

Government of India  
Department of Atomic Energy  
Nuclear Fuel Complex  
Fast Reactor Facility

NOTICE INVITING TENDER

Tender No. NFC/FRF/NIT/2019/01

Dt: 27-02-2019

To

M/s. \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

On behalf of the President of India, sealed item rated tenders are invited by FRF, Nuclear Fuel Complex, Department of Atomic Energy, ECIL Post, Hyderabad -500 062 from competent and well experienced contractors for the following work on works contract basis.

- 1) Name of Work: PFBR and FBTR Components & sub-assemblies fabrication related Collection, Updation, Generation & Maintenance of data, records, documents etc. in soft and hard formats
- 2) Scope: Various kinds of Documentation works as shown in the Table-1 enclosed, related to PFBR and FBTR Components & Sub-Assemblies Fabrication work.
- 3) Duration of Contract : 12 months.
- 4) Estimated Cost : Rs. 3,20,500/- (Rupees Three Lakhs twenty thousand and five hundred only)
- 5) Earnest Money Deposit: Rs. 6,410/- (Rupees Six thousand four hundred and ten only).

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 06.03.2019 to 14.03.2019
- 7) Last date for submission of tender : On 20.03.2019 up to 14.00 hours.
- 8) Date of opening the sealed tenders: On 20.03.2019 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 super-scribing Tender No. & description of work along with due date and time of submission on the outer cover.

Your offers shall be deposited in tender box kept for the purpose at North Gate (venue), Nuclear Fuel Complex, ECIL Post, Hyderabad - 500062, on 20.03.2019 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.

Tender document issued to the contractor is non-transferable.

(A. K. Dubey)  
AGM, (MS & FRF)  
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. 040-27120218 & 040-27184307 (Office) and. Email: dcea@nfc.gov.in

Terms and Conditions of NIT No: NFC/FRF/NIT/2019/01

1. The contractor is responsible for carrying out the job at various thin clients and PCs located at FRF. The contractor shall deploy one Skilled person who is qualified, with good typing skills (at least 30 wpm in English), Good Vision certified by Medical Practitioner, 12th passed, good knowledge in English and Hindi (read/write/communicate), experience with MS-Office and having qualification in Computers operation. He/She also should have prior experience in the works as brought out in the scope of work.  
Exclusive Supervisor will not be required for this work as it is supervised by the Section Supervisor, Office incharge and under the guidance of the Section/Plant Incharge
2. No child labour should be engaged.
3. Contract labour are to be engaged only in General / 2<sup>nd</sup> Shift.
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 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. Besides the Contractor has to ensure payment of minimum wages to the labourers engaged by him.
6. Wages are to be paid as per Minimum Wages Act, circulated by RLC (C)/by State Govt. Of Telangana from time to time which ever is higher.
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 labour 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 towards ESI, EPF will be released against submission of documentary evidence towards payment of ESI, EPF to the concerned authorities.
12. The contractor shall provide the registration details of Income Tax, GST, ESI, EPF, Service Tax etc. while collecting tender document and copies of the same shall be submitted along with tender document.
13. Performance Guarantee @5% of Work Order value shall be submitted within 4 to 15 days from the date of issue of letter of acceptance or before the commencement of work which ever 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 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. 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.
16. 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.
17. 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 Payment will be made on monthly basis.
18. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and inclusive of GST.
19. The offer should be kept valid for a period of three months from the date of opening of tender.
20. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
21. Contractors shall quote the rates both in words and figures.
22. 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.

23. 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.
24. 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.
25. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
26. 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.
27. 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.
28. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
29. 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.
30. Before quoting, the contractor may visit NFC for assessment of work with prior permission of Sr. Manager and above authority and may also get the workmanship of the persons to be engaged for this, get assessed for becoming eligible to participate in the tender. contact no.: 040 - 27184428, 4255.
31. 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.
32. The quoted rates shall not be less than the minimum wage fixed/notified by the 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.

### 33. CHECK LIST FOR THE CONTRACTOR

Sl. No.	General Details						
1	Name of the Organisation						
2	Address						
3	Telephone Nos						
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						
18	Previous work orders executed at NFC (Reference Nos)						
19	Brief description of the work *						
20	Tender No.*						
21	Total amount quoted						
22	No. of labourers proposed to be employed in this work						
23	Qualifications and experience of Supervisor	Supervisors:					
24	Details of Machinery / tools proposed to be deployed for the work						
25	GST rate considered for the work						
26	Any other information						

\* to be incorporated by EIC

Verified the above details

E-I-C

Signature of the contractor

From:

\_\_\_\_\_

To:

GM/AGM, FRF

Nuclear Fuel Complex

ECIL (PO),Hyderabad – 500062

**QUOTATION**

Sub: \_\_\_\_\_ - reg

Ref: NFC/ \_\_\_\_\_

Dear Sir,

In response to your Notice Inviting Tenders, we hereby submit our quotation for carrying out the following works.

Sl. No.	Description of Item	Unit	Qty	Unit Rate (In words & figures) Rs.	Total Amount
1	Preparation of Inspection Requisitions for various Components / Sub-Assemblies etc.	Nos.	1530		
2	Preparation of Quality Assurance Plan (QAP), Welding procedure Specification (WPS) Process Qualification Report (PQR) and related Inspection Reports & tabulating the data of components / Sub-Assemblies etc.	Nos.	3080		
3	PFBR History Dockets preparation involving the scanning & Xeroxing & typing. Preparation of booklets by comb-binding and numbering etc.	Nos.	450		
4	Non Conformance Report (NCR), Design change notice (DCN) preparation.	Nos.	50		

(Rupees \_\_\_\_\_ only)

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

Thanking you,

Name: \_\_\_\_\_

Aadhar Card No. \_\_\_\_\_

PAN No. \_\_\_\_\_

Bank Account No. \_\_\_\_\_

IFSC Code: \_\_\_\_\_

Name of the bank: \_\_\_\_\_

Name of branch: \_\_\_\_\_

GST Registration No. \_\_\_\_\_

Yours faithfully  
CONTRACTOR  
(Sign with Seal)

Tender Document has been issued to M/s \_\_\_\_\_

on receipt of Rs. \_\_\_\_\_/- (vide DD No. \_\_\_\_\_)

Dtd: \_\_\_\_\_) towards cost of tender document.

**Table - 1**

PFBR and FBTR Components & Sub-Assemblies Fabrication related Collection, Updation, Generation & Maintenance of data, records, documents etc. in soft and hard formats

**SCOPE OF WORK**

Sl. No.	Item Description	Qty./ Annum
1.	Preparation of Inspection Requisitions for various Components / Sub-Assemblies etc.	1530
2.	Preparation of Quality Assurance Plan (QAP), Welding procedure Specification (WPS) Process Qualification Report (PQR) and related Inspection Reports & tabulating the data of components / Sub-Assemblies etc.	3080
3	PFBR History Dockets preparation involving the scanning & Xeroxing & typing. Preparation of booklets by comb-binding and numbering etc.	450
4	Non Conformance Report (NCR), Design change notice (DCN) preparation.	50
	Total	5110

i) General Scanning & Xerox of documents related to all the above mentioned works/miscellaneous works also to be carried out.





Government of India, Department of Atomic Energy,  
Nuclear Fuel Complex, ECIL Post, Hyderabad – 500 062  
**( An ISO 9001, ISO 14001 & OHSAS 18001 Organization )**

**NOTICE INVITING TENDER**  
**TENDER NOTICE (T.N) No. NFC/FRF/NIT/2019/01**

Sealed item rate tenders are invited on behalf of the President of India by **from eligible contractors having competency indicated in detailed NIT.** Phone No.040-27184428, 4255.

Sl. No.	Tender Notice No.	Name of work	Estimated cost (Rs. in lakhs)	Earnest Money Deposit (EMD) in Rs.	Dates of submission of application with credentials	Dates from which tender document would be issued.	Date of Submission & opening	Time of completion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01.	NFC/FRF/NIT/2019/01	PFBR and FBTR Components & sub-assemblies fabrication related Collection, Updation, Generation & Maintenance of data, records, documents etc. in soft and hard formats	3.205	6,410/-	27.02.2019 To 05.03.2019	06.03.2019 To 14.03.2019	20.03.2019	12 (Twelve) Calendar months

**Cost of Tender Document Rs.500.00**

Receipt of offers will be closed by 14:00 Hours and will be opened on the same day at 14:30 hrs on the due date of submission. Detailed NIT, cost of tenders and Tender documents etc., can be seen from NFC website [www.nfc.gov.in](http://www.nfc.gov.in). Tenders can be purchased from the office of FRF, Nuclear Fuel Complex, Department of Atomic Energy, ECIL Post, Hyderabad -500 062.

**(A. K. Dubey)**  
**AGM, (MS & FRF)**  
**For & On behalf of the President of India**