

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Control Laboratory
Plant Code: 27

NOTICE INVITING TENDER

Tender No. NFC/C.LAB /HK/NIT/2018-19

Dt. 15.05.2018

To
M/s

Dear Sir

On behalf of the President of India, sealed item rated tenders are invited from competent and well experienced contractors for the following work on works contract basis with the terms and conditions as given in **Annexure-I**.

- 1) Name of Work: Housekeeping of Control Laboratory & Scientific Information Resource Division (SIRD), NFC
- 2) Scope : Regular Housekeeping using machines and materials (Details as given in **Annexure-II**)
- 3) Duration of Contract : 12 months
- 4) Estimated Cost : Rs.15,80,000/- (Rs. Fifteen lakhs eighty thousand only)
- 5) Earnest Money Deposit : Rs.31,600/- (Rs. Thirty one thousand six hundred only)
(2% of estimated cost)

EMD in the form of Fixed Deposit Receipt / crossed demand draft drawn in favour of "Pay and Accounts Officer, NFC" payable at Hyderabad shall be submitted. Offers without EMD will be summarily rejected. Name & A/C No. of the contractor may be written at the back side of DD submitted towards EMD and the DD to be submitted shall be drawn after the date of release of NIT to ensure that it is valid for the entire offer period.

- 6) Issue of tender document : From 15/05/2018 to 24/05/2018 from the office of SM (C.Lab & SIRD), NFC, Hyderabad
- 7) Last date for submission of tender: On 31/05/2018 up to 14:00 hours
- 8) Date of opening of the sealed tenders: On 31/05/2018 at 14:30 hours
- 9) Cost of tender document : Rs 500/- (Demand draft or banker's cheque payable at Hyderabad drawn in favour of "Pay & Accounts Officer, NFC")

Quotations are to be submitted strictly in the format enclosed. Tender and EMD shall be placed in two separate envelopes clearly indicating tender No. and each marked as TENDER & EMD respectively. Both the envelopes shall be submitted together in another sealed envelope superscribing Tender No. and description of work along with due date and time of submission on the outer cover.

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Your offers shall be deposited in Tender Box kept for the purpose at Control Lab. Office, Nuclear Fuel Complex, ECIL Post, Hyderabad - 500 062 on or before 31/05/2018 up to 14.00 hours.

Tenders will be opened at Works Section, III floor, Aadhar Building, NFC. Late/delayed & tenders not accompanied by EMD shall not be considered.

SM (C.Lab & SIRD)
For & On behalf of the President of India

Note: NFC is committed to a corruption free work environment. "All the purchase and contracts commitments of NFC will be honoured without the citizen having to pay any bribe". "In case any person demands any bribe, it is the duty of a responsible citizen to inform the matter to the Vigilance Officer, NFC, Hyderabad". Telephone No. 040-27122181 & 040-27184314 (Office) and 040-27137012 (Residence). Email: vo@nfc.gov.in

Terms and Conditions of NIT No: NFC/C.LAB/HK/NIT/2018-19

1. The contractor will be completely responsible for the job. The contractor shall deploy sufficient man power required for completion of the work. The contractor shall authorize a competent person as Supervisor to supervise the job who shall fully be responsible for carrying out the jobs safely. Authorisation shall be furnished in writing. The contractor shall deploy only those qualified man powers who have prior experience in the works as brought out in the scope of the work.
- 2.No child labour should be engaged.
- 3.Contract labors are to be engaged only in General Shift (08:45 hrs to 16:45 hrs).
4. The workers engaged by the contractor should wear uniform which is distinct from NFC uniform. Safety shoes and other PPE as required for the job are to be provided by the contractor for all the workers engaged by him and ensure its usage. The contractor has to ensure safe working practices and follow all safety rules and regulations stipulated by SED, NFC from time to time.
5. The Contractor must follow all Labour Laws such as Contractor (Regulation & Abolition Act), Payment of Wages Act, EPF & MP Act, ESI Act, Payment of Bonus Act, Employees Compensation Act, GST, etc. NFC reserves right to ask Contractor to furnish proofs /documentary evidence for following the above laws. Clarifications on statutory provisions if any may be sought from Welfare Officer, NFC, Hyderabad on 040-27183059 or wo@nfc.gov.in on any working day during office hours.
- 6.Wages are to be paid as per Minimum Wages Act, notified by RLC (C) or by state Government of Telangana from time to time.
- 7.Earnest Money Deposit at the rate of 2% of estimated cost put to tender shall be submitted along with tender in the form of Fixed Deposit Receipt / crossed demand draft drawn in favour of "Pay and Accounts Officer, NFC" payable at Hyderabad. Offers without EMD will be summarily rejected.
8. Certificate from officer-in-charge at NFC regarding payment of minimum wages to the contract labour is to be enclosed along with the claim.
9. The contractor shall produce necessary police verification certificates from the local police station for the manpower being engaged for the purpose.
10. Valid Medical fitness certificate from at least an MBBS doctor for the workers engaged shall be submitted. The contractor shall ensure that all his laborers who are engaged in work are covered under ESI and EPF. Proof of the same shall be produced before start of the work.
- 11.The quoted value shall be **exclusive of ESI, EPF and inclusive of GST and any other mandatory duties and levies of the Government**. The payment will be released every quarterly against submission of documentary evidence towards payment of ESI, EPF to the concerned authorities. **GST No. of NFC 36AAALN1001C1ZW**
- 12.The contractor shall provide the registration details of Income Tax, ESI, EPF, GST, etc. while collecting tender document.

Signature of Contractor with seal

Contd...

Terms and Conditions of NIT No: NFC/C.LAB/HK/NIT/2018-19

13. Performance Guarantee @ 5% of Work Order value shall be submitted within 15 days from the date of issue of letter of acceptance or before the commencement of work whichever is earlier in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee. (Extension of time for submission of Performance guarantee, at the request of contractor for a maximum period of ranging from 1 to 15 days shall be charged @0.1% per day of performance guarantee amount).
14. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.
15. Contractor must submit following documentary proofs while collecting tender document:
Experience of having successfully completed any of the following works in last 7 years ending previous day of last date of submission of tenders
 - (a) 3 similar works completed each costing not less than 40% of estimated cost or
 - (b) 2 similar works completed each costing not less than 60% of estimated cost or
 - (c) 1 similar works completed costing not less than 80% of estimated cost
16. The contractor shall furnish the necessary proof in respect of documents (as mentioned in **Annexure-III**) while collecting the tender form.
17. Security Deposit @ 2.5% of the Work Order Value shall be recovered from Running Account bills. The Security Deposit amount recovered shall be released after Three (3) months from the date of completion of entire work, or after payment of final bill, whichever is later.
18. Income tax and GST as applicable at source shall be deducted from the payments made. **Non-submission of PAN or incorrect PAN No. attracts Income tax @ 20% on the gross bill.** Contractor shall furnish his PAN No. and bank details along with a Xerox copy of the same duly countersigned by him.
19. Payment for the work done by the contractor shall be made based on the work done by contractor which was accepted and measured by the Officer-in-charge, duly approved by the competent authority.
20. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and inclusive of GST components.
20. The offer should be kept valid for a period of three months from the date of opening of tender.
21. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
22. Contractors shall quote the rates both in words and figures.
23. In case there is a variation between the rates in figures and words, the rate which corresponds to amount worked out by the contractor shall be taken as correct.
24. When the amount of an item is not worked out by the contractor, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
25. When the rate quoted by the contractor, in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

Signature of Contractor with seal

Terms and Conditions of NIT No: NFC/C.LAB/HK/NIT/2018-19

26. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
27. In case the contractor fails to commence the work specified in the tender document within the prescribed time schedule, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit whole EMD absolutely.
28. The contractor shall ensure that labour deployed for the contract would confine themselves to their respective places of work and not indulge in activities that would be harmful to NFC. The contract labour shall be / below 60 years for Skilled, shall be / below 50 years for Un-Skilled shall be / below 65 years for Highly Skilled Categories.
29. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
30. If on acceptance of the tender, owing to the circumstances if the scope of the work remains altered, reduced or abandoned for any reason NFC shall give a notice in writing to that effect to the contractor who shall act accordingly. Also, if the workmanship is not satisfactory, the contract shall be cancelled.
31. Before quoting, the contractor may visit NFC for assessment of work with prior permission of SM (C.Lab & SIRD). He may be contacted at 040-27184254 / 040-27184436 (phone no).
32. If the contractor fails to execute the work completely, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit whole Security Deposit and Performance Bank Guarantee absolutely.
33. The quoted rates shall not be less than the minimum wage fixed/notified by the State Government – where the service is performed and shall include all statutory obligations. However, bids without any element of cost over and above such minimum wage (or below it) shall be treated as ‘Nil’ price quotation and would be rejected. The Contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and NFC shall not be liable for any dues for availing the services of the personnel. The contractor should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the NFC. The Contractor shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

Signature of Contractor with seal

SCOPE OF WORK

Housekeeping of Control Laboratory and Scientific Information Resource Division (SIRD) having Ground Floor and 1st Floor. **Total area to be cleaned is around 5253 square meter per day and 1524316 square meters per annum.**

(1) DAILY ACTIVITY:

- a) Regular sweeping and moping of rooms (84 Nos.), eight corridors, tea pantry, one conference hall of C.Lab, 4 rooms and one reading hall of SIRD.
- b) Cleaning and disinfecting the Toilets (12 Nos.), Urinals (14 Nos.), Bathrooms (12 Nos.), 16 wash basins with special scrubbing brush.
- c) Cleaning of all Laboratory working tables, instrument table, computer table, officers table, benches, change room dining table of C.Lab and reading table of SIRD.
- d) Cleaning of water cooler (4 Nos.) and eye-wash (1 No.) area
- e) Sweeping & damp moping of the two staircases.
- f) Cleaning of Laboratory sinks (76 Nos.)
- g) Vacuum cleaning of analytical gadgets surface for removal of dust and powders
- h) Cleaning of 26 fume hoods present in different rooms of Control Laboratory
- i) Collection and disposal of waste and garbage from all the rooms including staff rooms, change rooms, office and toilets of C.Lab and SIRD

(2) WEEKLY ACTIVITY:

- a) Deep cleaning i.e. brushing, scrubbing and vacuum cleaning of sample racks, reagent racks, file racks, tool racks, change room shoe racks of C.Lab and book racks of SIRD
- b) Cleaning of Laboratory cupboards, ladies and gents change room cupboards of C.Lab and SIRD
- c) Cleaning of glass partitions, window glasses of C.Lab and SIRD
- d) Removal of all the stains in toilet, bathrooms, urinals, toilet washbasins, laboratory sinks using suitable cleaner
- e) Thorough cleaning of floor, corridors with scrubbing machine
- f) Cleaning of inaccessible areas with vacuum cleaner to remove the fine dust

(3) MONTHLY ACTIVITY:

Cleaning and disposal of trash and garbage from terrace

(4) QUATERLY ACTIVITY:

Removal of cobwebs and dust from walls and ceilings of all rooms, Offices, Officer's cabins, Corridors, Change rooms, Toilets, Bathrooms etc. of C.Lab and SIRD

(5) Number of manpower required to be deployed for the above work:

Six labourers and one supervisor on daily basis

(6) PERIOD OF CONTRACT: 12 months

Signature of Contractor with seal

(7) MACHINES REQUIRED FOR HOUSEKEEPING OF C.LAB & SIRD:

Sl.No.	Item	Qty per year
1	Scrubbing Machine with brush	1 Nos.
2	Vacuum Cleaners with all accessories	1 Nos.

- Note:** (a) All the above machines and accessories are in contractor's scope.
(b) Operation and maintenance of machines is in contractor's scope
(c) Machines / Gadgets have to be replaced immediately in case of repair / damage.

(8) CLEANING TOOLS REQUIRED FOR HOUSEKEEPING OF C.LAB & SIRD

Sl.No.	Item	Qty per year
1	Electrical Extension Board with 20 Meter Electrical cable, 15A, 2 sockets	2 Nos.
2	Glass Cleaner Kit	24 No.
3	Mopping Buckets, 20 liters	12 Nos.
4	Mugs, 1 liter	12 Nos.
5	Wiper with Rods, 5 ft length	6 Nos.
6	Cobweb Sticks, 10 ft length	6 Nos.

- Note:** (a) All the above items are in contractor's scope

(9) MONTHLY REQUIREMENT OF CLEANING MATERIAL (CONSUMABLES) FOR HOUSEKEEPING OF C.LAB & SIRD:

Sl.No	Item	Qty per month
1	Liquid Soap	30 Ltrs.
2	Scented Phenyl	30 Ltrs.
3	Glass Cleaner	2 Ltrs.
4	Moppers, cotton	15 Nos.
5	Mopping Stick, 5 ft length	2 Nos.
6	Naphthalene Ball	2 Kg.
7	Urinal Cubes	12 Packets
8	Toilet Screen	4 Nos.
9	Odonil (50 g)	20 Nos.
10	Air Freshener, 320ml	4 Nos.
11	Scratch Pad, 4 inches X 4 inches	6 Nos.
12	Check Cloth, 2 ft X 2ft	6 Nos.
13	Soft Broom (for sweeping of floor)	6 Nos.
14	Hard Broom	5 Nos.
15	Toilet brush	1 Nos.
16	Nylon Scrubber, 4 inches X 4 inches	6 Nos.
17	Harpic	5 Ltrs

- Note:** (a) All the above consumables and items are in contractor's scope
(b) Always minimum of 1 month stock has to be maintained at C.Lab, NFC.

Signature of Contractor with seal

DOCUMENTS TO BE PRODUCED FOR OBTAINING TENDER FORM

1. Company Registration Certificate (Xerox)
2. GST Registration Certificate (Xerox)
3. Renewal Certificate of company (Xerox)
4. E.S.I. registration copy (Xerox)
5. P.F. registration copy (Xerox)
6. Professional Tax Certificate of Company (Xerox)
7. Pan Card (Xerox)
8. Last year Income Tax return (Xerox)
9. Experience Certificate of similar works (Xerox)
10. ISO Certification (Xerox)
11. Past record proof to the effect that Wages, PF, ESI paid to Employees/respective government agencies as per the Rules/Acts.

Signature of Contractor with seal

CHECK LIST FOR THE CONTRACTOR

Sl.No	General Details						
1	Name of the Organization						
2	Address						
3	Telephone No.						
4	Fax No						
5	E-mail address						
6	Annual turnover of previous financial year						
7	SSI/Factory/Contractor's Registration No						
8	Brief Description of experience						
9	AADHAAR No						
10	GST Registration No						
11	PAN No						
12	ESI Registration No						
13	EPF Registration No						
14	Bank Account No						
15	Name of the Bank						
16	IFSC Code						
17	No of Employees	Highly Skilled		Skilled		Un-Skilled	
18	Previous Work Orders executed at NFC (Reference Nos.)						

19	Brief Description of the work : Housekeeping of Control Laboratory & Scientific Information Resource Division (SIRD), NFC					
20	Tender No.	NFC/C.LAB /HK/NIT/2018-19 dated:				
21	Total amount quoted					
22	No of labours proposed to be employed in this work	Highly Skilled		Skilled		Un-Skilled
		Supervisors:				
23	Qualifications and experience of Supervisor					
24	Details of Machinery/tools proposed to be deployed for the work					
25	GST rate considered for the work					
26	Any other information					

Verified the above details

Officer-in-charge

Signature of the contractor

QUOTATION

From:

To:

SM (C.Lab & SIRD)
Nuclear Fuel Complex, ECIL ((P.O.)
Hyderabad-500062

Sub: House Keeping Work at Control Laboratory & SIRD, NFC, Hyderabad –Reg.
Ref: NFC/C.LAB/HK/NIT/2018-19 dated 12.05.2018

Dear Sir

In response to your Notice Inviting Tender (NIT), we hereby submit our quotation for carrying out the following works by providing required man power, machine (**Annexure-B**), cleaning tools (**Annexure-C**) and materials (**Annexure-D**).

Sl. No	Description of Item	Quantity	Unit	Unit Rate (Rs.) inclusive of GST (in words & figures)	Total Amount (Rs.) inclusive of GST
1	Housekeeping of Control Laboratory and Scientific Information Resource Division (SIRD), NFC using machines and materials	1524316	Square meter		
2	Hire charges for machines (as per Annexure-B)	12	Month		
3	Charges towards cleaning tools (as per Annexure-C)	12	Month		
4	Charges towards cleaning materials (as per Annexure-D)	12	Month		
Total :					

(Total amount: Rs. _____ only).

Note: The above quoted price is inclusive of GST and exclusive of ESI, EPF components.

Thanking you,

Name: _____

Aadhar Card No. _____

PAN No. _____

Bank Account No. _____

IFSC Code: _____

Name of the bank: _____

Name of branch: _____

GST No. : _____

Yours faithfully,

Tender Document has been issued to M/s. _____ On receipt of Rs. _____ /-(Vide DD No. _____ Dtd: _____) towards cost of tender document. Sign. of OIC:
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CONTRACTOR
(Sign with Seal)

Annexure-A

(To be submitted along with tender documents)

1. Full name and address of Contractor :

2. Details and experience with full details of work executed earlier:

Name of the Company	Nature of Work	Period		Total no. of labourer engaged
		From	To	

3. If engaged 20 or more labourers in past, furnish details of licenses obtained. (Copy to be enclosed)

4. Availability of Labourer : SKILLED SEMI-SKILLED UNSKILLED

5. **No. of labourers you proposed to Employ in this job if awarded** :

We hereby undertake to obtain license from RLC(C), Hyderabad before commencement of work in case the no. of labourer employed are 20 or more on any single day according to the contract labour (R&A) Act, 1970.

We also hereby undertake to abide by the safety regulations as laid down by NFC and take all safety precautions.

We also hereby undertake to furnish the personal data of the labourers proposed to be employed by us in the premises, their photos and bio-data & verification certificates will be submitted to you within 15 days from the date the job is awarded to us.

Signature
Name of the Contractor & Seal

Annexure –B

We hereby undertake that, the following machines will be provided by us for housekeeping of Control Lab and SIRD. The operation and maintenance of machines is our responsibility and in case of repair or damage, the same will be replaced immediately without affecting the assigned job.

Sl. No.	I t e m	Qty per year
1	Scrubbing Machine with brush	1 Nos.
2	Vacuum Cleaners with all accessories	1 Nos.

Signature
Name of the Contractor & Seal

Annexure –C

We hereby undertake that, the following cleaning tools with the specified quantity per year will be supplied by us for housekeeping of Control Laboratory and SIRD.

Sl.No.	I t e m	Qty per year
1	Electrical Extension Board with 20 Meter Electrical cable, 15A, 2 sockets	2 Nos.
2	Glass Cleaner Kit	24 No.
3	Mopping Buckets, 20 liters	12 Nos.
4	Mugs, 1 liter	12 Nos.
5	Wiper with Rods, 5 ft length	6 Nos.
6	Cobweb Sticks, 10 ft length	6 Nos.

Signature
Name of the Contractor & Seal

Annexure –D

We hereby undertake that, the following cleaning materials with the specified quantity per month will be supplied by us for housekeeping of Control Laboratory and SIRD. Also, a minimum of one month stock of the same will be maintained at C.Lab, NFC.

Sl.No	I t e m	Quantity per month
1	Liquid Soap	30 Ltrs.
2	Scented Phenyl	30 Ltrs.
3	Glass Cleaner	2 Ltrs.
4	Moppers, cotton	15 Nos.
5	Mopping Stick, 5 ft length	2 Nos.
6	Naphthalene Ball	2 Kg.
7	Urinal Cubes	12 Packets
8	Toilet Screen	4 Nos.
9	Odonil (50 g)	20 Nos.
10	Air Freshener, 320ml	4 Nos.
11	Scratch Pad, 4 inches X 4 inches	6 Nos.
12	Check Cloth, 2 ft X 2ft	6 Nos.
13	Soft Broom (for sweeping of floor)	6 Nos.
14	Hard Broom	5 Nos.
15	Toilet brush	1 Nos.
16	Nylon Scrubber, 4 inches X 4 inches	6 Nos.
17	Harpic	5 Ltrs

Signature
Name of the Contractor & Seal