भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम, वस्त्र मंत्रालय के अंतर्गत)

(Government of India Undertaking, Under Ministry of Textiles)

Constantia, 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata - 700017.

दूरभाष/Phone: 2281 2208 / 1358 फैक्स/Fax:2281 2953 ,

ई-मेल/email: kolkata@cotcorp.com,वेबसाईट/website: www.cotcorp.org.in

Mins. Of Textile's Website : www.texmin.nic.in **CIN:U51490MH1970GOI014733**

Ref.No. CCI/KOL/C&F/16/2018-19/ Date: 29.04.2019

गोदाम में जोव कार्य की अल्पावधि निविदा सूचना

SHORT TENDER NOTICE FOR JOB WORK AT GODOWNS

The Cotton Corporation of India Ltd., Branch Office Kolkata invites sealed quotations for various labour works of the Corporation's nominated godown at CWC godown, Uluberia, Howrah and Any other godown located in and around Kolkata, Howrah, Hooghly & North 24 pgs. from the interested Labour Contractors. Prescribed Tender form enlisting various labour works alongwith terms & conditions can be obtained from the office addressed as above on any working day on or before **06.05.2019 upto 5.00 P.M.** or downloaded the same from our website www.cotcorp.org.in. on payment of Rs.112/- (Rs.100/- + GST @ 12%) by DD/Pay Order drawn in favour of The Cotton Corporation of India Ltd., " payable at Kolkata ". MSE and startup firms are exempted from Tender document fees and EMD on production of valid MSE/startup certificate. **Last date of submission of quotation is up to 2.00 P.M on 07.05.2019 .** The sealed quotations so received within the stipulated time shall be **opened on the same day i.e. on 07.05.2019 at 2.30 P.M**. The Corporation reserves its right to accept or reject any or all the quotations so received against the tender.

सहायक महा प्रबंधक

ASSISTANT GENERAL MANAGER

SHORT TENDER FOR JOB WORK AT GODOWNS for 2019-2020

Terms & Conditions:

1. The Tender addressed to the Assistant General Manager, The Cotton Corporation of India Ltd., Kolkata shall be dropped in the Tender Box kept in the office addressed as above by **02.00 P.M. on 07.05.2019**. No tender will be accepted beyond scheduled time & Date. The same will be opened in presence of the representative of the Contractor on **07.05.2019** at **02.30 P.M.** who shall carry an authority letter to attend tender opening.

2. If the tender form downloaded from web-site, an amount of Rs.112/- (100/-+GST @12%) towards cost of form should be paid by Pay Order/Demand Draft favoring Corporation alongwith quotation so submitted which is not refundable.

3. Quotation should be submitted in two bid system---**Technical Bid** to be filled up in enclosed **ANNEXURE-I** alongwith all relevant documents desired by us and **Financial Bid** to be filled up in enclosed **ANNEXURE-II**, both duly sealed and signed by authorized signatory and be submitted in the manner given below:-

   i) Envelope A – Technical Bid alongwith EMD of Rs.10,000/- in (Annexure-I).
   ii) Envelope B – Financial Bid in (Annexure-II).
   iii) Envelove C – should contain a forwarding letter with envelopes A & B duly sealed superscribing **" TENDER FOR JOB WORK CONTRACT IN GODOWN FOR 2019-2020 ".**

4. Quotation if submitted in any other form or do not fulfill any of the terms and conditions of this enquiry or find incomplete in any respect are liable to be rejected.

5. Financial Bid for the bidders who qualify the technical Bid in all respect will be opened immediately after evaluation of the Technical Bid.

6. Quotation should accompany an amount of **Rs.10,000/- towards EMD** by way of DD/Payorder drawn in favour of "The Cotton Corporation of India Ltd" payable at Kolkata. Same will remain in deposit till validity of contracted period in case of successful bidders while same for unsuccessful bidders shall be returned to them. MSE and startup firms are exempted from EMD on production of valid MSE / startup certificate No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work.

7. The Contractor shall abide by all terms & conditions prescribed by the Cotton Corporation of India Ltd. The Contractor also agree to abide by all Rules, Acts, Provisions for employing labourers to do the work related to FP bales as per Minimum wages Act, Provision of Provident Fund Act, Payment of wages Act, provisions relating to employing children & women, workmen compensation Act, Bonus Act, Shops and Establishment Act, Factories Act and all other rules and acts not specified hereunto.

8. The applicant must have P.F Code No, PAN No and GST No(if applicable). The certified copies of all the Certificates must be attached with Technical Bid.

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9. The Contractor has to submit the certified copy of the Challan alongwith name of the labours hired by the Contractor and P,F. deposited details to CCI every Month, establishing payment of P.F deposited with P.F Department. In case of non payment / less payment of P.F, the contractor will be wholly responsible for all liabilities due to P.F Dept.

10. The rates once finalized will be inclusive of any probable increase that may be made by the Government in Minimum wages Act and contractor shall not demand any proportionate increase or revision in the finalized rates till the period under the agreement is completed.

11. Other things being equal and meeting the requirements of the Corporation, preference will be given to tenderer who has quoted the lowest Job work rates. However, rates shall not be the sole criteria for appointment of contractors and other factors like quality of work by the contractor and past performance etc., shall also be considered.

12. Corporation will consider appointing such contractors those who have required infrastructure.

13. 10% deduction will be made from bills submitted by the Job work contractor as security deposit which will be released at the end of the season on satisfactory completion of work by Job work contractor. However no interest will be paid on such security deposit.

14. The rates so quoted in the quotation by the Contractor shall be kept **valid upto 31.03.2020** within which acceptance of the offer will be communicated to the concerned Clearing & Forwarding Agent. No offer shall be withdrawn within the above period.

15. The appointment of Labour Contractor will be **valid till 31.03.2020** within which time no scalation in rates would be allowed. However the Corporation may extend/shorten the contract period not exceeding three months at the same rate and on the same terms and conditions.

16. The Job work contractor shall compensate the corporation in the event of any delay in work on account of insufficient number of labourers supplied by the contractor. In this regard, the decision of the Godown-in-charge shall be final & binding on the contractor.

17. In case of any dispute on any terms interpretation etc. the decision of the **Assistant General Manager, Kolkata** shall be final and binding on both the parties.

18. The rates quoted by the party should inclusive of all but excluding GST.

19. The contractor shall undertake to compensate the corporation for any loss arising out of willful act of the contractor / labours or cause any kind of damage to the corporation's property.

20. The contractor shall obtain worker's Insurance policy with the Insurance Company and pay the premium and shall not claim any amount from the Corporation. The contractor shall pay compensation if any in case of accidents and Corporation will not be responsible.

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21. In case of any legal suit filed against the Corporation by any workmen, the Corporation is authorized to recover the loss/expenses if any from the contractor.

22. Whenever the labour department demands to furnish the records or documents pertaining to labourers, the contractor shall produce the same to their best satisfaction.

23. The job work Contractor shall prepare its bill of labour charges on fortnightly basis and submit to this office duly certified by the Godown-in-charge which will be settled within 10 day's time from the date of receipt. Necessary TDS as per applicable rate will be deducted from the bill.

24. The Loss sustained by the Corporation due to the negligence / non supply of labour by the concerned contractor, Corporation shall be liable to carry the work through other contractor and loss if any suffered by the Corporation shall be recovered from the bills / EMD's / Security Deposits of original contractor.

25. The job Contractor shall charge the same rate as finalized in tender for loading of bales from cotton buyers to whom the cotton bales were sold by CCI at the time of loading of bales. The Job Contractor has no right to enhance the said rates under any circumstances

26. Eligibility criteria for qualify :-
    i) The tenderer must enclose demand draft of requisite amount of EMD and tender fees.
    ii) The tenderer must have Provident fund Number allotted by P.F. department.
    iii) The tenderer must have PAN allotted by Income tax department.
    iv) The tenderer must have GST No.(if applicable).

27. The Corporation does not give any guarantee of any minimum work at the godown to the labour contractor.

28. Corporation reserves its right to engage any number of contractors in one / all the Godowns depending upon the volume of work.

29. The successful contractor will have to enter into a contract before start of the work.

30. If any dispute arises this contract will have jurisdiction of Kolkata only.

31. Dispute, if any arises out of the contract will be referred to an Arbitrator (not an employee of the corporation) whose appointment shall be made by the **Competent Authority of the Corporation** and the decision of the arbitrator will be binding on both the parties. The dispute shall be governed by Arbitration and conciliation Act 1996.

32. In case the tenderer has any query about the tender/bid terms and conditions and/or tender/bid process, he may seek clarification from the Branch office Kolkata. Further, in case tender/bid is rejected tenderer may seek the reasons for rejection from Branch Office Kolkata.

Seal & Signature of the Job Contractor.

DECLARATION

I/We hereby confirm that the above clauses have been read and noted and we agree to abide by all the above Terms and Conditions.

Place:
Date:

Signature:_____

Name & Seal of the
contractor:_____
Address Stamp

Witness:

Name & Address
(1)_____
_____
_____
_____ (Signature)

(2)_____
_____
_____
_____ (Signature)

Checklist for Tenderers:

1).The tenderer must enclose demand draft of requisite amount of Rs…….
2).The tenderer must have Provident fund Number allotted by P.F. department.
3). Xerox copy of PAN No (Name of job contractor/firm and name on PAN should match)
4) Xerox copy of GST No (Name of job contractor/firm and name on GST Should match)

HOW TO FILL THE TENDER FORMS

1. Quotation should be submitted in two bid system – Technical Bid in **Annexure-I** and Financial Bid i.e. rate for each job in **Annexure-II** both duly filled in & signed with seal.

2. The Contractor must submit an undertaking enclosed with this tender form alongwith a copy of the terms and condition both duly seal & signed.

3. The above two Bids should be kept in a sealed envelope superscribing **" Tender for job work contract in godown for 2019-2020 "** and shall drop the same in the Tender box kept in the office of Cotton Corporation of India Ltd., Kolkata by or before 2.00 PM on 07.05.2019.

4. Tender Bids so received from the Contractor will be opened at 2.30 PM on 07.05.2019 at Kolkata Branch Office of CCI when only one Representative of the Contractor may be allowed to remain present to witness the opening of Tender Bids.

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ANNEXURE - I

THE COTTON CORPORATION OF INDIA LTD., BRANCH OFFICE : KOLKATA.

TECHNICAL BID FOR JOB WORK AT GODOWN

1. Name of Job contractor : _____

2. Father's Name (if individual) : _____

3. Full postal address for comminication : _____
With e-mail id _____
_____

4. Telephone No.(Off.) & (Res.) : _____
MOB._____

5. Details of EMD : DD No._____date_____
: Amount _____ Bank_____

6. Details of tender form fee (if downloaded) : DD No._____date_____
: Amount _____ Bank_____

7. Details of Provident Fund code No. (Copy of certificate from Competent Authority to be submitted) : _____

8. Income Tax PAN No. (Xerox copy to be submitted) :_____

9. GST Registration No.(if applicable) (Xerox copy to be submitted) :_____

10. Permanent Address with tel. no. :_____
_____
_____

11. Whether the contractor is registered as MSE : Yes/ No
(if Yes, Pls. attach concerned valid certificate)

12. If MSE under SC/ ST category : Yes/ No
(if Yes, Pls. attach concerned valid certificate)

13. If MSE under women category : Yes/ No
(if Yes, Pls. attach concerned valid certificate)

14. Whether the contractor is under Startup category. : Yes/No
(if Yes, Pls. attach concerned valid certificate)

Seal & Signature of the Job Contractor.

Place:
Date:

ANNEXURE - II

THE COTTON CORPORATION OF INDIA LTD. BRANCH OFFICE : KOLKATA.

FINANCIAL BID FOR JOB WORK AT GODOWN

Name of the Contractor:_____.

Sl. No.	Particulars of work	Quoted Rate per bale inclusive of all (Excluding GST) (In Rs.)	Weightage for each work
I	Unloading of Bales from Truck/Container/Any other Vehicle		**30**
II	Stacking of bales in godown(including Rolling of bales)		**25**
III	De-Stacking of bales in godown(including Rolling of bales)		**25**
IV	Loading & Stacking of bales in Truck/Container/Any other Vehicle		**10**
V	Bale Repairing / Repacking charges with fixing of Iron Hoops / Packing material		**3**
VI	Marking / Leveling of bales including cost of materials (except Marking plate)		**3**
VII	Weighment of bales in godown on beam scale/any other scale		**3**
VIII	Sample cutting charges		**1**

Note: In case of point No. VII, if the bales are weighed in weighbridge then the bale weighment charges will not be given.

L-1 will be decided on the basis of weighted average of all the above rates.

I agree to all the terms and conditions appended to the tender and declare to abide by the same. As provided in the terms, I shall sign the written agreement for execution of all job work assigned to me by the Corporation.

Date:
Place: Signature:_____

Phone No.

Address Stamp