

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
MZF&CCF

DRAFT NOTICE INVITING TENDER

Tender No. NFC/MZF&CCF(56)/MC/2018/03

Dt: _____

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.

1) Name of Work: Instrumentation & Electrical Preventive, Break down maintenance works at MZF and Calibration works of Central calibration Facility.

2) Scope: Enclosed

3) Duration of Contract: 12 months

4) Estimated Cost: Rs.30,17,000/- (Rupees Thirty lakh seventeen thousand only)

5) Earnest Money Deposit : Rs60,340/- (Rupees Sixty thousand three hundred and forty 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 contractor may be written at the backside of DD submitted towards EMD and the DD submitted should be valid for 3 months from the date of release of NIT.

6) Issue of tender document :From 28/11/2018 to 06/12/ 2018

7) Last date for submission of tender : 12/12/2018 up to 14.00 hours

8) Date of opening the sealed tenders :12/12/ 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").

10) Tenders will be issued to eligible contractors provided they produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude in the last seven years ending last day of the month previous to the one in which the tenders are invited as specified bellow:

- i. One similar work of value not less than 80% of estimated cost.
- ii. Two similar works each of value not less than 60% of estimated cost.
- iii. Three similar works each of value not less than 40% of estimated cost.

Similar work means , contractor should have executed preventive / breakdown maintenance of Electrical, electronics and instrumentation works.

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 for the purpose at Additional Manager M(ZF) office, Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on or before 12/12/ 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.

Tender document issued to the contractor is non-transferable.

(M.SHIVA KUMAR)

DGM, MZF

For & On behalf of the President of India

Note: NFC is committed to a corruption free work environment. *All the purchase and contract 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. 040-27120218, 040-27184307 (Office). Email : dcea@nfc.gov.in*

Terms & Condition of NIT No: NFC/MZF&CCF(56)/MC/2018/03

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/authorize a competent person to supervise the job, who shall fully be responsible for carrying out the jobs safely. Supervisor shall be authorised and 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 work.
2. No child labour should be engaged.
3. Contact labour are to be engaged only in General / 2nd Shift, including holidays as per requirement.
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, notified by RLC (C) or State government of Telangana whichever is higher 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 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, Sales Tax, 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 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 period of ranging 1 to 15 days shall be charged @.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 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. Non-submission of PAN or incorrect PAN No. Attract income tax @ 20% on gross 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 (C.A.).
18. **Payment for the work done shall be made on bimonthly basis subject to completion of work.**
19. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and Service Tax and inclusive of GST etc.
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.
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 Performance Guarantee 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.
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 DGM, M(ZF). He may be contacted at 040-27183348/27184412/27184151.
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 of Telangana, 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 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.

34. Prices shall be offered item wise. Quotations offered as lump sum will not be considered.
35. Though the tender is for one year it may be extended by another year at the discretion of the competent authority subject to the satisfaction and the other conditions at the request of the successful tenderer without change in terms & conditions.
36. Calibration work involves transportation of instruments from various plants to CCF & return back. Transportation of instruments from plant to CCF & CCF to plant is under the scope of contractor. Maximum weight of instrument is 20 Kg and the distance from the CCF to farthest plant is approx. 2 kM. Any vehicle used by the contractor for the transportation of instruments had to taken back outside after the completion of contract period.
37. The contract may be extended to one more year if the work is found satisfactory and with Terms & Conditions unchanged.
38. Penalty clause for non compliance / deviation of the conditions of the contract.
 - a) Attendance compliance: Normally contract workers are required to work in General shift on all working days. i.e. 8.45 AM to 16.45 PM. Some times on urgent requirement, contract workers required to attend for 2nd shift. Daily attendance of the contractors will be monitored and recorded.
 - b) Skilled Manpower : Total man shifts / month = 168 (24 days / month * 7 / day)
Highly skilled Man power: Total man shifts / month = 96 (24 days / month * 4 / day)

Contractor has to provide the manpower daily as per the requirement. The attendance will be monitored through labour entry permit system of NFC and payment will be made only for attended manshifts.

Further, an extra penalty as mentioned below will be levied to the contractor, if he fails to provide the manpower daily as per the requirement.

Attendance / month – Non compliance	Penalty as percentage of monthly bill	
	Worker	Supervisor
90% and above	Nil	Nil
80% - 89%	1%	2%
70% - 79%	2%	3%
50 - 69%	5%	10%
<50%	Short closing of order	

Safety clauses:

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/authorize a competent person to supervise the job, who shall fully be responsible for carrying out the jobs safely. Supervisor shall be authorised and authorisation shall be furnished in writing. **Qualified supervisors with minimum qualification of Degree/Diploma with minimum 2 years of experience shall be employed to supervise the work in General shift as well as 2nd shift without fail.** 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. Skilled manpower should be at least ITI passed with two years of minimum experience in the related field & highly skilled manpower should be at least ITI passed with minimum of four years of experience / Diploma with minimum of two years experience / Engineering degree holder . Manpower to be engaged in the work contract will be interviewed prior to start of work contract. Workmen with satisfactory interview performance will be only considered for engaging in the work contract. It is the responsibility of the contractor to provide good quality workers for the workcontract.
3. Total manpower of 11 persons are required. Following trades of Skilled and highly skilled manpower are required.
Skilled Manpower : ITI(Electrician) – 2 No’s , ITI (Electronics or Instrument mechanic) – 5 No’s
Highly Skilled : ITI /Diploma / Degree (Electrical) – 2 No’s,
ITI /Diploma / Degree (Electronics or Instrumentation) – 2 No’s
4. Persons engaged for electrical maintenance works shall have necessary license / authorisation from competent authority of state body.
5. Persons engaged should have valid medical fitness certificate suitable for the work, issued by atleast MBBS doctor.
6. No woman will be allowed to work on or near machinery in motion.
7. Supervisors employed shall be in position to understand all the safety instructions issued by SED from time to time and implement the same. They shall maintain log books of work carried out & attendance on daily basis and shall make sure all the legal and safety requirements are adhered as issued by NFC.
8. The workers engaged by the contractor should wear uniform which is distinct from NFC uniform.
9. The contractor has to ensure safe working practices and follow all safety rules and regulations stipulated by SED, NFC from time to time.
10. The contractor has to provide all PPEs i.e. gloves, masks, ear plugs, safety shoes, helmets, safety belts, goggles, face shield, aprons etc. to all the workers as required for the work and has to insure that workers are equipped with the same while working in plant.
11. **For all works above 3.0m 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 1.8m. Safe condition of safety belt and other PPE shall be examined by contractor before use.**
12. All tools/machines/site conditions should be examined for safe work by the contractor, before start of work.
13. The contractor has to ensure integrity of all the safety appliances from time to time and has to make sure that they are in proper condition.
14. The contractor (or competent person authorized by contractor) will have to supervise the jobs, explained in the annexure and so it will be his responsibility to ensure safety of persons working on the equipment as well as safety of the equipment also.
15. Medical insurance shall be insured for all the persons on the job including supervisors and workers.
16. **Failing to follow the safety requirements stipulated by NFC shall result in stoppage of work and closure of contract.**

DGM M-(ZF)

For & On behalf of the President of India