

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Stainless Steel Tube Plant
NOTICE INVITING TENDER

Tender No. NFC/(SSTP)/WO/2017-18/003

Dt: _____

To

M/s.

Dear Sir,

On behalf of the President of India, sealed Item rated tenders are invited by Sr.Manager (SSTP) 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 : House Keeping at SSTP**
- 2) Scope : As per Annexure**
- 3) Duration of contract : 24 months**
- 4) Estimated Cost : Rs. 28,68,500/-**
- 5) Earnest Money Deposit : Rs. 57,370/-**
(Rupees Fifty seven thousand three hundred seventy 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 the contractor may be written at the back side of DD submitted towards EMD and the DD to be submitted shall be drawn after the date of release of NIT.

- 6) Issue of Tender document : From: 03/05/2018 to 12/05/2018**
- 7) Last date for submission of Tender : On 17/05/2018 upto 14.00 hours**
- 8) Date of opening the sealed Tenders : On 17/05/2018 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 and Accounts Officer, NFC")**

Quotation is 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 superscripting 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 SSTP Office, SSTP Ist floor, Nuclear Fuel Complex, ECIL Post, Hyderabad – 500 062. **On 17/05/2018 up to 14:00 hours.**

Tender will be opened at works Section, **III floor, Aadhar Building, NFC**. Late/ delayed & tender not accompanied by EMD shall not considered.

Tender document issued to the contractor is non-transferable.

Sr. Manager (SSTP)
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/ (SSTP)/WO /2017-18/003

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 supervise the job either personally or entrust and authorize a competent person who shall fully be responsible for carrying out the jobs safely. Authorisation shall be furnished in writing. The contractor shall deploy only that qualified man power who have prior experience in the works as brought out in the scope of work. The contract period is **24 Months** from the date of issue of Work Order.
2. No child labour should be engaged.
3. Contract labours 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 their 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 above laws. Clarification 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 paid as per Minimum Wages Act, notified by RLC (C) or state Government of Telengana 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 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 details about company registration ESI, EPF, Income Tax past experience etc. Tender document will be issued to tenders on submission of following documents
 - a. Company Registration Certificate.
 - b. Revival Certificate of Company.
 - c. E.S.I. registration/ Employee Deposit Linked insurance registration.
 - d. P.F. Registration.
 - e. G.S.T. Registration.
 - f. Pan Card.
 - g. Latest 3 years Income Tax returns.
 - h. Experience Certificate of similar works.
13. 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 a Demand Draft or Bank Guarantee (valid for 24 months from the date of issue of Work Order 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 bills, whichever is later.
- 16 Income tax & 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 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 3 months from the date of opening of Tender.
- 20 Incomplete and conditional Tenders shall be rejected. However, unconditional rebates are acceptable.
- 21 Contractor shall quote the rates both in words and figures.
- 22 In case there is a variation between the rates in figure 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 rate written either in figure 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 corrected 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. The contract labour shall be / below 60 years for Skilled, shall be / below 50 years for Unskilled shall be / below 65 years for Highly -Skilled categories.
- 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 / Sr. Manager (SSTP). He may be contacted at SM (SSTP) Office (Phone No. 4242)
- 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 The quoted rates shall not be less than the minimum wage fixed/notified by the State Government - 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 personal 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.
- 33 Rates shall remain firm throughout the contract period and no escalation shall be payable.

Sr.Manager (SSTP)
For & On behalf of the President of India

ANNEXURE

Schedule of Quantities and Scope of work

Job Description	Unit	Qty (cumulative for 2 years)
Regular House Keeping of Stainless Seamless Tube Plant (SSTP) shop floor other areas as specified in scope of work, including Pilger mills oil pits, change rooms, toilets, bathrooms, urinals, etc. as per Annexure-I. Job to be done by trained staff using floor scrubbing machines, mopping trolley, etc. which are to be brought by Vendor.	Sq.m	2490000

Note:

- 1) Minimum 5 unskilled Labours & One unskilled Supervisor shall be engaged for the work so as to ensure satisfactory execution of the work of cleaning SSTP shop floor (4150 sq.m / day) along with Pilger mills oil pits, change rooms, toilets, bathrooms, urinals, etc.

- 2) The work shall be carried out in General shift (08:45 hrs to 16.45 hrs). In case of exigencies, the work may have to be carried out even during the holidays i.e. Sundays, Second Mondays & Public Holidays as administered by NFC which will be informed from time to time by the Officer-In-Charge.

ANNEXURE – I

Regular House Keeping of SSTP comprising of the following

1. Complete shop floor area of SSTP (4150 sq.m)
2. Underground pilger mill oils pits
3. Change room and urinals, wash basins, bath rooms, commodes, toilets, etc.

Description of the work and the procedures to be followed for carrying out the work of the Tender is given hereunder for guidance of the prospective tenderer.

1. Regular House Keeping of SSTP which includes :

- a) Entire shop floor sweeping & mopping, cleaning of spilled oil, underground oil pits & equipments, periodic segregation & removal of scrap / waste, cobweb removal, etc.
 - b) Cleaning moping of change rooms.
 - c) Through cleaning of urinals, wash basins, bath rooms, commodes, toilets, etc. attached with change room & shop floor.
2. Floor area shall be swept and moped by scrubber machine. Removal of cobwebs in wash rooms from roof, walls & equipment to be done by manual brooming .
 3. All machines & gadgets like scrubber machine, mopping trolley, buckets, etc. are in the contractor's scope. Details as per Annexure - I(A)
 4. All cleaning items like brooms, mops, hand brush, sponge, etc. and consumable like liquid soap, caustic soda , acid neutral cleaners, disinfect, toilet cleaner chemical and other consumable are also in the scope of the contractor. Details as per Annexure – I(B)
 5. Cleaning shall be carried out on all working days and if required at times even on holidays.

Schedules daily cleaning activity :

1. Sweeping and mopping of entire shop floor, change room and toilets connected to shop floor.
2. Removal of oil from the shop floor.
3. Cleaning of oil on shop floor. Removal of oil muck on floor.
4. Through cleaning and disinfecting of toilets with suitable toilet cleaner to remove all the stains in the Toilets.
5. Collection of waste from shop floor & disposal.

Weekly Activity:

1. Through cleaning of floor, corridor with scrubber and other from inaccessible area removal of the dust.
2. Segregation of scrap materials lying in and around SSTP and proper storage /disposal.

Monthly Jobs: Removal of cobwebs.

Half Yearly Activity: Complete cleaning of pilger mill lubrication oil tanks.

Period of Contract: Two year from the date of start of work.

ANNEXURE - I (A)

List of machinery (hire) and gadgets used for Housekeeping for two years (600 days)

S. No	Item	Unit	Qty (For 2 Years)	Rate/ Unit/per month	Amount Rs.
1	Scrubbing Machine with brush	No.	2		
2	Electrical Extension Board with 20 meter Electrical cable	No.	4		
3	Buckets (Small)	No.	18		
4	Bucket (Big)	No.	1		
5	Mugs	No.	20		
6	Ezy mops	No.	6		
7	Mopping sticks Iron Rods	No.	12		
8	Wiper with Rods	No.	12		
9	Cobweb Sticks	No.	6		
10	Scrubbing Iron Brush	No.	4		
11	Scrubbing Soft Brush	No.	4		
				Total	
				(for one month)	

ANNEXURE - I (B)

List of cleaning items / consumables used for Housekeeping per month

S.No	Item	Unit	Qty (for month)	Rate/ Unit	Amount Rs.
1	Soap Liquid	Litre	50		
2	Phenyl	Litre	25		
3	Acid	Litre	20		
4	Mop Refill	No.	15		
5	Urinal Cubes	Pkt.	15		
6	Naphthalele balls	kg	2		
7	Floor Mopping cloth	No.	20		
8	Nylon scrubber (Big)	No.	10		
9	Scrubbing Hand Brush	No.	6		
10	Soft Broom- for floor cleaning	No.	10		
11	Hard Broom	No.	10		
12	Sponge	No.	10		
13	Chata - for removing dust	No.	5		
14	Caustic soda	kg	30		
15	Hand Gloves Cotton 10"	No.	25		
16	Hand Gloves (Rubber)	No.	25		
17	Toilet cleaner (Harpic or equivalent)	Litre	20		
18	Scotch Brite	No.	15		
				Total	
				(for one month)	

CHECK LIST FOR THE CONTRACTOR

Sl.No.	General details						
1	Name of the organisation						
2	Address						
3	Telephone Nos						
4	FAX No.						
5	E-Mail address						
6	Annual turnover of previous financial year						
7	SSI/ Factory/Contractor's Registration No.						
8	Brief description of experience						
9	AADHAAR No.						
10	GST Registration No.						
11	PAN No.						
12	ESI Registration No.						
13	EPF registration No.						
14	Bank Account No.						
15	Name of the Bank						
16	IFSC Code						
17	No. of employees	Highly skilled		Skilled		Un-Skilled	
18	Previous Work orders executed at NFC (Reference Nos)						

19	Brief description of the work*						
20	Tender No.*						
21	Total amount quoted						
22	No.of labours proposed to be employed in the work	Highly skilled		Skilled		Un-Skilled	
		Supervisors:					
23	Qualification and experience of supervisors						
24	Details of Machinery/ tools proposed to be deployed for the work						
25	GST rate considered for the work						
26	Any other information						

* to be Incorporated by EIC

Verified the above details
E-I-C

Signature of Contractor

From:

Date : _____

To,
Sr. Manager (SSTP), Nuclear Fuel Complex,
ECIL P.O., Hyderabad - 500 062.

QUOTATION

Sub: " **House Keeping at SSTP**"
Ref: NFC/SM(SSTP)/WO/2017-18/003 dt: 03/05/2018

Dear Sir,

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

Sl.No.	Description	Unit	Quantity (cumulative for 600 Days)	Rs / Unit	Total cost (Rs)
1.	Regular Housekeeping of Stainless Steel Tube Plant (SSTP) as per Annexure I	Sq. m	2490000		
2.	Charges towards hiring of machinery required for Housekeeping work – Refer Annexure I (A)	Month	24		
3	Cost of consumables and cleaning equipment - Refer Annexure - I (B)	Month	24		

Total Cost = Rs. _____

(Rupees _____ only)

Note: Contractor shall quote the unit rate Including GST excluding of ESI & EPF.

Aadhar Card No. _____

PAN No.: _____

IFSC Code: _____

Name of the Bank: _____

Bank Account No.: _____

Name of branch: _____

GST No. _____

Tender /document issued to
M/s. _____
On receipt of Rs.500/- (Vide DD.No. _____)
Towards cost of Tender Document

Yours faithfully,

CONTRACTOR
(Signature with Seal)

Signature of OIC