

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Special Tube Plant

NOTICE INVITING TENDER

Tender No. NFC/STP/House keeping/2018-19

Dt. 01-02-2018

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 | : House keeping of STP & Tool Room |
| 2) Scope | : The area to be cleaned is STP & Tool Room including CNC machines area, shift in-charge cabins, blower room and STP change room involving total area of 15,000 sq.mts. / day. |
| 3) Duration of Contract | : 12 months from 01-04-2018 to 31-03-2019 |
| 4) Estimated cost | : Rs.21,61,000 /- (Rupees Twenty One Lakhs and Sixty One Thousand only) |
| 5) Earnest Money Deposit | : Rs.43,220 (Rupees Forty Three Thousand Two Hundred and Twenty 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 and A/c. No. of Contractor may be written at the backside of 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 05-02-2018 to 15-02-2018 10:00 Hrs. to 16:00 Hrs. |
| 7) Last date for submission of tender | : 19-02-2018 till 14:00 Hrs. |
| 8) Date of opening the sealed tenders | : 19-02-2018 at 14:30 Hrs. |
| 9) Cost of tender document
(non refundable) | : 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 for the purpose at STP Office, Nuclear Fuel Complex, ECIL Post, Hyderabad - 500 062, on or before **19-02-2018 till 14:00 Hrs.**

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-transferrable.

Sr.DGM (STP & RMA)
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 / STP / House Keeping / 2018-19

1. The Contractor shall have Company Registration Certificate, Renewal Certificate of Company, ISO Certification, ESI & PF Registration, PAN Card, Last Three Years Income-Tax Returns, GST registration certificate and Experience Certificate of similar works.
2. The total shop floor area to be cleaned is 15,000 sq. m on daily basis . The area to be cleaned by each labour shall be 1500 sq.m / shift with good quality of cleaning subject to satisfaction of OIC of the plant. Hence suitable no of man power has to be engaged on daily basis.
3. The Contractor shall deploy sufficient man power required for completion of the work. The contractor shall engage a Supervisor exclusively for this House Keeping Job, who is fully responsible for carrying out continuous supervision and shall be responsible for carrying out the job safely.
4. The Supervisor engaged by the Contractor should possess minimum qualification of Intermediate (passed) and should also have minimum three years experience in similar House Keeping Jobs.
5. The Contractor shall deploy only those qualified manpower who have prior experience in the works as brought out in the Scope of Work.
6. The Contractor shall strictly adhere to the schedule of cleaning as mentioned in Scope of Work with good quality of cleaning subject to satisfaction of OIC of the Plant. Quotations which do not comply with sufficient manpower required for the cleaning job are liable to be rejected as they will not be technically acceptable.
7. No child labour should be engaged.
8. The working hours for the contract labour deployed for House Keeping job shall be from 08:30 to 16:30 Hrs., on all working days. Since the work has to commence by 08:30 Hrs., the employee shall report by 08:00 Hrs. daily at NFC Security (North Gate) to follow security procedures for entry.
9. If required, Contractor's Staff shall work upto 20:00 Hrs., on working days and 08:00 to 16:00 Hrs., on Holidays. NFC shall not pay any extra charges to the Contractor for this work.
10. The Contractor shall provide all the cleaning material as listed in Annexure-II on monthly basis and further the Machinery and Gadgets to be made available at STP during the period of Contract as mentioned in Annexure-III.
11. 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.
12. The Contractor has to ensure safe working practices and follow all safety rules and regulations stipulated by SED, NFC from time to time. Department will not be responsible for any injury by death to the personnel of the Contractor.
13. 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.
14. Payment will be made on monthly basis against submission of a certificate that minimum wages are paid to the labourers as per Minimum Wages Act (Central) in the presence of Officer-in-charge along with a copy of remittance certificate of EPF and ESI (as applicable according to Statutory Rule & Labour Laws) of previous month for release of payment for subsequent month.

Minimum Wages to be paid accordingly to RLC (C) revised from time to time. Wages to be paid in the presence of Officer-in-charge. Since, this contract period is from 01-04-2018, the contractor has to pay wages as per the Minimum Wages prevailed during that period.

A Certificate (Monthly Wage Acquaintance Roll) has to be submitted in duplicate duly countersigned (by the Office-in-charge who is monitoring the work) to the effect that the minimum wages were paid to your workers as per the orders of RLC (Central), from time to time existing at the relevant point of time while claiming for payment.

15. 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.
16. Certificate from Officer-In-Charge at NFC regarding payment of minimum wages to the contract labour is to be enclosed along with the claim.
17. The contractor shall produce necessary police verification certificates from the local Police Station for the manpower being engaged for the purpose.
18. 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.
19. The quoted value shall be **exclusive of ESI, EPF & 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.
20. 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.
21. 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. In case a Bank Guarantee is furnished, it should be valid up to 14 Months from the date of issue of Work Order along with an additional claim period of Six (6) 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.
22. In case of non-submission of Performance Guarantee within the prescribed / extended time, the Earnest Money Deposit submitted will be forfeited.
23. Security Deposit @ 2.5% of the Work Order Value shall be recovered from Running Accounts 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.
24. 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. Non-submission or incorrect submission of PAN attracts IT @ 20% on gross value of bill.
25. Payment for the work done by the contractor shall be made on monthly basis based on the work done by contractor which was accepted and measured by the Officer-In-Charge, duly approved by the Competent Authority.
26. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and inclusive of GST.
27. The offers should be kept valid for a period of three months from the date of opening tender.

28. Incomplete and conditional tenders shall be rejected. However, unconditional rebates are acceptable.
29. Contractors shall quote the rates both in words and figures.
30. 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.
31. 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.
32. 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.
33. Contractor shall sign each page of the tender document along with the Schedule of quantities & rates.
34. 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.
35. 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.
36. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
37. 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.
38. Before quoting, the contractor may visit NFC for assessment of work with prior permission of Sr.DGM (STP&RMA). For further clarifications of work OIC may be contacted at Phone No. 040-2718 3128
39. 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.
40. 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.

(A.Maruthi Ram)
Sr.DGM (STP & RMA)

SCOPE OF WORK

Ref : NFC / STP / House keeping / 2018-19

1) **HOUSE KEEPING:**

Regular Housekeeping in STP & TRTP (entire shop floors, STP Change Rooms, working cabins, Toilets, Wash basins, Urinals, Oil Pits, grit blasting pit etc.). Total area to be cleaned is around 15,000 Sq.m.

No. of Change Rooms	:	01
No. of Toilets	:	06
No. of Urinals	:	06
No. of Bath Rooms	:	06
No. of Wash basins	:	06
No. of Oil Pits	:	03
Grit blasting pit	:	01
Working Cabins	:	03

The job involves cleaning of machines ,floor cleaning with scrubbing machines, mopping, removal of water logging, thorough cleaning of Urinals, wash basins, commodes, toilets, cobweb, cleaning of partitions, glasses, debris removal etc. also this includes Sweeping, cleaning and mopping of floors, cleaning of window glasses, all furniture by dusters, including collection of garbage, used cotton waste / grinding belts and waste materials from shop floor and disposing the same at specified locations as directed by concerned Officers.

DETAILS OF WORK

- 1) Floor area shall be scrubbed by scrubbing machine and mopped. Removal of cobwebs to be done by vacuum cleaners & manual brooming.
- 2) All machines required for House Keeping like scrubber machines, vacuum cleaners are in contractor's scope. The machines and gadgets shall be made available at STP, NFC as per the list enclosed at Annexure – II throughout the period of Contract.
- 3) All cleaning items like brooms, mops and spares and maintenance of machines are in contractor's scope. Breakdown of any machine shall be repaired / or replaced with new machine within 24 Hours.
- 4) Manpower for cleaning and operating cleaning machines are in the scope of contractor.
- 5) Neutral cleaners, disinfectant & toilet cleaner, chemical and other consumables are also in contractor's scope as per list enclosed at Annexure - I

DAILY ACTIVITY:

- a) Sweeping & damp mop the change room, CNC cabin and working cabins with neutral cleaners
- b) Cleaning of oil / grease on shop floor and removal of oil muck on floor.
- c) Cleaning & disinfecting the Toilets (06 Nos.), Urinals (06 Nos.), Bathrooms (06 Nos.) & Wash basins (06 Nos.).
- d) Cleaning selective area of shop floor with scrubber machines.

- e) Sweeping of STP & TRTP shop floor entire areas.
- f) Collection of powder and used belts from all machines and proper storage .
- g) Segregation of scrap materials lying in and around STP & TRTP and proper storing / disposal.

WEEKLY ACTIVITY:

- a) To remove all the stains in Toilet, Bathrooms, Urinals & Washbasins.
- b) Thorough cleaning of floor with scrubber and other inaccessible areas to remove the fine dust with Vacuum Cleaner.

MONTHLY ACTIVITY:

- a) Cleaning of blower room area and disposal of waste material.
- b) Removing of the cobwebs for all the areas covered by Roof and up to 15' height for the areas not covered by Roof.

QUARTERLY ACTIVITY:

- a) Cleaning of Oil Pits - 3 Nos.
- b) Cleaning of grit blasting pit - 1 No.
- c) Removal of Cobwebs at Roof level of Change room, Toilets, Bathrooms etc.
- d) Cleaning of degreasing and water Tanks

PERIOD OF CONTRACT : One year

M.I.Prabhaker
DM-STP

SR.DGM (STP&RMA)

From:

To:
Sr.DGM (STP & RMA)
Nuclear Fuel Complex,
ECIL (PO),
Hyderabad - 500 062.

QUOTATION

Sub : House keeping of STP & Tool Room - Reg.
Ref : NFC / STP / House Keeping / 2018-19

DUE DATE : 19-02-2018 till 14:00 Hrs.

Dear Sir,

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

SI. No.	Description of item	Unit	Qty. (A)	Unit Rate (Rs.) (B)	Total (Rs.) (C=AXB)
1	House keeping of STP & Tool Room. The area to be cleaned is STP & Tool Room shop floors including CNC machines area, shift in-charge cabins, blower room and STP change room involving total area of 15,000 sq.mts / day Please refer scope of work	Square metre	45,00,000 Square metres		
2	Charges for cleaning items as per enclosed Annexure - II	Month	12 Months		Rs.
3	Hire charges for machinery & gadgets used for House keeping as per enclosed Annexure - III	Month	12 Months		Rs.
Total Cost					Rs.

Total cost / Year : Rs.

(Rupees

only)

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

Thanking you

- 1) Name:
- 2) Aadhar Card No.
- 3) PAN NO:
- 4) Bank Account No.
- 5) IFSC Code :
- 6) Name of the Bank :
- 7) Name of the Branch :

Yours faithfully,

CONTRACTOR
(Sign with seal)

Ref : NFC / STP / House keeping / 2018-19

Estimation for cleaning material per month

S. No.	I t e m	Qty	Rate / unit (Rs.)	Total Amount (Rs.)
1	Soap Liquid	20 Ltrs.		
2	Phenol	20 Ltrs.		
3	Glass Cleaner	5 Ltrs.		
4	Acid	20 Ltrs.		
5	Yellow Duster	05 Nos.		
6	Mop Refill	10 Nos.		
7	Spray Gun	1 Nos.		
8	Urinal Cubes	10 Pkts.		
9	Naphthalene Ball	1 Kg		
10	Floor Mop Cloth	4 Nos.		
11	Nylon Scrubber (Big size)	4 Nos.		
12	Scrubbing Hand Brush	2 Nos.		
13	Supra (Room Perfume)	4 Ltrs.		
14	Soft Brooms	15 Nos.		
15	Hard Broom	10 Nos.		
16	Sponge	3 Nos.		
17	Chata - for dust removing	4 Nos.		
18	Sugandh	10 Nos.		
19	Cobweb Sticks	2 Nos		
20	Hand Gloves Cotton 10"	4 Nos.		
21	Hand Gloves (Rubber)	4 Nos.		
22	Harpic	20 Ltrs.		
23	Concord (Room Freshener)	2 Nos.		
24	Scotch Brite	2 Nos.		
25	Toilet Brush 4	4 Nos.		
26	Liquid Hand Wash (Dettol)	2x 250 ml		

Total Amount for consumables per month is Rs._____

Note: Always minimum of one month stock of above items has to be maintained at STP, NFC.

Contractor
(with seal)

Ref : NFC / STP / House keeping / 2018-19

List of Machinery & Gadgets to be made available at STP& TRTP for Housekeeping during period of Contract

S. No.	I t e m	Qty	Rate/unit Rs.	Total Amount Rs.
1	Scrubbing Machines with brush	2 Nos.		
2	Vacuum Cleaners with all accessories	2 Nos.		
3	Electrical Extension Board with 20 Meter Electrical cable	4 Nos.		
4	Mopping Trolley	2 Nos.		
5	Glass Cleaner Kit	1 No.		
6	Mopping Buckets	2 Nos.		
7	Duster Remover Bin with brush	1 No.		
8	Buckets (Small)	12 Nos.		
9	Buckets (Big)	08 Nos.		
10	Mugs	15 Nos.		
11	Ezy Mops	4 Nos.		
12	Mopping Iron Rods	08 Nos.		
13	Wiper with Rods	08 Nos.		
14	Cobweb Sticks	4 Nos.		
15	Scrubbing Iron Brush	4 Nos.		
16	Scrubbing Soft Brush	4 Nos.		

Total hire charges Rs._____ for entire contract period.

The above mentioned Machinery and Gadgets shall be provided at STP during the period of contract.

Note: The Electrical Gadgets used shall be in very good condition. No joints & loose fittings, shall have suitable plug tops of rated capacity. After completion of House keeping contract, machines/gadgets will be returned to the Contractor.

Contractor
(with seal)

Ref : NFC / STP / House keeping / 2018-19

CONDITIONS FOR SAFETY & SECURITY:

Safety of the staff/material/equipment will be the responsibility of the Contractor. Department will not be responsible for any injury/death to the personnel of the Contractor. Contractor's personnel should follow with his Corporate Safety Policy along with Department Safety rules which are given by NFC Safety Engineering Division from time to time. Safety pass for each labour shall be ensured after subjecting them to rigorous safety training by SED.

1. It should be very clearly understood that the contractor is solely responsible for the safety of his employees. It should be ensured by the contractor that they do not stay away from the work-spot and wander within the premises to avoid themselves getting involved in any untoward incidents. All consequences arising out of non-observance of the above stipulations shall be entirely at the risk and cost of the contractor.
2. Medical fitness certificates from at least MBBS Doctor for all staff engaged for this work should be produced before commencement of contract.
3. Continuous supervision of work shall be ensured from you.
4. For removal of cob webs, required ladders, safety belts and helmets shall be provided by NFC. Height pass shall be obtained from authorized Doctor of NFC without fail for each of the labour.
5. Required Goggles shall be provided by NFC during handling of chemicals & working at Chemical sections.
6. Staff engaged for housekeeping should not have any crime record. Police verifications certificates are to be obtained for all personnel engaged for the Contract before commencement of work.
7. Your crew should report to designated persons who will supervise the work from Department.
 - (a) Your crew should not enter in other plants of NFC. They should restrict their movement in the work allotted area only.
 - (b) They should not in any case touch / operate machines, switch ON / OFF other gadgets and indulge in production activities.

(c) Any untoward incident shall be reported immediately to concerned Supervisor / Officer.

8. Your personnel should observe all the security measures adopted by NFC.
9. You should provide identification cards, uniform and shoe for your crew deputed for this job. Uniform shall be different from NFC employees uniform.
10. All the security formalities to be completed and entry passes for 3 months are to be obtained for the crew who will be executing the job.
11. The contractors have to follow strictly the security regulations of Nuclear Fuel Complex regarding entry and movement of personnel, materials etc., and any other regulations that might be enforced from time to time. No claim whatsoever will be entertained by the Department on account of observation of the security regulations.

M.I.Prabhaker
DM-STP

SR.DGM (STP&RMA)

**Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Special Tube Plant**

Documents to be submitted for obtaining Tender Form

Check List

1. Company Registration Certificate (Xerox copy)
2. Renewal Certificate of Company (Xerox copy)
3. ISO Certification (Xerox copy)
4. E.S.I Registration / Employees Deposit Linked Insurance registration (Xerox copy)
5. P.F Registration (Xerox copy)
6. GST Registration Certificate (Xerox copy)
7. PAN Card (Xerox copy)
8. Last 3 years Income Tax returns (Xerox copy)
9. Experience Certificate of similar works (Xerox copy)
10. Past record proof to the effect that wages ,PF, ESI paid to Employees / respective Government agencies as per the Rules / Acts. (Xerox copy)