

Cement Corporation of India Limited

Bokajan Cement Factory-782 490

Dist. KarbiAnglong, Assam

Phone 03675-246106/246109, Fax No. 03675-246107

E-mail: bokajanmm01@gmail.com

Important instructions for E-Procurement

This is an E-Procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is NIC-Central Public Procurement Portal, New Delhi-110003

You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1 Process of E-tender :

Registration:

The process involves vendor's registration with tender wizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT etenders.gov.in

1). Vendors are required to register themselves online with etenders.gov.in Register as Vendor Filling up details and creating own user id and password → Submit.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact CCI/NIC-CPPP portal.

Contact person (Cement Corporation of India):

1. HOD (MM)

CCI, Bokajan Cement Factory,

Bokajan, Dist: KarbiAnglong

Assam-782490

Contact No.: 8897856954

E-mail : bokajanmm01@gmail.com

2. HOD (MM)

CCI, Bokajan Cement Factory,

Bokajan, Dist: KarbiAnglong

Assam-782490,

(A) Help Desk (NIC-CPPP):

(E-commerce):

☐ **0120-4001 002/005, 0120-6277787**

(B) System Requirement:

Windows 8, 10 Professional Operating System, Internet Browser-9, 10 & 11

Signing type Class 3 digital signature Java JRE 6 and above.

THE VENDORS ARE ADVISED TO GO THROUGH THE Help Manual LINK AT etenders.gov.in/eprocure/app FOR GENERAL GUIDANCE ABOUT TENDER PROCESS.

(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
 (B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.

Note:

The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through Online well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through <i>Attach Document</i> link against the particular tender. For further assistance please follow instructions of Vendor Help Manual.</p>
5	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with CPP Portal in NIC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the responsibilities of the parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	<p>Bidding in e-tender & Reverse auction:</p> <p>(a). Bidder(s) need to submit necessary EMD and Tender fees (If ANY) to be eligible to bid online in the e-tender. Tender fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by CCI.</p> <p>(b). The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid is explained in Help Manual.</p> <p>a. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>b. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>(c). The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>(d). All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.</p> <p>(e). It is mandatory that all the bids are submitted with digital signature certificate</p>

	<p>otherwise the same will not be accepted by the system. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>(f). No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <p>(g). Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
09	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the technical and commercial terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website etenders.gov.in/e procure/app of NIC-CPPP.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor Help Manual in the home page etenders.gov.in/e procure/app to familiarize themselves with the system before bidding.



Cement Corporation of India Limited

(A Govt. of India Enterprises)

Bokajan Cement Factory- 782 490

Dist. KarbiAnglong: Assam

Part-III: Terms and Conditions for Material Loading/Unloading, Shifting and Handling on actual quantity basis of MM Dept., at Bokajan Unit.

01. SCOPE OF WORKS: -

- a) Unloading of materials at Stores yard / designated location in plant.
- b) Shifting and Stacking of materials as and which required by CCI.
- c) Loading of Empty Cylinder in Truck.
- d) The Contractor should engage supervisor to supervise the work to be executed by him.
- e) Shifting of packing materials to dedicated location as per instruction of CCI official after unloading of materials.

02. PENALTY: -

(a) In case of delay in Un-loading / detention of trucks you may have to pay detention charges to CCI if claim by Transporter.

(b) In case any materials are broken / damaged during loading and unloading for not taking proper care, the value of the item damaged or broken will be recovered from your bill.

(c) You may be imposed penalty for Rs. 500/ - per week in case the cleaning is not maintained regularly and accurate as per requirement.

03. TOOLS AND TACKLESS: -

The Contractor should use his own tools and tackles and equipment's as and when required for carrying out the job within the scope of works.

04. MAINTENANCE OF LOG BOOK.

The contractor should maintain Log Book for the work done during the day and get it duly signed by the Section in-Charges. The Contractor has to carry-out the works round the clock as per requirement.

05. SUNDAY & HOLIDAY: -

The work has to be done for all the seven days of the week, No extra claim will be entertained for Sunday and Holiday.

06. GST: -

In case GST is payable on materials handling Jobs, the party shall submit the relevant documents to CCI on time for availing credit benefit whenever applicable. In case all the required documents for claiming credit are not submitted in time equivalent amount of credit will be deducted from supplier.

07. LABOUR LICENCE: -

After the contract is awarded the contractor should produce the necessary Labour License. Is should be obtained / submitted within 15 days from the date of award of the Contract start of the work as authorized by the Corporation, whichever is earlier.

08. RULES AND REGULATIONS: -

The contractor should follow strictly the Rules and Regulation of the Corporation as well as the regulatory / statutory, Local Authority in connection with the Contract. The Contractor will be held responsible for any violation of the rules and regulations of Corporation and regulatory / statutory authority.

09. DISCIPLINE: -

The Contractor should see that all his workmen including supervisor and himself should be have properly in carrying out the work in orderly manner so that all kinds of indiscipline be avoided, in case of any indiscipline noticed among the workman or any damage caused to the materials, the Corporation is bound to take any action as deemed fit by the Corporation including termination of contract along with the right to recover the damaged from the dues payable to the Contractor.

10. SAFETY: -

The safety of the labours engaged for job shall be responsibility of the Contractor. Adequate measures to be taken by the Contractor to provide all necessary PPE equipment's viz. Safety shoe, safety helmet, nose mask etc. to its labours engaged for the job.

11. ACCIDENT: -

The contractor shall be liable for compensation to his labours payable under the workman's Compensation Act, 1923 or any other Act in case of accident. In case he fails to pay the compensation, the Corporation reserves the right to make the payment and recover the same from any of his bills or security deposit. Labour License and Insurance premium will be liability of the contractor. Photo copies of the above will be submitted to the P&A Department before the start of the work.

12. DURATION OF CONTRACT: -

The Contract will be for a period of 12 (Twelve) months from the date the date of issue of letter of Intent / Work Order. However, the Corporation reserves its right to extend the contract further period of 12 (Twelve) months under the same terms and conditions satisfactory performance of the contract and mutual consent of both the parties.

13. RATES: -

The rate will remain fixed during the contract period and no escalation will be allowed during the contract period under any circumstances. GST etc. will be reimbursed and contractor has to submit original receipt of the appropriate authority to our Finance department. Payment will be released for total quantity of materials handed (in tonnages) to be certified by the contractor, individual section-in-charge & HOD of MM Deptt.

13. PAYMENT: -

Contractor may produce the monthly bills by 2nd day of the following month. The payment will be made within 30 days after submission of bill.

HOD (MM)



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THE WORK SCHEDULE

(RELATED TO CLAUSE NO. 01 OF THE TERMS AND CONDITION)

1. The daily engaged labours to perform the following works at our stores :-
 - a) Cleaning of the Receipt Section and Stores In-side Go-down after proper stacking of materials.
 - b) Unpacking, counting and proper packing of materials in wooden cases wherever and whenever required. We will provide the packing materials.
 - c) Cleaning of surrounding area such as Diesel Tanks, job includes uprooting of grasses and proper up keep of floors.
 - d) Cleaning of store yard through uprooting grasses, bushes and its proper maintenance regularly. No foreign materials will be allowed to grow.
 - e) Proper fortnightly cleaning of all files related to Purchase sections/Ledger section.
 - f) All petty loading / unloading / opening of coming consignment boxes and other works which can be done by two men in day -to-day basis is to be completed. However one unskilled labour will be supplied by the contractor on demand basis as and when requirement of the MM Department.
 - g) Any other works related to Stores department as and when directed the daily engaged labors will have to attend and complete the work assigned by under signed only.
 - h) The Bulk Loading / Un-loading and stacking for materials where it required more than Two (2) men days is to be handled as per rate /MT as indicated. For this purpose manpower is to be provided as per job arises from time to time.

HOD (MM)

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Ref.No. BKJ/MMD-CONT/HC-021 Vol.XV/24-25

**Price Bid for Material Loading/Unloading, Shifting and Handling on actual quantity basis of MM Dept.,
at Bokajan Unit**

PRICE - BID

S/N	Description of Work	Rate
01	Loading/ Unloading of material	Rs._____ Per MT
02.	Shifting Upto 50 Mtrs.	Rs._____ Per MT
03.	Shifting from 50 to 100 Mtrs.	Rs._____ Per MT
04.	Shifting from 100 to Mtrs.	Rs._____ Per MT
05.	Sorting of Materials like Grinding Media, Fire Bricks.	Rs._____ Per MT
06.	Unloading of heavy items (Kill Shell, Steel Wire Rope / Transformer / Motors etc.) (More than 15 MT above by Hydra / Crane), Maximum 05 Trip (Days) in year	Rs._____ per Days.
07.	GST: @ 18%	Rs. _____
08.	Landed Cost (1+2+3+4+5+6+7)	Rs. _____

- L-1 will be decided on overall landed cost basis.