

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Ceramic Fuel Fabrication Plant (Assembly)

NOTICE INVITING TENDER

Tender No: NFC/Sr. DGM(BA, BB, ED&A)/CFFP(A)/WO-15/2017

Dt: _____

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 Work at CFFP (A).
- 2) Scope : As mentioned in this document as Annexure-B.
- 3) Duration of Contract : 12 months
- 4) Estimated Cost : Rs.12,54,000/- (Rupees twelve Lakhs fifty four thousands Only) (excluding ESI, EPF & including GST)
- 5) Earnest Money Deposit (2% of estimated cost) : Rs. 25,080/- (Rupees twenty five thousand eighty 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 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 24/11/2017 to 02/12/2017
- 7) Last date for submission of tender : 06/12/2017 up to 14:00 hours.
- 8) Date of opening the sealed tenders : 06/12/2017 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")

Tender document will be issued from SM, CFFP, UOP, ED&A office on all working days between **10:00 hrs to 15:30 hrs** upon receipt of a written request quoting the tender number 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 12 & 39 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 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 **North Security Gate**, Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on or before **06/12/17 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 documents issued to contractors are non-transferable.

Sr. DGM (BA, BB, ED&A)
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/DGM(BA,BB,ED&A)/CFPP(A)/WO-15/2016

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 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. Any loss incurred by NFC due to negligence or otherwise of the Contractor's personnel would be recovered by NFC from the payments due to the Contractor.
3. Contact labour are to be engaged mainly in General Shift. The average work of housekeeping at 8,000 sq. meters per day shall be carried out during the General Shift hours of NFC, i.e., from 8:45 A.M. to 4:45 P.M. only. In case of exigencies, the work may have to be started from 7:00 A.M. & extended upto 8:00 P.M. on a working day or may have to be carried out even during the Sundays and holidays also as will be informed from time to time by the Engineer-in-Charge.
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 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 & 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 **15 days** from the date of issue of letter of acceptance in the form of Fixed Deposit Receipt or Demand 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. Work front will not be made available to the contractor unless Performance guarantee is submitted to us.
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 @ 2% 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 income tax @20% on the gross bill.
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. 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.
18. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI.
19. The offer should be kept valid for a period of three months from the date of opening of tender.
20. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
21. Contractors shall quote the rates both in words and figures.
22. 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.
23. 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.
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 correct 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.
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 DGM/Sr. Manager. He may contact at **Phone numbers: 040 2718 4215/3614/3261/4484/4614.**
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. 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.
33. CFFP(A) handles the 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.

34. 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.
35. 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.
36. Earlier experience at NFC suggests that a minimum of about **5 unskilled manshifts and 1 semi-skilled/unskilled supervisory manshifts** are required on a daily basis to carry out the housekeeping work. Accordingly a minimum of 1425 unskilled manshifts and 285 semi-skilled /unskilled supervisory manshifts will be required in a year to carry out this job satisfactorily. **If offer of any bidder is not meeting the minimum wages as per the minimum manshifts indicated above, the offer shall be summarily rejected without assigning any reason.**
37. The contract is extendable / repeatable, subject to acceptance of the Contractor, for similar quantities of work (by another tentative one year) based on the satisfactory performance under the same rates, terms and conditions.
38. The sole authority vested with the powers to appoint an Arbitrator, in case of any disputes arising in respect of the proposed contract at any of its stages, would be the Chief Executive, Nuclear Fuel Complex, Hyderabad - 500062 and, in any case, shall be limited to the jurisdiction of the Courts at Hyderabad only.
39. 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) ISO certification for Housekeeping service.
 - 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.
 - h) GST registration certificate

Sr. DGM (BA, BB, ED&A)
For and On behalf of the President of India

QUOTATION

Ref: _____

Date: _____.

To
M/s Nuclear Fuel Complex,
ECIL (P.O.), Hyderabad-500062.

Dear Sirs,

Kind Attention: Sr.DGM (BA, BB, ED & A)

Sub: Housekeeping work at CFFP (A)

Ref: Tender No.: NFC/Sr.DGM(BA,BB,ED&A)/CFFP(A)/WO-15/2017 dated _____

due on _____ at _____ hrs

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

S.No.	Work Item	Unit	Quantity	Unit Rate/m ² (In words & figures in Rs.)	Total cost (In words & figures in Rupees)
1.	Cleaning/sweeping/mopping of floor; removal of water logging; removal of cobwebs/dust/debris /waste and cleaning of urinals, WCs, wash basins, toilets, walls, partitions, ceilings, doors, window panes, panels, venetian blinds, furniture items, etc; covering 8,000 square meters of floor - as per Schedule of Areas given in the tender - on daily basis with cleaning consumables are in the scope of contractor.	Square meter of floor.	22,80,000 m ²		

Note: The above quoted price is exclusive of ESI, EPF & inclusive of GST @18%.

Thanking you,
Name: _____
Aadhar card No: _____
PAN No: _____

Bank Account No: _____
IFSC Code: _____
Name of the bank: _____
Name of branch: _____
GST No _____

**Yours faithfully,
CONTRACTOR
(Sign with Seal)**

Tender document was issued to M/s _____ On receipt of Rs. 500/- [Vide DD No: _____ Dtd: _____ towards cost of tender document.	(Sign of ADM, CFFP-A)
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**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:

S.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 licence obtained (copy to be enclosed)

4. Availability of labourers:

Skilled	
Semi-skilled	
Un-skilled	

Thanking you,

Yours faithfully,

Signature : _____

Name of the Contractor : _____

Seal :

ANNEXURE - B (Scope)

Table-1: Description of Housekeeping Work:

S.No.	Work Description	Unit	Quantity
1.	Cleaning/sweeping/mopping of floor; removal of water logging; removal of cobwebs/dust/debris/waste and cleaning of urinals, WCs, wash basins, toilets, walls, partitions, ceilings, doors, window panes, panels, venetian blinds, furniture items, etc; covering 8,000 square meters of floor - as per Schedule of Areas given Table-2 below - on daily basis with Contractor's cleaning consumables (Please see Table-3).	Square meter of floor	22,80,000 m ² for 285 days

Table-2: Schedule of Areas:

S.No.	List of the Areas	Size
1	CFFP (A): End cleaning and Evacuation area, End Cap welding Area, Element machining area, Element Degreasing Area, End plate Welding area, Bundle Storage and Packing area, Autoclave area, Tube section comprising Tube machining area, Tube degreasing, Appendage welding, Graphite coating, RP-1 stores, Component stores and regular stores, all corridors and Path ways. (Daily Basis)	22,80,000 m ² for 285 days
2	EFFP (A): Welding & element inspection section, Bundle assembly bay, Bundle inspection and packing area. (Daily Basis)	
3	OTHER AREA:: Maintenance shop floor rooms; Officers & Supervisors cabins of Maintenance group, QA (F), CFFP (A) & EFFP in upstairs and ground floors; ground floor cabins/rooms; QC inspection area; shop floor cabins; workmen and workwomen change rooms; Urinals, toilets and bathrooms of CFFP (A), EFFP, Maintenance, QA (F) & change rooms; Office blocks; conference room; Executive and common toilets at ground and 1 st floor. (Daily Basis)	
4	STORAGE SHED: Sheds 1, 2, 3 & 4 and 5 are to be cleaned once in a month.	

Table-3: Quantities of Cleaning Consumables required per month (within the scope of, and to be arranged by, the Contractor:

Sl. No.	Item Description	Quantity*
1.	Perfumed Liquid Soap of approved make	10 liters
2.	Scented Phenyl of approved make	10 liters
3.	Floor Cleaner - Kleenix/Domex or any other approved make	20 liters
4.	Toilet Cleaner / Disinfectants / Acids of approved make	20 liters
5.	Odonil (75 gm packs)	25 Nos
6.	Naphthalene Balls	2 kg
7.	Liquid Cleaner for glass surfaces - Colin / approved make	1 liters
8.	Soft/Hard Brooms, Toilet Brushes, Mops with Handle, Cotton Mops, etc of approved quality in different sizes	10 sets

1. The items/quantities specified are only indicative and not exact. The contractor is obliged to arrange the actual quantities of all the items necessary to carry out the housekeeping job to meet the national / international (ISO) standards of cleanliness.
2. Mopping in certain areas is to be done by using a scrubbing machine that will be provided by NFC.
3. On non utilization of required quantity of cleaning consumables, additional 10% to the original amount on consumables will be recovered from bills.