

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

NOTICE INVITING TENDER

Tender No.NFC/GS(84)/W & T-AMC/2018

Dt.24/01/2018

To
M/s.

Dear Sir,

On behalf of the President of India, sealed item rated tenders are invited by 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.

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| 1) Name | :Vehicle washing and Tyre repair works at Auto & Forklift Maint. Sections. |
| 2) Scope | :Washing, Cleaning of Forklifts, Side loaders, Light Motor Vehicles & Heavy Motor Vehicles and Tyre & Tube repair works for Forklifts, Side loaders, , Light Motor Vehicles & Heavy Motor Vehicles. (Two Semi Skilled labour requires for above work) |
| 3) Duration of Contract | : 12 Months |
| 4) Estimated Cost | : Rs 4,58,679/- (Rupees Four lakhs fifty eight thousand six hundred and seventy nine only) |
| 5) Earnest Money Deposit | : Rs. 9,174/- (Rupees nine thousand one hundred and seventy four 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.

Tender document issued to contractor is nontransferable.

G M [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)/W & T-AMC/2018

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 ensure to 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. 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.
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) 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 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 any GST and any 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.
12. The contractor shall provide the registration details of Income Tax, GST, ESI, EPF, 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 or before commencement of work whichever is earlier in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee valid up to stipulated period of contract 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 or 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. Non submission or incorrect submission of PAN attracts IT @ 20% on gross amount of bill.

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.

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. Work should be carried out only as per description of work in quotation. Person of outsourced firms, entering inside NFC on one work order should not be permitted for other works.
34. 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.
35. Age of outsourced persons for works should be restricted to 60 years(ref:429 MOM of SC, NFC).
36. Skilled manpower should be atleast ITI passed, semiskilled should be atleast, Class X failed and unskilled should be capable of understanding the instructions (ref: MOM 422, 423 Of SC, NFC).
37. All outsourced activities should be supervised by both department and outsourced agency personnel (ref: MOM 433, 456 of SC, NFC).

38. For all outsourced activities in other than general shift, supervision from at least concerned plant shift in-charge shall be ensured (ref: M O M 423 of SC, NFC).
39. Persons engaged should have valid medical fitness certificate suitable for the work, issued by atleast M BBS 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.
40. Only trained persons should be engaged for the work.
41. 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: M O M 423 of SC, NFC).
42. No woman should be allowed to work on or near machinery in motion as per Factories Act, 1948.
43. 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: M O M 456 of SC, NFC).
44. 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.
45. All tools/machines/site conditions should be examined for safe work by concerned officer, before start of work and records maintained.
46. Plants should obtain special safety work permit (SSW P) from SED before start of approved outsourced activities by enclosing, i) filled SSW P form , ii) valid medical fitness certificate applicable for the outsourced work from atleast M BBS doctor for all persons engaged in the outsourced activity, iii) job hazard analysis, iv) HPU clearance for work in radioactive areas, etc (ref: M O M 423 of SC).
47. 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: M O M 456 of SC, NFC).
48. For every work in the designated area, irrespective of mode of awarding the work (including annexure - B, etc), a written work order should be issued to the outsourcing firm .
49. Engineer in Charge (EIC) responsible for the work should be designated for safe execution of the work.
50. Work should be carried out only as per the scope of the valid work order.
51. Outsourced agency/personnel should be instructed to do works only as per written work allotment made by EIC .
52. The scope of the work should be detailed and self understanding. To avoid misunderstanding, general and vague words should not be used for defining the work.
53. Persons of outsourced firms, entering inside NFC on one work order should not be permitted for other works.
54. EIC should ensure that the work is carried out in the designated plant premises within NFC.
55. All EICs have to ensure that the outsourced personnel working under them are duly authorized by them for entry into NFC .
56. All outsourced activities should be supervised for safety by both department and outsourced agency personnel. In the absence of safety supervision, work shall be stopped .

57.Safety supervisor from the outsourced agency should be specific to the work and be available at the site. In the absence of safety supervisor from outsourced agency, work shall not be carried out.

58.Persons entering NFC should leave the premises only after getting permission from the concerned EIC.

59.Instructions to outsourced agency/personnel regarding work allotment should be in writing by concerned Engineer In-Charge.

60.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. Available at <http://www.aerb.gov.in/AERBPortal/pages/English/t/publications/CODESGUIDES/NRF-SG-IS-1.pdf>. Also, the same is available in intranet.

61.Agencies with applicable insurance/ESI/PF subscription only should be engaged for outsourced activities.

62.Age of outsourced persons engaged for works should be as per circular issued by CAO, NFC vide NFC/IRO/20/08/2903 dated July

63. 2016. (Unskilled & semiskilled – 50 years; skilled – 60 years; highly skilled - 65 years).

64.Medical fitness certificate from atleast MBBS doctor is required for all outsourced personnel working inside NFC, irrespective of the duration of the work.For work at heights (above 3.0 m) and in confined space (place which is not meant for regular use), persons engaged should have medical certificate only from OHC, NFC. Examination of persons for suitability to work at heights and in confined spaces requires a day. For this, EIC should consult OHC in advance to get appointment for examination of persons to be engaged, and send the persons to OHC along with form circulated by OHC.

65.EIC should ensure that the persons engaged in the works, have valid training pass issued by Safety Engineering Division (SED), NFC. Training pass will be issued after the persons undergo mandatory general safety training, conducted by SED in the room adjacent to Pass Section of CISF at N-Gate, NFC during 0830-0930 hr every day.

66.For all works, prepare safe work procedure job hazard analysis (JHA) for each of the activities of the work safety measures to be taken for hazards identified through JHA

67.Before start of work and thereafter every month, persons engaged in the work should be trained by EIC on work to be done, hazards and safety measures to be followed during the work and during movement in NFC.

68.In addition, daily pep talk on work place hazards and safety measures to be taken and emergency preparedness should be ensured by EIC.

69.Plant in-charge is responsible maintaining the training records.

70.Persons should be instructed to report any injury/incident to concerned EIC as well as getting first aid / initial medical treatment at site dispensary (OHC, NFC).

71.All persons engaged for outsourced jobs should wear uniform with distinct color (dark blue color shirt) that is distinct from the employees of NFC.

72.Skilled manpower should be at least ITI passed; semiskilled should be atleast Class X failed and unskilled should be capable of understanding the instructions.

73.No outsourced activity is permitted during the night shift.

74.No outsourced activity is permitted on holidays. For urgent works, permission from SED should be obtained, atleast one working day in advance.

- 75.Plant in-charge should ensure proper use of good personal protective equipment like safety shoes, gloves, helmets, goggles, face shield, aprons, etc as required for the work, by the manpower engaged in the outsourced activities.
- 76.No woman should be allowed to work on or near machinery in motion as per Factories Act, 1948.
- 77.Only high end multimeters shall be used where any wrong setting of selection knob and probes will disable the functioning of the multimeter.
- 78.Wherever required, only authorized department operators for crane / forklift, rigger, etc should be engaged.
- 79.For use of mobile cranes / JCBs / man-lifters / trucks / tractors, etc, the vehicles should have valid registration certificate, valid insurance, valid driving licence for the operator/driver to drive/operate the concerned type of vehicle/equipment. These documents should be submitted to SED atleast three days in advance for review and clearance.
- 80.For use of cranes, JCBs, man-lifters, etc, material handling equipment like lifting slings, ropes, chains, D-shackles, etc, valid load test certificates and safe work load charts specific to the machinery / tools should be submitted to SED atleast three days in advance for examination and clearance.
- 81.JCB should be used only earth works and is not permitted for material handling jobs.
- 82.All lifting hooks used should have safety latches.
- 83.All gas cutting sets used shall have flash back arrestors in both the hoses preferably near the cylinder. This will prevent exposure of gas cylinders to fires in the event of flash back / back fire.
- 84.Only tested and approved gas cylinders should be used for work. Domestic LPG cylinders are not permitted for work in NFC premises.
- 85.For arc weld jobs, independent, jointless cable, earthing should be provided for the weld set and the job. Structural members/reinforcement rods, etc should not be used as earth connections. While connecting to earth pit(s)/grid, permission/approval of concerned plant incharge should be obtained, to avoid damage to other connected equipment/sensitive systems to the same earth pit(s)/grid, from spikes during welding.
- 86.Electrical connections should not be taken unless permitted by the EIC. In case of work in plants, prior permission from concerned plant incharge also should be obtained.
- 87.All electrical connections should have proper plug tops. Use of bare conductors is not permitted.
- 88.ELCBs/RCCBs/RCCBOs should be ensured in all electrical connections to protect the persons using the electrically operated tools.
- 89.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 EIC and ensured before use.
- 90.For work at heights involving movement of persons, full body harness with two lanyards should be used to ensure hooking of one lanyard at any time during movement of the person.
- 91.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.
- 92.Grinders/cutters should not be used without guards.
- 93.All tools/machines/site conditions should be examined for safe work by EIC, before start of work and records maintained.
- 94.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 (as per S.No.2 above), iii) job hazard analysis, iv) HPU clearance for work in radioactive areas, etc.

95. Before start of work, after obtaining safety work permit, a meeting should be conducted by Group Head of the plant with concerned EIC, outsourcing agency in-charge, its safety supervisor for the work, and SED to discuss work plan, hazards and safety measures for the work, etc.

96. The contractor shall ensure that labour deployed for the contract would confine themselves to their respective places of work and not include 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.

97. The quoted rates shall not be less than the minimum wage fixed / notified by the State Government - where the services is performed and shall include all statutory obligations. However bids with out 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.

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