

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
ZFP

NOTICE INVITING TENDER

Tender No.NFC/ZFP/RMA(54)/HK/2017-18

Dt. 11.01.2018

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 : Housekeeping at ZFP
- 2) Scope : Regular Housekeeping with Machines / materials (refer annexure enclosed)
- 3) Duration of Contract : One year
- 4) Estimated Cost : Rs.29,00,000/- (Rupees Twenty Nine Lakhs only)
- 5) Earnest Money Deposit : Rs.58,000/- (Rupees Fifty Eight Thousand 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 back side of DD submitted towards EMD and the DD submitted should be valid for 3 months.

- 6) Issue of tender document :From 12.01.2018 To 25.01.2018
- 7) Last date for submission of tender : On 30.01.2018 up to 14.00 hours.
- 8) Date of opening the sealed tenders : On 30.01.2018 at 1500 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 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 Aadhar Building, Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on 30.01.2018 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.

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GM/Sr.DGM
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/ZFP/RMA(54)/HK/2017-18

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 authorize a competent person as Supervisor who shall fully be responsible for carrying out the jobs safely. Authorisation shall be furnished in writing. 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. No child labour should be engaged.
3. Contact labour 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 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, GST, 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.
6. Wages are to be paid as per Minimum Wages Act, notified by RLC (C) 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 bills will be released every quarterly against submission of documentary evidence towards payment of ESI, EPF to the concerned authorities. **GST No. of NFC 36AAALN1001C1ZW**
12. 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.
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 submitted it should be valid for 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).
14. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.
15. Contractor must submit following documentary proofs while collecting tender document:

Experience of having successfully completed any of the

- a. 3 similar works completed each costing not less than 40% of estimated cost
- b. 2 similar works completed each costing not less than 60% of estimated cost
- c. 1 similar works completed each costing not less than 80% of estimated cost

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 and GST at applicable rates shall be recovered towards TDS 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.
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 and inclusive of GST.
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 EMD 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 GM/Sr.DGM/Sr. Manager. He may be contacted at 040-27183175(phone no).
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.

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Nuclear Fuel Complex
Zircaloy Fabrication Plant**

**E.C.I.L (Post)
Hyderabad - 500062.**

DOCUMENTS TO BE SUBMITTED FOR OBTAINING TENDER FORM

CHECK LIST

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

QUOTATION

Sub: House Keeping Work at ZFP, NFC, Hyderabad - reg.

Ref: TENDER NOTICE NO. **NFC/ZFP/RMA(54)/HK/2017-18**

Dear Sir,

In response to your notice-invited tender, we hereby submit our quotation for carrying out the following Job.

S.No.	Description	Unit	Qty.(A) (Per year)	Rate/Unit (B)	Total (₹) C=A*B
1	Housekeeping of Zircaloy Fabrication Plant (ZFP) area which consists 11,050 sq.mts. (Ref: Scope of work at Page No.8)	Sq.mtr.	33,15,000 Sq.mtrs.	Rs/-=====	
				(-----) (in words)	

S.No.	Description	Unit	Qty.	Rate / Unit (₹)	Total/Year (₹)
2	Charges for cleaning items as per enclosed Annexure-1	Month	12 months	Rs/-=====	
				(-----) (in words)	

S.No.	Description	Unit	Quantity (₹)	Rate / Unit (₹)	Total/Year (₹)
3	Hire charges for Machinery & Gadgets used for House Keeping as per enclosed Annexure-2	Month	12 months	Rs/-=====	
				(-----) (in words)	

Total Cost / Year : Sl.no. 1+2+3 = ₹

Total Cost / Year (in words) : Rupees _____ only

Certified that Minimum wages, EPF will be paid to the employees engaged for this contract . The above rated are inclusive of GST and exclusive of ESI, EPF.

Note: Safety Appliances are to be provided by N.F.C.

Thanking You,

Yours faithfully,

Signature

Name of the Contractor & Seal

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CLEANING MATERIAL REQUIRED (MINIMUM) PER MONTH FOR HOUSEKEEPING OF ZFP

S.No.	I t e m	Qty
1	Soap Liquid	60 Ltrs.
2	Pheynol	60 Ltrs.
3	Glass Cleaner	5 Ltrs.
4	Acid	25 Ltrs.
5	Yellow Duster	16 Nos.
6	Mop Refill	20 Nos.
7	Spray Gun	3 Nos.
8	Urinal Cubes	20 Pkts.
9	Napthalene Ball	2 Kg.
10	Floor Mop Cloth	20 Nos.
11	Nylon Scrubber (Big Size)	12 Nos.
12	Scrubbing Hand Brush	6 Nos.
13	Supra (Room Perfume)	20 Ltrs.
14	Soft Broom - Brooming the floor	15 Nos.
15	Hard Broom	12 Nos.
16	Sponge	12 Nos.
17	Chata – for dust removing	6 Nos.
18	Sugandh	25 Nos.
19	Caustic Soda	30 Kg.
20	Hand Gloves Cotton 10”	24 Nos.
21	Hand Gloves (Rubber)	24 Nos.
22	Harpic	20 Ltrs.
23	Concord (Room Fresher)	102 Nos.
24	Scorch Brite	15 Nos.
25	Toilet Brush	12 Nos.
26	Liquid Hand Wash (Dettol)	4 x 250 ml bottles
27	Stripe Dusters	20 Nos.

* **Note :** Always minimum of 1 month stock has to be maintained at ZFP, NFC.

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EQUIPMENT AND MATERIALS REQUIRED (MINIMUM) FOR HOUSEKEEPING OF ZFP

S.No.	I t e m	Qty
1 **	Scrubbing Machine 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)	18 Nos.
9	Buckets (Big)	12 Nos.
10	Mugs	20 Nos.
11	Ezy Mops	6 Nos.
12	Mopping Iron Rods	12 Nos.
13	Wiper with Rods	12 Nos.
14	Cobweb Sticks	6 Nos.
15	Scrubbing Iron Brush	4 Nos.
16	Scrubbing Soft Brush	4 Nos.

* Note : Machines / Gadgets have to be replaced immediately in case of repair / damage.

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SCOPE OF WORK

HOUSE KEEPING :

General:

Regular Housekeeping in ZFP (entire shop floor, Change Rooms, Toilets, Wash basins, Urinals, Oil Pits, VAF Pits, 1st Floor, Staircase, Cabins of Executives, Officers and Office, Corridors etc. Total area to be cleaned is around 11,050 Sq.M.

No. of Change Rooms	:	5
No. of Toilets	:	26
No. of Urinals	:	40
No. of Bath Rooms	:	14
No. of Wash basins	:	42
No. of Oil Pits	:	5
Officer's / Office Rooms	:	60
Glass Cabins	:	13
Divisional Stores	:	1

The job involves floor cleaning with water, mopping, removal of water logging, thorough cleaning of Urinals, wash basins, commodes, toilets, cobweb, cleaning of partitions, glasses, debris removal etc. which includes for a period of one year with Sweeping, cleaning and mopping of floors inside office rooms, corridors, lobbies, staircases, cleaning of window glasses, all furniture by dusters, removal of cobwebs on walls and ceilings of porticos, chajjas, including collection of garbage and waste materials from dust bins and disposing the same at specified locations as directed by concerned Officers.

SCOPE OF WORK FOR HOUSEKEEPING

1. Floor area shall be scrubbed by scrubbing machine weekly once and moped daily once. Removal of cobwebs to be done by vacuum cleaners & manual brooming.
2. All machines like scrubber machine, vacuum cleaners are in contractor's scope.
3. All cleaning items like brooms, mops and spares and maintenance of machines are in vendor's scope.
4. Total 25 / 26 days cleaning to be done in a month. (No. of days/month (+/- 2 days) may vary depend on working days at NFC). 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 scope of the vendor.

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DAILY ACTIVITY:

- a) Regular Sweeping, collection of Zr powder / tubes /fines into respective bins & damp mop the non-carpeted floor areas with neutral cleaners (wet mopping by machine for corridors & by manual mop at inaccessible areas, rooms etc.). Inaccessible area should be cleaned/mopped manually.
- b) Cleaning of oil on shop floor. Removal of oil muck on floor.
- c) Cleaning & disinfecting the Toilets (16 Nos.), Urinals (25 Nos.), Bathrooms (11 Nos.) & Wash basins (33 Nos.).
- d) Sweeping & damp moping of the staircase.
- e) Cleaning & moping of Rooms (41 Nos.), Glass cabins (13) and Divisional Stores.
- f) Collection of waste from rooms & disposing.

WEEKLY ACTIVITY :

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

MONTHLY ACTIVITY :

- a) Cleaning of Washed Air System area (2 Nos.)
- b) Removal of cobwebs for all the areas covered by RCC roof and up to 15' Height for the areas not covered by RCC roof
- c) Cleaning of all Tables, Chairs, Partitions, doors, windows & Systems etc.

HALF YEARLY ACTIVITY :

- a) Cleaning of Oil Pits - 4 Nos.
- b) Cleaning of VAF Pits - 1 No.
- c) Removal of Cobwebs at Roof level of all Offices, Officer's cabins, Corridors, Change rooms, Toilets, Bathrooms, etc.
- d) Cleaning of over head water tanks
- e) Cleaning of Coolant Tanks

PERIOD OF CONTRACT : One year

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

1. Full name and address of Contractor :

1. 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

4. No. of labourers you proposed to Employ in this job if Awarded :

We hereby undertake to obtain licence 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 & verification certificates will be submitted to you within 15 days from the date the job is awarded to us.

(Contractor)