & TIME: 16.05.2022 at 16.00 HRS IST

Contact Details:

- 1) RCF Help Line Number: 022-25523177 / 022-2552 2760 (10.00 am to 5.00 pm)
- 2) Mrs. Leena Naik, Mngr (I), (Tel:+91 22 2552 2993), e-mail: lpadwal@rcfltd.com
- 3) Mr. Parau Murmu, CM (MES) (Tel: +91 22 2552 2624)

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

Kindly note that only online bid shall be considered against this tender.

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>

<u>THIS TENDER DOCUMENT CONTAINS:</u>		
S.N	Documents	Item details
1	NIT	Instruction For Bidders
2	ANNEXURE-I	Process Compliance
3	ANNEXURE-II	Pre-qualification Details
4	ANNEXURE-III	Technical Bid (Scope of Work)
5	ANNEXURE-IV	Commercial Terms & Conditions
6	ANNEXURE-V	Unpriced techno-commercial bid
7	ANNEXURE-VI	Vendor Updation Form
8	ANNEXURE-VII	Undertaking
9	ANNEXURE A	General Terms & Conditions incl. Special Attachment like List of Approved Bankers
10	ANNEXURE B	Benefits for MSME Vendor
11	ANNEXURE C	GST & Tax Compliance Clauses
12	ANNEXURE D	Procedure for action against an Agency in case of corrupt / fraudulent/ collusive / coercive practices and persistent poor performance / un-satisfactory performance.
13	ANNEXURE-E	HSE Requirement
14	ANNEXURE-F	Statutory / Mandatory Clauses
15	ANNEXURE-G	Form-VII

INSTRUCTIONS FOR BIDDERS

1. e-TENDERING PROCEDURE:

The procurement shall be carried out through submission of online e-tenders only. No offer in physical form will be accepted and any such offer if received by RCF will be outright rejected. Web site of CPPP www.eprocure.gov.in on line 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) is sued by any of the valid Certifying Authorities to participate in the on line tender. The cost of digital signature will be borne by respective tenderer.

Kindly refer bidder's manual kit available on bidder's section on e-tender in website for detailed procedure for bid submission or Bidders can take help of our Helpdesk Center (022-5522760) for registration and bids submission procedures.

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

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).

BIDS SHOULD BE SUBMITTED AS PER FOLLOWING INSTRUCTIONS ONLY:

Note: e-Procurement system does not allow submission of documents after due date of tender. In complete Form or non-submission of documents to verify details shall result in to rejection of your offer and no communication shall be done by RCF regarding the same.

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

PART-I: UNPRICED TECHNO-COMMERCIAL BID: Bids should be submitted as per following instructions only

Packet 1	Annexure-I	Scanned copy of "Process compliance statement" printed on bidder's letter head with duly signed by appropriate authority.
Packet 2	Annexure-II	Scanned copy of "Pre-qualification Details" with complete information along with supporting documents as required by RCF.
Packet 3	Annexure-III	Scanned copy of acceptance to "Technical Bid (Scope of Work)" printed on bidder's letter head with duly signed by appropriate authority.
Packet 4	Annexure-IV	Scanned copy of "Commercial Bid" printed on bidder's letter head with duly filled and signed by appropriate authority.
Packet 5	Annexure-V	Scanned Copy of "Taxes and SAC/HSN codes for all type of jobs" printed on bidder's letter head with duly filled and signed by appropriate authority.
Packet 6	Annexure-VI	Vendor Data in "Vendor Updation form" with scanned copy of PAN card & Cancelled cheque
Packet 7	Annexure-VII	Scanned copy of "UNDERTAKING" printed on bidder's letter head with duly signed by appropriate authority.

PART-II: PRICE 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. 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 result into non - acceptance of your offer by e-Procurement System.
2. 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 will not be accepted by system)
3. Please save your BOQ sheet (Price bid) without changing it's name & format and upload this completed BOQ sheet with your quoted rates in Finance Envelope as per instruction given above.
4. For any queries and help please contact RCF Helpdesk Number-022-25522760 or contacts given on first page of Tender documents.
5. **Kindly fill data in Price bid (BOQ Sheet) as per following Instruction only:**
 - a) **Bidders Name:** Kindly put complete name of bidding firm/company.
 - b) **Basic Price:** Kindly put the 'Basic rate per unit' e.g. Rs. 500 per Unit in white cell in front of each item you want to quote. Blank field/cell will be considered as a 'regret' for that item.

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.

1 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.

2. 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.
3. 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)

Process Compliance Form

(Tenderers are required to print this on their company’s letter head and sign, stamp before uploading in Packet-1 of bid)

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 tender No.: ...

We hereby confirm the following –

- 1) The undersigned is the 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 Instructions to the contractors / bidders for the e-submission of the bids online through this eProcurement portal of CPPP as displayed under Help for Contractors.
- 8) We accept the Integrity Pact as given in the tender document (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

PREQUALIFICATION CRITERIA FOR EVALUATION

OFFERS OF THE VENDORS WHO MEET THE FOLLOWING TECHNICAL / COMMERCIAL CRITERIA SHALL ONLY BE CONSIDERED FOR FURTHER EVALUATION:

The Bidder should meet all the following requirements in order to be eligible to compete for the award of the tendered work. RCF reserves the right to contact, verify information, references and date etc. submitted by the Bidder without any further reference to the Bidder.

Please fill the details in front of each criteria mentioned below and upload signed & sealed copies of SUPPORTING DOCUMENTS in PACKET No.2		
Name of Bidder -		
Address of the firm: -		
Name and contact details of contact person for further communication:-		Name
		Tel. No.:-
		Mobile no.:-
		E mail ID :-
Sr.	Criteria	Document Required
1	Bidder should submit at least one work order copy for successfully completed similar type of job during last 7 years.	<input type="checkbox"/> submitted <input type="checkbox"/> not submitted
2	Bidder shall submit PAN Card copy	<input type="checkbox"/> submitted <input type="checkbox"/> not submitted
3	The Bidder should enclose copy GST Registration certificate. If not available then declaration for not having GST no. to be given.	<input type="checkbox"/> submitted <input type="checkbox"/> not submitted
4	PF or submission of proof of challan submitted to the concerned office: Enclose copy of certificate (MANDATORY)	<input type="checkbox"/> submitted <input type="checkbox"/> not submitted
5	ESIC or submission of proof of challan submitted to the concerned office: Enclose copy of certificate (MANDATORY)	<input type="checkbox"/> submitted <input type="checkbox"/> not submitted
Signature with stamp.		

ANNEXURE-III

(Tenderers are required to print this on their company's letter head and sign, stamp before uploading in Packet-3 of bid)

SCOPE OF THE WORK FOR CONSULTANCY SERVICES REGARDING FACILITATION IN SOLAR REC'S TRADING FOR 2 MWP SOLAR POWER GENERATION PLANT.

Brief job description:

The 2 MWp Solar Power generation project, commissioned on 6th January 2016, is entitled for issuance of REC (Renewable Energy Certificates). The project has been granted REC registration by the Central Agency (NLDC) on 5th Feb 2016.

As per the present regulation, 1 REC is issued for each MWh renewable energy produced. These certificates can be used to meet the compliance of RPO (Renewable Purchase obligations), if any and / or can be traded on the power exchange.

Party has to provide consultancy services regarding facilitation in Solar REC's trading for 2 MWp Solar Power generation plant at RCF Ltd. Chembur.

Party scope:

1. Assistance for Registration of RCF with the power exchange (IEX).
2. Aid in decision making regarding Sale.
3. Help in obtaining fund transfer (proceeds of sale) from power exchanges.
4. Any other services required during contract period for Solar REC's trading which are not mentioned above shall be in bidder scope.
5. Assistance in Payment of statutory fees/charges to power trading exchange (IEX).

RCF Scope:

Payment of statutory fees/charges to power trading exchange (IEX)

Mode of quotation-

S.N	Job detail	UOM	Qty	Unit Rate (Rs.)	Amount (Rs.)
1	REC Trading and settlement charges for each REC traded in power trading exchange	No	8000		
2	Taxes if any				
3	Total with taxes				

Validity Period- Contract shall be valid for the period of two years from the date of issue of the work order.

Payment Term: Payment shall be made on 30th day from the date of submission running bills to Contract Cell with deduction of income tax, as per actual quantum of work executed.

COMMERCIAL TERMS & CONDITIONS

BIDDER'S NAME:		
Please fill the details in front of each criteria mentioned below and upload signed & sealed copies of SUPPORTING DOCUMENTS in PACKET No.4		
NOTE: Please note that any blank field left in the preceding confirmation box will be treated as 'Agreed' only for offer evaluation.		
NO.	DESCRIPTION	Bidder Confirmation (Please put ✓ in front of your confirmation or delete which is not applicable)
1	VALIDITY OF OFFER Your Offer shall be valid and firm for at least 120 days from the date of bid opening.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
2	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, safety belts etc. & shall be arranged by the Contractor	Mandatory
3	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
4	FIRM PRICE CLAUSE: Price shall be FIRM till the execution of contract.(Price shall be firm else offer will not be considered)	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
5	SUBMISSION OF ID PROOF All the persons / contract workers entering the RCF premises shall be required to produce copy of valid identity proof.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
6	A smart card will be provided to you for entering into the RCF premises. Kindly note that the card has to be returned back while leaving the RCF premises. Otherwise Rs 900/- shall be deducted from your running bill.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
7	Whether the party is registered under Micro/Small/Medium Enterprises Act 2006 (please furnish the proof. Submission of Udyog Aadhaar Memorandum (UAM) copy is mandatory to avail facilities offered to MSME vendors.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes Submitted the copy of UAM <input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable <input type="checkbox"/> Women Entrepreneur
8	Whether the Proprietor of "MSME" Enterprise is from SC/ST category (please attach cast certificate issued by competent authority specifying your Udyog Aadhaar number) Submission of Udyog Aadhaar Memorandum (UAM) copy is mandatory to avail facilities offered to MSME vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes Submitted the copy of UAM
9	CONTRACT PERIOD The validity of contract shall be for the period of <u>TWO YEARS from the date of issue of Work-order.</u>	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
10	TAXES & DUTIES Please mention in the price bid any taxes like GST etc. If applicable separately, as percentage. If nothing is mentioned it will be assumed that no taxes/ duties are applicable. %

11	<p>PAYMENT TERMS 100% Payment shall be released on 30th day from the date of submission of invoice to Contract Cell, after successful execution of job, after deduction of income tax and as per actual quantum of work executed, along with all necessary documents and after certification from user department.</p> <p>In case of any discrepancy in the invoice, Bidder has to resubmit the corrected invoice to Contract Cell and payment shall be released on 30th day from the resubmission date.</p> <p>Penalty of Rs. 100/- per week or part thereof subject to maximum of 5% of invoice value shall be levied if complete invoices in all respects i.e. supporting documents are not submitted within 30 days from the date of execution of the job.</p>	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
12	<p>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 and as an administrative measures to enforce discipline & uniformity of penalty of 2% charges on the Challans/bills/invoice amount.</p>	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
13	The job will be done as per the scope of work in total.	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
14	<p>TRAVELING Travel expenses to & fro from your work place to RCFL, Mumbai shall be included in basic rates.</p>	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
15	<p>LODGING & BOARDING Lodging and boarding charges shall be included in basic rates.</p>	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
16	<p>CONVEYANCE Charges for local Conveyance shall also be included in basic rates.</p>	<input type="checkbox"/> Agreed <input type="checkbox"/> Disagreed
17	Whether bidder is currently on holiday list / black list / delisted or has been put on holiday / blacklisted / delist at any PSU / Govt. Organization. If so, give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	<p>AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY (NOTE: Non acceptance or deviation to standard terms and conditions mentioned in enquiry documents will lead to rejection of offer, no correspondence shall be done for clarifications)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	<p>DEVIATION IF ANY Any deviation is to be given in separate page below this annexure of Commercial Terms & Conditions</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE WITH STAMP ON ALL PAGES		

UNPRICED TECHNO-COMMERCIAL BID.

Please fill the details in front of each item mentioned below and upload signed & sealed copy of in PACKET No.5

S. N	Description of Job	UOM	Qty	SAC/HSN Code	Applicable GST
1	REC Trading and settlement charges for each REC traded in power trading exchange	No	8000		