

G o v e r n m e n t o f I n d i a
D e p a r t m e n t o f A t o m i c E n e r g y
N u c l e a r F u e l C o m p l e x
Q u a l i t y A s s u r a n c e - C e r a m i c F u e l F a b r i c a t i o n P l a n t (A s s e m b l y)
E C I L P o s t
H y d e r a b a d - 5 0 0 0 6 2

N O T I C E I N V I T I N G T E N D E R

Tender No: N F C / Q A - B A (6 3) / 2 0 1 7 / C o n t / 0 2

Date: _____

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 | : Transfer of elements and bundles at QA (BA) |
| 2) Scope | : As mentioned in this document as annexure A & B. |
| 3) Duration of Contract | : 12 months |
| 4) Estimated Cost | : Rs 13,48,660/- (Rs thirteen lakh forty eight thousand six hundred and sixty Only) |
| 5) Earnest Money Deposit | : Rs. 26,980/ (Rs. Twenty six thousand nine 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 the contractor may be written at the backside of the 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 entire offer period.

- | | |
|---------------------------------------|---|
| 6) Issue of tender document | : From 06-11-2017 to 15-11-2017 |
| 7) Last date for submission of tender | : up to 14.00 hours 20-11-2017 |
| 8) Date of opening the sealed tenders | : at 14.30 20-11-2017 |
| 9) Cost of tender document | : Rs 500/- (Demand draft or banker's cheque payable at Hyderabad drawn in favour of "Pay & Accounts Officer, NFC"). |

Tender document will be issued from AGM, QA-BA, office on all working days between 10:00 hrs to 15:30 hrs from 06-11-2017 to 15-11-2017 upon receipt of a written request quoting the tender number, GST registration details and upon payment of a tender fee of Rs. 500/- which is non-refundable and non-adjustable. Tender document will be issued upon providing all applicable details given under clauses 13 & 44 of the terms & conditions of this document.

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 Security Gate, Nuclear Fuel Complex, ECIL Post, Hyderabad - 500062, on or before 20-11-2017 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 contractor is non-transferable.

AGM - QA (BA)
For and 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

1. The contractor will be completely responsible for the job. The contractor shall deploy sufficient no. of semi skilled persons for the work on every working day so as to **complete** the above specified job under the day-to-day instructions and guidelines of the Officer designated for this purpose by NFC. The work has to be carried out during the First & Second shifts (i.e. from 06:30 AM to 22:30 PM), also on holidays against requirement. It will be informed from time to time by the designated officer/supervisor.
2. Schedule of Quantities:

Table-1: Schedule of the Work Items.

S. No.	Work Item	Procedure to be followed	Unit	Total No. of movements or handlings/year
1	Fuel elements loading in Helium leak testing chamber and unloading from Helium leak testing chamber (in a tray of 20 elements) or bundle handling at various inspection stations (Bombing chamber, Helium leak testing, DI and VI)	As per Annexure B	Bundles/Elements	370500

Note:*A description of the work and the procedures to be followed is furnished in Annexure-B attached herewith.

3. No child labour should be engaged.
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. **NFC will not be responsible for any injury/death occurring to the personnel of the Contractor.**
5. Any lack of safety on the part of the contractor's employees while working at NFC would be viewed seriously. Any unsafe incidents/accidents/loss occurring due to the contractor's persons would attract heavy penalty, which would be deducted outright from the payments due.
6. 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.
7. Wages are to be paid as per Minimum Wages Act, notified by RLC (C) from time to time.
8. 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.
9. Certificate from Officer-in-charge at NFC regarding payment of minimum wages to the contract labour is to be enclosed along with the claim.
10. The work required to be carried out in the plant by semi skilled staff, all semi skilled staff deployed for the work shall be at least class tenth/ITI passed. One of the semi skilled persons will be acting like supervisor.
The contractor shall produce necessary police verification certificates from the local police station for the manpower being engaged for the purpose.
11. 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.
12. The quoted value shall be **exclusive of ESI, EPF and inclusive of 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 and EPF to the concerned authorities.
13. The contractor shall provide the registration details of Income Tax, Sales Tax, ESI, EPF & GST etc. while collecting tender document and copies of the same shall be submitted along with tender document

14. 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 Dem and Draft or Bank Guarantee. (Extension of time for submission of Performance guarantee at the request of contractor shall be charged @ 0.1% per day of performance guarantee amount. In case a bank guarantee is furnished, it shall be valid for a period of 14 months from the date of issue of work order along with a claim period of six months. Workfront will not be made available to the contractor unless Performance guarantee is submitted to us.
15. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.
16. 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.
17. Income tax @ 2% 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 income tax @ 20% on the gross bill.
18. 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.
19. Offers received will be evaluated based on the total cost quoted exclusive of EPF & ESI 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 EM D 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 AGM, QA-BA. He may be contacted at **Phone numbers: 040 2718 4081/4282/3283/4446**.
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. 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.
34. The quotation shall clearly indicate the **rate in Rupees** for carrying out **one unit** of work specified. The rate offered shall be indicated **both** in figures **and** in words.
35. Considering 285 no. of working days in a year (which includes working days as well as few holidays), the total quantum of work/movements to be carried out in a working day are 1300.
36. The employees of the contractor shall follow a suitable dress code distinct from that of the regular employees of NFC and usage of metal toe shoe (in the scope of contractor) is mandatory.
37. As the handling of loaded trays involves radioactive material, TLD badges will be provided to each contract labor for external radiation dose monitoring. Hence, use of TLD badge is mandatory in workplace.
38. Any loss incurred by NFC due to the reasons attributed to the Contractor's personnel would be recovered by NFC from the payments due to the Contractor.
39. The successful bidder shall maintain a log of the identities of individual labourers engaged on a daily basis together with the counter-signature from the NFC-designated officer.

40. The successful bidder shall pay the wages to the labourers engaged by him towards this contract in conformity with the provisions under the Minimum Wages Act issued, and revised from time to time, by the Ministry of Labour, Government of India. Daily minimum wages prevailing currently are: Rs.653.00 for skilled labourer, Rs.593.00 for semi-skilled labourer and Rs.536.00 for un-skilled labourer.
41. As the Principal Employer, Nuclear Fuel Complex has the responsibility of ensuring payment of wages to all the contract labourers also in conformity with the provisions of the said Minimum Wages Act. As such, the contractor shall be obliged, under the proposed contract, to disburse the monthly payments to the contract labourers in the presence of NFC-designated officer, if called upon, even through bank.
42. NFC retains the right to increase or decrease the quantity of work by 10% of the specified value at the discretion of NFC at any time during the currency of the contract and the Contractor shall be obliged to execute the same without charging any additional cost to NFC.
43. The period of contract is for one year from the date of issue of work order and the contract is **Extendable/Repeatable**, depending on the requirement and subject to acceptance of the contractor, for similar quantities of work by another tentative one year based on the satisfactory performance under the same rate, terms and conditions.
44. Tenders shall be issued to the contractors provided they produce definite proof of the following.
- a) A crossed demand draft towards payment of the tender cost.
 - b) Proof of technical, organizational and financial competence to execute a work of comparable nature and magnitude in the format provided herein.
 - c) Xerox copy of the PAN card (both sides).
 - d) Latest Income Tax Assessment.
 - e) Declaration in the format provided.
 - f) ESI and PF for contract Labours working under contractor compulsory for obtaining Tender/Work Order.
 - g) Documentary evidence of having past experience of executing the work contract of single order value of not less than 80% of estimated cost or two similar works of value not less than 60% of estimated cost or three similar works of not less than 40% of estimated cost will only be considered for tender evaluation. The required evidence is to be submitted by the contractor with documentary evidence.

M .K .Y A D A V
A G M - Q A (B A)
For and On behalf of President of India

Material Handling Procedure (MHP)

Tender Enquiry No.: NFC/QA-BA(63)/2017/Cont/02

Dated:_____

Description of the work and the procedures to be followed for carrying out each work of the tender for Transfer of elements and bundles at QA(BA) is given hereunder for guidance of the prospective tenderers.

Step-by-Step Procedure:

1. Loading and unloading of Aluminium trays with elements(weight around 20 Kgs.) to Helium Leak Detection and bombing chamber area.
2. Loading and unloading of Bundles (weight around 16 Kgs.) in serial numbers from trolleys to bombing chamber and Helium Leak Detector.
3. Shifting of trolley with bundles to various inspection stations (Bombing chamber, Helium leak testing, DI and VI).

Safety PPE (personal protection equipment) to be used: Hand gloves, safety shoes, uniform .

Precautions to be taken: 1. Floor condition has to be ensured while handling trays/trolleys.

2. Careful handling to avoid jerk in the trolleys/trays.

3. Proper handling of Bundles, Elements, trays & trolleys to avoid personnel injury.

Notes for information to the Tenderers:

- a) The individual labourers coming for this work would be instructed about safe working practices. Their fitness & suitability for the work would be assessed before accepting them .

AGM -QA (BA)
For and On behalf of President of India

Q U O T A T I O N

Ref: N F C / Q A - B A (6 3) / 2 0 1 7 / 0 2

Date:

To:

Nuclear Fuel Complex
ECIL ((PO), Hyderabad-500062

Dear Sirs,

Kind Attention: A G M - Q A ((B A))

Sub: Transfer of elements and bundles at Q A (B A) as per Stipulated Procedure -Reg

Ref: N F C , dated ----- due on ----- at ----- hrs

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

Name of the work		Transfer of elements and bundles at Q A (B A)			
Sl. No.	Work Items	Unit	Qty	Unit Rate (in Rupees) (In Words & Figures)	Total cost (in Rupees) (In Words & Figures)
1.	Fuel elements loading in Helium leak testing chamber and unloading from Helium leak testing chamber (in a tray of 20 elements) or bundle handling at various inspection stations (Bombing chamber, Helium leak testing, D I and V I)	Each movement	370500	Rs.----- Rupees----- ----- ----- __only	Rs.----- Rupees----- ----- ----- __only

Grand total in Rs.(figures)-----

In words -----

Note: The above quoted price is exclusive of ESI, EPF & inclusive of GST

Thanking you,

Bank Account No:-----

Yours faithfully,

Name:-----

IFSC Code:-----

CONTRACTOR

Aadhar card No:-----

Name of the bank:-----

(Sign with Seal)

PAN No:-----

Name of branch:-----

<p>Tender document was issued to M /s -----</p> <p>On receipt of Rs. 500/- [Vide DD No:----- Dtd:-----</p> <p>towards cost of tender document.</p>	<p>(Sign of A G M , Q A - B A)</p>
--	-------------------------------------

**INFORMATION REQUIRED TO BE FURNISHED BY THE CONTRACTOR ALONG WITH THE
TENDER DOCUMENTS/QUOTATION**

1. Full name and address of Contractor :-----

2. Details of experience with full details of similar work executed earlier:

Sl. No.	Name and address of the company for whom worked	Nature of work and cost there of	Period		No. of labourers engaged/day
			From	To	

3. If engaged 20 or more labourers on any day in the past, furnish the details of license obtained (copy to be enclosed)

4. Availability of labourers:

Skilled	
Sem i-skilled	
U n-skilled	

Thanking you,

Yours faithfully,

Signature : -----

Name of the Contractor : -----

Seal :