

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
General Services Plant(84)
NOTICE INVITING TENDER

Tender No. NFC/GS(84)/HK-AMC/2017

Dt.20/12 /2017

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.

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|--------------------------|--|
| 1) Name of Work | : House Keeping of Shop Floors of Auto & Forklift Maintenance Section at General Services Plant . |
| 2) Scope | : Sweeping and cleaning of shop floors of Auto Maintenance, Forklift Maintenance & Ramp areas, collecting, identifying and storing of various types of scrapes in proper order, before final disposal to central stores. (Refer Annexure for details) |
| 3) Duration of Contract | : 12 Months |
| 4) Estimated Cost | : Rs 5,69,000- (Rupees five lakhs sixty nine thousand only) |
| 5) Earnest Money Deposit | : Rs. 11,380/-_ (Rupees eleven thousand three hundred and eighty 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 contractor may be written at the backside of DD submitted towards EMD and the DD submitted should be valid for 3 months.

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| 6) Issue of tender document | : From 18-06-2018 to 25-06-2018 |
| 7) Last date for submission of tender | : 05-07-2018 up to 12.00 Noon |
| 8) Date of opening the sealed tenders | : 05-07--2018 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 superscribing 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 at North Gate of Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on or before 05-07-2018 up to 12.00 Noon. Contact Nos.040-27183647 & 27184423.

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

GM [W S, FS & AS]

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/GS(84)/HK-AMC/2017:-

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 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. Contract labour are to be engaged only in General 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.
6. Wages are to be paid as per Minimum Wages Act, notified by RLC (C) 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 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 levies of the Government. The bills 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, ESI, EPF, GST 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 15 days from the date of issue of letter of acceptance in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee valid up to stipulated period of completion plus 60 days beyond that along with an additional claim period of six 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.
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. Contractor shall furnish his PAN No. and bank details along with a Xerox copy of the same duly countersigned by him.
17. Payment for periodicity of payment (Monthly / Quarterly) may be indicated by EIC 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.
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.
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 GM/DGM/Sr. Manager. He may be contacted at 040 27184325,4423.
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. 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.
33. All the items required for the house keeping job mentioned above like mops, disinfectants etc. shall be provided by NFC as free of cost.
34. Work should be carried out only as per the approved scope of the valid work order. Persons of outsourced firms, entering inside NFC on one work order should not be permitted for other works.

35. As for Fatal Accident Assessment Committee recommendations,(i) AERB, Safety Guidelines on "Control of works" (AERB/NRF/SG/IS-1, Rev-1) shall be made as part of the tender document and work order for any contracted job. Also, it should be ensured that contractor is adhering to the general conditions of contract with respect to safety provisions and verify at frequent interval for its compliance.(ii) No work is permitted without valid work order (financial approval is not sufficient) in writing issued to the executing agency.(iii) No work should be executed without having proper work procedure, job hazard analysis, training to persons engaged in the work, medical fitness certificate from MBBS doctor (for work at heights and in confined space, persons engaged should have certificate from OHC, NFC), instructions to persons to report injury/incident to concerned engineer in-charge as well as getting first aid/medical treatment in site dispensary (OHC, NFC), safety work permit and safety supervision.
36. Age of outsourced persons for works should be restricted to 60 years(ref:429 MOM of SC, NFC).
37. Skilled manpower should be at least ITI passed, semiskilled should be at least Class X failed and unskilled should be capable of understanding the instructions (ref: MOM 422, 423 Of SC, NFC).
38. All outsourced activities should be supervised by both department and outsourced agency personnel (ref: MOM 433, 456 of SC, NFC).
39. For all outsourced activities in other than general shift, supervision from at least concerned plant shift in-charge shall be ensured (ref: MOM 423 of SC, NFC).
40. Persons engaged should have valid medical fitness certificate suitable for the work, issued by at least MBBS doctor (Notification by Chairman, AERB). Concerned engineer in-charge is responsible to ensure that only those persons are engaged in the work, for whom medical certificates are submitted to SED for issue of safety work permit.
41. Only trained persons should be engaged for the work.
42. Plant in-charge is responsible for initial and monthly training of the manpower engaged for outsourced activities and records should be maintained in this regard (ref: MOM 423 of SC, NFC).
43. No woman should be allowed to work on or near machinery in motion as per Factories Act, 1948
44. For all works above 3.0 m height, safety belt with full body harness only should be used. The length of lanyard of safety belt after anchoring to rigid structure or lifeline, shall not be more than 1.8 m. Safe condition of safety belt and other PPE shall be examined by concerned officer before use (ref: MOM 456 of SC, NFC).
45. For approach to heights, suitable scaffolding or ladder extended by atleast 1.0 m above landing space/scaffolding should be used and the same should be certified for safe use by concerned officer before use.
46. All tools/machines/site conditions should be examined for safe work by concerned officer, before start of work and records maintained.
47. Plants should obtain special safety work permit (SSWP) from SED before start of approved outsourced activities by enclosing, i) filled SSWP form, ii) valid medical fitness certificate applicable for the outsourced work from atleast MBBS doctor for all persons engaged in the outsourced activity, iii) job hazard analysis, iv) HPU clearance for work in radioactive areas, etc (ref: MOM 423 of SC).
48. Before start of work, after obtaining safety work permit, a meeting should be conducted by plant with concerned outsourcing agency incharge, its safety supervisor for the work, SED to discuss work plan, hazards and safety measures for the work, etc (ref: MOM 456 of SC, NFC).
49. Plant in-charge should ensure proper use of good personal protective equipment like safety outsourced gloves, helmets, goggles, face shield, aprons, etc as required for the work, by the manpower engaged in the outsourced activities, even if it is in the scope of the contractor (ref: MOM 423 of SC, NFC).

50. Agencies with applicable insurance/ESI/PF subscription only should be engaged for outsourced activities (ref: MOM 433 of SC, NFC).
51. All persons engaged for outsourced jobs should wear uniform with distinct color (dark blue color shirt) that is distinct from the employees of NFC and plant manager/In-charge is responsible for ensuring the same (ref: 429 MOM Of SC, NFC & public circular from IRO dated 17.01.2017).
52. No outsourced activity is permitted on holidays. For urgent works, prior permission from SED should be obtained and work shall not be carried out without supervision from concerned plant official.
53. No outsourced activity is permitted during the night shift (ref: MOM 423 Of SC, NFC).

Annexure of NIT

1. The Shop Floors must be cleaned & mopped one time a day to keep clean, as the technicians lie down on the floor, under the forklift / vehicles for repair.

2. Cleaning / Mopping of Shop Floor areas whenever required, where Diesel and Engine oil leakages are observed in Auto /Forklift Maintenance Shop Floors.

3. Cleaning of the very big size ramps and removal of trucks washed / stagnated water in the ramps on once in 3 days basis.

4. Auto / Forklift Maintenance Sections generate huge scrap of different kinds as given below ,

a) Metal Scrap (Metalic Spare parts removed of different sizes & shapes)

b) Plastic Scrap (Door handle, Mirror casings, wipers etc.)

c) Rubber Scrap (Seals, Tyres, Tubes, Beadings etc.)

d) Electrical Scrap (Wiring, Switches, Starters, etc.)

e) Oil / Grease (Removed oils of various types like Engine oil, Hydraulic oil, Brake oil, coolants & grease etc.)

f) Cotton waste (Maintenance cleaning rags & gloves etc.)

g) Misalliances (Including rags, painting, board brushes, glass item , paper etc.)

Hence the Semiskilled labour must Identify different types of oils, understand the risk of zirconium lumps falling from Forklifts if any; Understand cleaning and draining techniques of ramps [1.Cleaning the ramps with water jet, 2.Removal of waste material from Drain canals with shovel and making the canals free to flow of drain water] ; Identify the different kinds of scrap and preserve them in different drums allocated for each kind of scrap, by reading the labels on the drums and maintain the cleanliness accordingly as part of House Keeping of the Shop Floors.

