

Government of India  
Department of Atomic Energy  
नाभिकीय ईंधन सम्मिश्र/ Nuclear Fuel Complex  
टीएलडी इकाई/ TLD-Unit,  
Plant Code: 39

NOTICE INVITING TENDER  
Tender No: NFC/TLD/Tender/2018/1

Dt: 04/1/2019

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          | : Outsourcing TLD preparatory works  |
| 2) Scope                 | : as per Annexure 1  |
| 3) Duration of Contract  | : 12 months  |
| 4) Estimated Cost        | : Rs: 2,38,622-(Rupees Two Lakh Thirty eighty Six hundred Twenty two only) |
| 5) Earnest Money Deposit | : Rs: 4773/-   |

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 month from the date of opening of tender.

- |                                       |  |
|---------------------------------------|--|
| 6) Issue of tender document           | : From 09/1/2019 to 22/01/2019           |
| 7) Last Date for submission of tender | : 28/1/2019 from 10:00 hrs to 14:00 hrs. |
| 8) Date of opening the sealed tenders | : 28/1/2019 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")

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 HPU Building Entrance, Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on **28/1/2019** up to 14.00 hours.

Tenders will be opened at Works Section, III floor, Adhar Building, NFC. Late/delayed & tenders not accompanied by EMD shall not be considered.

GM (EPC, EM, HPU & TLD)/ महा प्रबंधक (ए.पी.सी., ए.एम., एच.पी.यू. एवं टी.एल.डी.)  
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/TLD/Tender/2018/1

1. Vendor eligibility criteria: Contractor shall have prior experience of laboratory works for a minimum period of 6 months, documentary evidence of the same shall be submitted while purchasing the tender document.
2. The contractor will be completely responsible for the job. The contractor shall deploy one semi-skilled required for completion of the work. The contractor shall authorize a competent person as supervisor who shall fully be responsible for carrying out the day to day jobs safely. Authorisation shall be furnished in writing.
3. Extension of the contract can be considered on satisfactory execution of the work subject to approval of competent authority
4. No child labour should be engaged. Contract labour are to be engaged during general shift only.
5. 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 is in no way responsible for safety of the staff engaged in this work.
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](mailto: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), Hyderabad to the labourers from time to time. The contractor shall submit an undertaking that he would make payment of minimum wages to the workers engaged by him in the work from time to time along with the quotation itself.
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. While submitting the bill the contractor shall enclose an undertaking that they are paying minimum wages to the labourers along with the rolls of labourers. Certificate from Officer-In-Charge at NFC regarding payment of minimum wages to the contract labour is to be enclosed along with the claim.  
The contractor shall produce necessary police verification certificates from the local police station for the manpower being engaged for the job.
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 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 4 to 15 days from the date of issue of letter of acceptance in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee. In case a bank guarantee is furnished it should be valid upto **12** months from the date of issue of work order along with a claim period of six(6) months. (Extension of time for submission of Performance guarantee at the request of contractor for maximum period ranging 1 to 15 days, 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 as applicable at source shall be deducted from the payments made. Contractor shall furnish his PAN No. and bank details along with a photocopy 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 .  
The offer should be kept valid for a period of three months from the date of opening of tender.
19. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
20. Contractors shall quote the rates both in words and figures. 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.
21. 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.
22. 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.
23. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
24. 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.
25. 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 for highly skilled categories.
26. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
27. 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.
28. Before quoting, the contractor may visit NFC for assessment of work with prior permission of DCE/GM/DGM/Sr. Manager. He may be contacted at 040-2718-4204/4887.
29. 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.
30. 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 wages (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 the persons to be deployed are not alcoholic, drug addict and not indulge in activity prejudicial to the interest of 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.
31. NFC is not responsible for any postal delays either in receiving the sealed tender document or returning of EMD's.

## **ANNEXURE 1**

### **Scope of the work :**

1. Work involves preparation of TLD cards for issuing and post Processing of TLD cards used for personal monitoring by following standard procedures. The persons will be given training for TLD personal monitoring activities and will work under the supervision of TLD staff only
2. After the receipt of the TLD cards for the service period the work includes accounting of cards , cutting & removal of pvc pouches ,arrangement for read out of TLD cards ,annealing of cards updating the TLD card number to user, wrapper cutting , filling and sealing cards in pvc pouches , packing for dispatch for further use
3. One semi-skilled person having 12<sup>th</sup> / ITI pass with shall be deployed for the above mentioned TLD preparatory works;.
4. Details pertaining to profiles / resumes of staff engaged in monitoring are to be submitted before start of the work.
5. Copies of valid qualification certificate to be produced during deputation.
6. The contractor shall ensure not to change the deputed manpower till completion of contract period unless unforeseen situation arises.
7. Availability of deputed manpower should be ensured by the contractor on all working days during general shifts only.

GM (EPC, EM, HPU & TLD)/ महा प्रबंधक (ए.पी.सी., ए.एम., एच.पी.यू. एवं टी.एल.डी.)

भारत सरकार /Government of India  
परमाणु ऊर्जा विभाग /Department of Atomic Energy  
नाभिकीय ईंधन सम्मिश्र /Nuclear Fuel Complex  
टीएलडी इकाई / TLD-Unit, Plant Code: 39  
इ.सी.ए.ल (डाक), हैदराबाद / E.C.I.L. (Post), Hyderabad - 500 062

**Information required to be furnished by Contractors along with tender documents:**

1. Full name and address of Contractor :

(i) Details and experience with full details of work executed earlier:

Name of the Company	Nature of Work	Period		Total no. of labour engaged
		From	To	

2. If engaged 20 or more labourers in past, furnish details of licenses obtained.  
(Copy to be enclosed).

3. Availability of Labour : SKILLED SEMI-SKILLED UNSKILLED

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

4. No. of labourer's you proposed to employ in this job if awarded:

We hereby undertake to obtain license from RLC(C), Hyderabad before commencement of work in case the no. of labour employed are 20 or more on any single day according to the contract labour (R&A) Act, 1970.

We also hereby undertake to abide by the safety regulations as laid down by NFC and take all safety precautions.

We also hereby undertake to furnish the personal data of the labourers proposed to be employed by us in the premises, their photos and bio-data and verification certificates will be submitted to you within 15 days from the date the job is awarded to us.

(ठेकेदार/Contractor)

(मुहर सहित हस्ताक्षर /Sign with seal)

**CHECK LIST FOR THE CONTRACTOR**

1	Name of the organization						
2	Address						
3	Telephone Nos.						
4	Fax No.						
5	E-Mail address						
6	Annual Turn over 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	Skilled		Semi Skilled		Un-Skilled	
18	Previous Work orders executed at NFC (Ref-Nos.)						
19	Brief description of the Work	Work involves preparation of TLD cards for issuing and post Processing of TLD cards used for personal monitoring(work includes accounting of cards , cutting &removal of pvc pouches ,arrangement for read out of TLD cards, packing for dispatch of cards)					
20	Tender No.	NFC/TLD/76/2018/1 dated: 4/1/2019					
21	Total amount quoted						
22	No. of labours proposed to be employed in this work	Skilled		Semi Skilled		Un-Skilled	
		Supervisors :					
23	Qualifications and experience of Supervisor						
24	Details of Machinery/Tools proposed to be deployed for the work						
25	GST rate considered for the work						
26	Any other information						

*Verified the above details*

E-I-C

Signature of the Contractor