

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
New Zircaloy Fabrication Plant

NOTICE INVITING TENDER

Ref : NFC / FT/NZFP(49)/House keeping/01/17

Dt. 20.07.2017

To
M/s.

Dear Sir,

On behalf of the President of India, sealed item rated tenders are invited by competent authority 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 : Housekeeping at NZFP BC, CD, XY & YZ shop floor bays - reg.
- 2) Scope : (Placed Opposite)
- 3) Duration of Contract : 12 months
- 4) Estimated Cost : Rs. 31,74,120/- (Rupees thirty one lakhs, seventy four thousand & one hundred and twenty only)
- 5) Earnest Money Deposit : Rs.63,500/- (Rupees sixty three thousand and five hundred 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 & account of the contractor may be written at the back side of DD submitted towards EMD. **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 05.08.2017 to 19.08.2017
- 7) Last date for submission of sealed tender: On 26.08.2017 up to 14:30 hours.
- 8) Date of opening the sealed tenders : On 26.08.2017 at 15:00 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 CISF (IRIS Access control area), Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on 26.08.2017 up to 1430 hours.

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

(Sr.Mgr - FT,ZFP & NZFP)
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 honored 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 / FT/NZFP(49)/House keeping/01/17

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 entrust a competent person as supervisor who shall fully be responsible for carrying out the jobs safely. Authorization shall be furnished in writing. The contractor shall deploy only those qualified man power who have prior experience in the works as brought out in the scope of work.
2. No child labour should be engaged.
3. Contact labour are to be engaged only in 1st & 2nd shifts and age not more than 50 years.
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. Payment of minimum wages, as circulated by RLC (C) Hyderabad to the labourers.
6. Wages are to be paid & revised as per Minimum Wages Act, notified by RLC (C) from time to time. Offers shall not be less than the total of the minimum wages.
7. The contractor shall make the payment to the labourers through their bank account only. Photo-copy of the transaction from contractor to individual labourer / deposit statement of laborer's bank pass book shall be required as documentary evidence. If there is no bank a/c of the labourer, the same must be opened; as payment evidence through bank only shall be accepted.
8. All the contract labourers engaged shall be covered by ESI & EPF compulsorily. The charges towards ESI, EPF has to be indicated separately. Payment towards ESI & EPF will be made after producing documentary evidence only.
9. 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.
10. Certificate from Officer-in-charge at NFC regarding payment of minimum wages to the contract labour is to be enclosed along with the claim.
11. The contractor shall produce necessary police verification certificates from the local police station for the manpower being engaged for the purpose.
12. 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.
13. The quoted value shall be **exclusive of ESI & EPF and inclusive of GST & all other mandatory duties and levies of the Government**. The bills will be released against submission of documentary evidence towards payment of ESI & EPF to the concerned authorities.
14. The contractor shall provide the registration details of Income Tax, ESI, EPF, GST etc. while collecting tender document and copies of the same shall be submitted along with tender document.
15. Performance Guarantee @5% of Work Order value shall be submitted within 15days from the date of issue of letter of acceptance in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee. Incase bank guarantee is furnished, it should be valid up to 14 months from the date of issue of the work order along with an additional claim period of six (06) months. (Extension of time for submission of Performance guarantee at the request of contractor shall be charged @0.1% per day of performance guarantee amount.

16. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.
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 @ 2% & or GST as applicable at source shall be deducted from the payments made. Contractor shall furnish his PAN No. and bank details along with a photo-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.
21. The offer should be kept valid for a period of three months from the date of opening of tender.
22. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
23. Contractors shall quote the rates both in words and figures.
24. 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.
25. 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.
26. 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.
27. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
28. In case the contractor fails to commence the work within the prescribed time schedule as specified in the tender document, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit whole EMD absolutely.
29. 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.
30. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
31. 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.
32. Before quoting, the contractor may visit NFC for assessment of work with prior permission of GM/DGM/Sr. Manager. He may be contacted at 3262/4909/3307/3193 (phone nos.)
33. 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.
34. If the L-1 bidder quoted much lower than the estimated cost, then a Bank guarantee for the differential cost may be obtained from the L-1 bidder as per CVC guide lines.
35. In case of satisfactory completion of the work for 12 months, the contract may be extended for another 12 months with the same rate & conditions, in case the contractor agrees.

36. Eligibility Criteria :

(i) Contractor should have executed at-least one similar work (housekeeping of industrial shop floor with machineries & cleaning solvents) mounting to minimum 80% of estimated value or at least two similar works of minimum 60% each of estimated value or three similar works each of minimum 40% of estimated value within the period of last seven financial years.

Work order copies of same work must be submitted while applying for the tender along with performance certificate of the work done. Details and documental evidence (copy of work order and work completion certificate if any) of such works shall be submitted while collecting the tender documents and also along with the offer. The tender document will be issued to contractors only against submission of details of such works.

(ii) The contractor shall provide the valid contractor's registration certificate, latest Income Tax returns, valid PAN details ESI, EPF, GST etc. while collecting tender document and copies of the same shall be submitted along with offer. The tender document will be issued to contractors only against submission of these documents.

(Note : Tender document will be issued to the contractors who meet the eligibility criteria and submit the required documents).

From,

To:
Sr. Manager , ZFP & NZFP
Nuclear Fuel Complex
ECIL ((PO)
Hyderabad-500062

QUOTATION

Sub: Housekeeping at NZFP BC, CD, XY & YZ shop floor bays -reg.

Ref: NFC / FT/NZFP(49)/House keeping/01/17

Dear Sir,

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

S.No	Description	Unit	Total qty. per annum	Rate / unit (₹)	Amount (₹)
A	House keeping of NZFP shop floors including control rooms & scrap storage area	sq.m	42,75,000 (15000 sqm /day x 285days/yr)		
B	Charges for cleaning items				
	i. Soap Liquid	i. L	i. 960.		
	ii. Caustic soda flakes	ii. kg	ii. 960		
	iii. Glass Cleaner	iii. L	iii. 24		
	iv. Yellow Duster	iv. nos.	iv. 240.		
	v. Mopper	v. nos.	v. 240.		
	vi. Wiper	vi. nos.	vi. 60		
	vii. Scotch Brite Scrub pad	vii. nos.	vii. 120		
	viii. Soft Brooms	viii. Nos.	viii. 180		
	ix. Hard Broom	ix. Nos.	ix. 120.		
	x. Sponge	x. Nos.	x. 36.		
	xi. Cobweb Sticks (Large)	xi. Nos.	xi. 60		
	xii. Hand Gloves Cotton 10"	xii. pairs	xii. 96		
	xiii. Hand Gloves (Rubber)	xiii. pairs	xiii. 96		
	xiv. Face mask	xiv. nos.	xiv. 192		
	xv. White paint	xv. L	xv. 24		
	xvi. Yellow paint	xvi. L	xvi. 12		
	xvii. Red paint	xvii. L	xvii. 12		
	xviii. Thinner	xviii. L	xviii. 24		
	xix. Paint Brushes	xix. nos.	xix. 24.		

C	<p>Hire charges / rent for Machinery and Gadgets on per shift basis:</p> <p>i. Walk On- floor Scrubbing & Drying Machines with brush & complete maintenance- Roots or equivalent make</p> <p>ii. Wet & Dry Vacuum Cleaners with all accessories & complete maintenance- Roots or equivalent make</p> <p>iii. Industrial Electrical Extension Board with MCB & 20 Meter Electrical cable & repair</p> <p>iv. Mopping Trolley</p> <p>v. Buckets (Big) & mugs</p> <p>vi. Shovel</p>	<p>i. nos.</p> <p>ii. nos.</p> <p>iii. nos.</p> <p>iv. nos.</p> <p>v. nos.</p> <p>vi. nos.</p>	<p>i. 02</p> <p>ii. 02</p> <p>iii. 04</p> <p>iv. 04</p> <p>v. 08</p> <p>vi. 04</p>		
D	Total				

(Rupees _____ only).

Note: The above quoted value is exclusive of ESI, EPF & GST.

Thanking you,

Name: _____

PAN No. _____

Bank Account No. _____

IFSC Code: _____

Name of the bank: _____

Name of branch: _____

Yours faithfully,

Sign with Seal
CONTRACTOR

Schedule of Quantities / Scope of work

Ref : NFC / FT/NZFP(49)/House keeping /01/17

- House keeping of Shop floor of NZFP including control rooms & scrap cleaning area
- Supply of cleaning consumables & equipment and machinery for shop floor cleaning.

Cleaning material/ consumables per month (Table II)

Sl.No.	Item	Qty
1	Soap Liquid	80 L
2	Caustic soda flakes	80 kg
3	Glass Cleaner	2 L .
4	Yellow Duster	20 nos.
5	Mopper	20 nos.
6	Wiper	5 nos.
7	Scotch Brite (large) Scrub pad	10 nos.
8	Soft Brooms	15 Nos.
9	Hard Broom	10 Nos.
10	Sponge	3 Nos.
11	Cobweb Sticks (Large)	5 Nos.
12	Hand Gloves Cotton 10”	8 pairs
13	Hand Gloves (Rubber)	8 pairs
14	Face mask	16 nos.
15	White paint	2 L
16	Yellow paint	1 L
17	Red paint	1 L
18	Thinner	2 L
19	Paint Brushes	2 nos.

Note: Always min. of one month stock of above items has to be maintained at plant by contractor.

List of Machinery & Gadgets to be made available at NZFP for Housekeeping under contract

Requirement per month (Table III)

Sl. No.	Item	Qty
1	Walk On- floor Scrubbing & Drying Machines with brush & complete maintenance- Roots or equivalent make	2 nos.
2	Wet & Dry Vacuum Cleaners with all accessories & complete maintenance- Roots or equivalent make	2 nos.
3	Industrial Electrical Extension Board with MCB & 20 Meter Electrical cable & repair	4 nos.

4	Mopping Trolley	4 nos.
5	Buckets (Big) & mugs	8 nos.
6	Shovel	4 nos.

Note:

- The Electrical Gadgets used shall be in very good condition.
- No joints & loose fittings, shall have suitable plug tops of rated capacity.
- After completion of House keeping contract , machines / gadgets will be returned to the Contractor.
- In case, machine is under breakdown for more than 6 hours, payment will not be made for that shift. Contract supervisor of the shift shall get the daily work register (duly filled) signed by plant in-charge on regular basis.
- Standard rate (as for similar other running contracts) for shop floor cleaning with machinery is 1100sqm/ person / day assuming total shop floor area of 15000 sqm. being cleaned every day.
- Floor area shall be scrubbed by scrubbing machine and mopped. Removal of cobwebs to be done by vacuum cleaners & manual broom. For aisle marking, contractor shall arrange suitable fixture or scale.
- All machines required for House Keeping like scrubber machines, vacuum cleaners are in Contractor's scope. The machines and gadgets shall be made available at NZFP, NFC as per the above list throughout the period of Contract.
- All safety items like shoes, mask, gloves / goggles & cleaning items like brooms, mops and spares and maintenance of machines are in Contractor's scope.
- Breakdown of any machine shall be repaired / or replaced with new machine within 24 hours. Complete maintenance of the machine is in the scope of Contractor.
- Work will be carried out in 1st & IInd shift on all working days & holidays (if required) with at least one supervisor in each shift.

DAILY ACTIVITY:

- Cleaning of oil / grease on shop floor and removal of oil muck on floor with scrubber drier & wet vacuum cleaner wherever applicable.
- Cleaning of control rooms & scrap cleaning area.
- Cleaning selective area of shop floor with scrubber machines.
- Collection of powder and used belts from all machines and proper storage .
- Segregation of Scrap materials lying in and around NZFP and proper storing / disposal.

MONTHLY ACTIVITY :

- Removing of the cobwebs for all the areas covered by Roof and up to 15' height for the areas not covered by Roof.
- Removal of grilled platforms & cleaning the covered area & the platform.

QUARTERLY ACTIVITY :

- Cleaning of Oil Pits - 4 Nos.

GENERAL TERMS & CONDITIONS :

- ❖ The contractor shall engage workers keeping in view standard rates, safety & quality of work.
- ❖ One supervisor daily for carrying out the job shall be engaged.

- ❖ The working hours shall be from 0600-1400 hrs in 1st shift & 1400 hrs- 2200 hrs in second shift on all working days. If required, Contractor's staff shall work up on holidays, with prior permission.
- ❖ The Contractor shall provide separate uniform (different for supervisor & labor) , distinct from NFC uniform.
- ❖ The Contractor shall abide by the Government of India Rules & Regulations Acts, which includes Labor Laws like Central Government Minimum Wages Act, Payment of Wages Act, Provident Fund and Employees Deposit Linked Insurance etc. The rules and safety measures, maintenance of all required registers etc. will be deemed on the part of the contractor.

CONDITIONS FOR SAFETY & SECURITY :

- Safety of the staff/material/equipment will be the responsibility of the Contractor. Department will not be responsible for any injury/death to the personnel of the Contractor. Contractor's personnel should follow with his Corporate Safety Policy along with Department Safety rules which are given by NFC Safety Engineering Division from time to time. Safety pass for each labor shall be ensured after subjecting them to rigorous safety training by SED.
- It should be very clearly understood that the contractor is solely responsible for the safety of his employees. It should be ensured by the contractor that they do not stay away from the work-spot and wander within the premises to avoid themselves getting involved in any untoward incidents. All consequences arising out of non-observance of the above stipulations shall be entirely at the risk and cost of the contractor.
- Medical fitness certificates from at least MBBS Doctor for all staff engaged for this work should be produced before commencement of contract.
- For removal of cob webs, required ladders, safety belts and helmets shall be provided by NFC. Height pass shall be obtained from authorized Doctor of NFC without fail for each of the labour.
- Required Goggles shall be provided by NFC during handling of chemicals & working at Chemical sections.
- Contractor's crew should report to designated persons who will supervise the work from Department. They should not enter in other plants of NFC. They should restrict their movement in the work allotted area only. They should not in any case touch / operate machines, switch ON / OFF other gadgets and indulge in production activities. Any untoward incident shall be reported immediately to concerned Supervisor / Officer.
- Contractor personnel should observe all the security measures adopted by NFC.
- Contractor should provide identification cards, uniform and shoe for Contractor crew deputed for this job.