



Government of India
Department of Atomic Energy
Zirconium Complex
(A Unit of Nuclear Fuel Complex, Hyderabad)
Pazhayakayal
Tuticorin – 628 152.

Phone : 0461 – 2276105

Fax : 0461 - 2276111

Tender Notice No. ZC/NFC/Admn/3(G)/Non-AC/2017/

TENDER DOCUMENTS

FOR

Hiring of light vehicles (Non-A/C) for commuting visiting / touring officials at Zirconium Complex, Pazhayakayal, Tuticorin – 628 152.



Government of India
Department Of Atomic Energy
Zirconium Complex
(A Unit of Nuclear Fuel Complex, Hyderabad)

Fax: 0461-2276111
Phone: 0461 – 2276105/6056
Email: zc.admin@nfc.gov.in

Pazhayakayal P.O,
Srivaikundam Taluk,
Tuticorin-628 152.

GSTIN: 33AAALZ0205G12E

Ref: **ZC/NFC/Admn/3(G)/Non A/C/2017/**

23.08.2017

NOTICE INVITING TENDER

Sealed tenders are invited on behalf of the President of India by Deputy General Manager, Zirconium Complex, Pazhayakayal, Tuticorin from reputed Travel Agencies at Tuticorin, Tirunelveli, Madurai and Outstation Agencies having branch at Tuticorin, for hiring all types of light vehicles (Non-AC) for commuting visiting and touring officials on 'as and when required' basis.

Sl. No.	Description	Particulars
01	NIT No.	ZC/NFC/Admn/3(G)/Non A/C/2017
02	Name of the work	Hiring of light vehicles (Non A/C) for commuting visiting / touring officials at Zirconium Complex, Pazhayakayal, Tuticorin – 628 152.
03	Time for completion of work	02 (Two) years from the date of issue of Work order
04	Tender documents are available with	O/o Assistant Accounts Officer, Zirconium Complex, Pazhayakayal (Post), Srivaikundam Taluk, Tuticorin- 628 152.
05	Cost of tender document	Rs.500/- (Rupees Five Hundred Only) by means of cash from Assistant Accounts Officer, Zirconium Complex, Pazhayakayal or demand draft drawn in favour of Pay and Accounts Officer, NFC, payable at Hyderabad
06.	Earnest Monet Deposit	Rs.20,000/- (Rupees Twenty Thousand Only) drawn in favour of "Pay & Accounts Officer, NFC, Hyderabad" payable at Hyderabad.
07.	Performance Guarantee	@ 5% of Work Order value in the form of Fixed Deposit or Performance Bank Guarantee from any scheduled bank.

08	Documentary proofs to be submitted for collecting tender documents.	(a) List of similar works executed in the last five years supported by copies of work orders / performance certificates issued by the Clients Certificates/ testimonials from clients showing cost of similar works executed/in progress. (b) Annual turnover as per ITCC or Audited balance sheets showing receipts on contracts, profit/loss for the last five years ending 31 st March 2017. (c) A valid Income tax clearance certificate in the latest approved form	
10	Model of Vehicle required	2016 Model or later model	
11	Types of Vehicle required	All light vehicles like Ritz, Indica, Vista, Indigo, Ford Ikon, Tata Sumo, Swift Dezire, Qualis, Tavera, Bolero, Innova, Skoda, Etios Liva, Tempo Traveller, Winger, etc.	
12	Frequent places of visit	From: Zirconium Complex, Pazhayakayal - To: Tuticorin, Madurai, Kudankulam, Trivandrum, Tirunelveli, Tuticorin local trips, etc	
13	Date from which the Tender Documents would be issued	28.08.2017 to 06.09.2017	Between 1000 hrs and 1500 hrs (Only on working days.)
14	Last date & time for submission of sealed Tender Documents.	09.09.2017	1400 hrs.
15	Date, time and venue of opening the Tender Documents.	09.09.2017	1500 hrs in Conference Room, 1st Floor, Veda Prastha Building at Zirconium Complex, Pazhayakayal Post, Srivaikundam Taluk, Tuticorin District, Tamil Nadu - 628 152.

1. Department is not responsible for the loss / delay, if any, in receipt of tender document in postal transit.
2. Department reserves right to reject any application without assigning any reason.
3. Completed tenders should be submitted in person in sealed cover duly superscribing the name of the work and the date and time of opening of the tender.
4. Any tender, which does not fulfill any of the prescribed conditions or is incomplete in any respect, is liable to be rejected.

5. After purchase of tender document, if the tenderer is unwilling to quote his offer, he must return the same forthwith.
6. The right to accept or reject any or all the tenders without assigning any reasons is reserved with the Department.
7. The eligibility criteria indicated above is minimum required and mere fulfillment of above criteria does not entitle the tenderer eligible for getting tender document. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering & taking up work in DAE. The Department reserves the right to verify the particulars furnished by the applicant independently.
8. Other Terms & conditions are attached with the tender document.

Handwritten signature in blue ink, appearing to be 'MRS' followed by a circular mark and 'Prasad'. Below the signature, the date '23/8/17' is written.

(M.R.S. Prasad)
Dy. General Manager
For and on behalf of the President of India



**Government of India
Department of Atomic Energy
Zirconium Complex
(A Unit of Nuclear Fuel Complex, Hyderabad)
Pazhayakayal, Tuticorin**

Tender Notice no. ZC/NFC/Admn/3(G)/2017

TENDER FORM

Due Date : 09.09.2017 upto 14.00 Hrs.
Date of Opening: 09.09.2017 at 1500 Hrs.

From

To

The Dy. General Manager,
Zirconium Complex, Pazhayakayal,
Tuticorin - 628 152.

Dear Sir,

I/We hereby offer to carry out “**Hiring of Non A/C light vehicles for commuting visiting/touring officials at Zirconium Complex, Pazhayakayal, Tuticorin – 628 152.**” on contract basis at the rates quoted in the schedule hereto and agree to keep this offer open for a period of 90 days from tender submission date. Should our offer be accepted in full or in part, I/We shall be bound to carry out the jobs stated above and as specified in the said letter communicating the acceptance.

2. I/We have understood the terms and conditions of the contract given in the Tender No. **ZC/NFC/Admn/3(G)/Non A/C/2017** annexed hereto and have thoroughly examined the pattern to be quoted or referred to in the schedule hereto and am/are fully aware of the nature of services to be provided and the terms and conditions stipulated in the tender.

3. I hereby agree to keep the offer open for acceptance for a period of 90 days from the due date of submission of tender. I hereby give my consent, to forfeit 50% of my EMD if I withdraw / modify the offer which are not acceptable to the department during the validity of the offer period of 90 days. If our offer be accepted in full or in part, I / We shall be bound to carry out the jobs stated above as specified in the said letter communicating the acceptance. I shall submit the Performance Guarantee within the prescribed period after award of work, failing which the entire EMD shall be forfeited to the Government without any further notice.

4. If I/We fail to commence the work specified above within the stipulated period. I/We agree that the said performance guarantee shall be forfeited to the President of India or successors in office, without prejudice to any other right or remedies under the contract.

Dated the _____ day of _____ 2017.

Signature of the Tenderer

Witness:

Signature:
Address:
Occupation:

Government of India
Department of Atomic Energy
Zirconium Complex
Pazhayakayal

***General Directions and Conditions of contract for piecework
General Rules & Directions for the guidance of contractors***

1. All works proposed for execution by contract will be notified in a form of Invitation of tender.
2. This form will state the work to be carried out as well as the date for submitting and opening tenders and the percentage, if any, to be deducted from the bills. Copies of the specifications and any other documents required in connection with the work, shall also be open for inspection by the contractor (s) at the office of the AO-III during office hours.
3. A tender by a firm must be signed separately by each member there of, or in the event of the absence of any partners, it must be signed on his behalf by a person holding a power of Attorney authorizing him to do so. Such power of Attorney to be produced with the tender and it must disclose that the firm is duly registered under the Indian Partnership Act.
4. Receipts for payments made on account of a work, when executed by a firm must be signed by the several partners, except where the contractors are described in their tender as a firm in which case the receipts must also be signed in the name of the firm by one of the partners, or by some other persons having authority to give effectual receipts for the firm.
5. Any person who submits a tender shall fill up the usual printed/cyclostyled form stating at what rates he is willing to undertake the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender or which contain any other conditions of any sort will be liable to rejection. No single tender shall include more than one work, but contractor(s) who wish to tender for two or more works shall submit a separate tender for each.
6. The Officer-in-Charge or his duly authorized Assistant will open tenders in the presence of any intending contractor(s) who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded therewith shall there upon be given to the contractor(s) who shall there upon for the purpose of identification sign copies of the specifications and other documents mentioned in Rule No.1.
7. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
8. The schedule of work tendered for and the schedule of materials to be supplied by the NFC/ZC, if any, and their issue rates, shall be filled in and completed in the office of the AO-III before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and completed, he shall request the office to have this done before he completes and delivers his tender.

1. Interpretation Clause:

The President means the President of India and his successors.

The Executive Engineer means the Officer-in-Charge for the time being of the Division concerned.

The Engineer-in-Charge means the Assistant to the accepting officer to perform the duties put forth in clauses hereof whose authority shall be notified in writing to the contractor by the accepting officer.

Words importing the singular number only include the plural number and vice-versa.

2. The work is to be carried on with due diligence and all work executed is to be done in a workman like manner.

Payments due to the contractor(s) may, if so desired by him/them, be made so to his/their bank instead of direct to him/them, provided that the contractor(s) furnish(s) to the Engineer-in-Charge (1) an authorization in the form of a legally valid documents such as a power of attorney conferring authority on the bank to receive payment and (2) his/their own acceptance of the correctness of the account made out as being due to him/them by the Nuclear Fuel complex/Zirconium Complex or his/their signature(s) on the bill or other claim preferred against the Nuclear Fuel complex/Zirconium Complex, before settlement by the Engineer-in-Charge of the account or claim by payment to the bank. While the receipt given by such bank shall constitute a full and sufficient discharge for the payment to the contractor(s) should, wherever possible, present his/their bills duly received and discharged through his/their bankers.

Nothing herein contained shall operate to create in favour of the bank any rights or courtiers vis-à-vis the President of India.

3. The party tendering shall permit the Nuclear Fuel complex/Zirconium Complex at the time of making any payment to him/them for work done in pursuance of the acceptance of this tender to deduct ten percent from all monies so payable and to hold such monies as security for the due performance by him/them of the work hereby tendered for. It is also hereby agreed that any sums of the money payable by the party tendering to the Nuclear Fuel complex/Zirconium Complex in connection with this work may be realized from the amount deducted as aforesaid or from any sums which may be due or may become due to him/them by Nuclear Fuel complex/Zirconium Complex on any account whatsoever.

4. The Officer-in-Charge may put an end to this agreement at his option at any time and in the case of bad work or material, the Officer-in-Charge may remove the same and have it replaced, deducting the value of the work rejected or material removed, or the cost of replacing the same as he may think proper from any amount due, or that may become due to the party, making this tender.

5. No labourers below the age of eighteen years shall be employed on the work.

6. The contractor shall pay his labourers not less than the minimum wages fixed by the appropriate authority under the law.

7. In every case in which by virtue of the provisions of section 12, subsection (1) of the Workmen's Compensation Act: 1923, Nuclear Fuel Complex/Zirconium Complex will recover from the contractor(s), the amount of the compensation so paid, and without prejudice to the rights of the Nuclear Fuel Complex/Zirconium Complex, under section 12, subsection (2) of the said Act, the Nuclear Fuel Complex/Zirconium Complex shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Nuclear Fuel Complex/Zirconium Complex to the contractor(s) whether under this contract or otherwise.

The Nuclear Fuel Complex/Zirconium Complex shall not be bound to contest any claim made against it under section 12, subsection (1) of the said Act, except on the written request of the contractor(s) and upon his/their giving to the Nuclear Fuel Complex/Zirconium Complex full security for all costs for which the Nuclear Fuel Complex/Zirconium Complex might become liable in consequence of contesting such claim.

Signature of the contractor(s)

Signature of the Officer by whom accepted

Date:

SPECIAL CONDITIONS

Security Regulations:

The contractors have to follow strictly the security regulations of Nuclear Fuel Complex/ Zirconium Complex regarding entry and movement of personnel, materials, etc. and any other regulations that might be enforced from time to time. The Department on account of observation of the security regulations will entertain no claim, whatsoever.

General safety within the DAE premises:

It should be very clearly understood that the contractor is solely responsible for the safety of his employees, contract labourers and anybody who accompanies them and he should make all and necessary arrangements to ensure their safety. 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 stipulation shall be entirely at the risk and cost of the contractor.

Signature of the contractor(s)

Signature of the Officer by whom accepted

Date:

SPECIAL INSTRUCTIONS TO TENDERERS

1. LOCATION AND ACCESS TO SITE

1.1 The site at Pazhayakayal is located on the Gulf of Manner coast in Srivaikundam Taluk, Tuticorin Dist, Tamilnadu, which is at a distance of about 577 kms by road from Chennai. The nearest town Tuticorin is located at a distance of about 17 kms North of the site. The nearest Railway station Tuticorin (BG) of Southern Railways is at 18 kms from the site. The site is approachable through the National highway between Tuticorin and Thiruchendur.

1.2 Pazhayakayal has usual semi-arid climate with rainy seasons generally ranging from October to January. Important metrological data are:

Prevalent wind direction	: Predominantly from North, North East, West and East
Mean and wind speed	: 55 m/sec
Average annual rainfall	: 626 mm
Highest annual rainfall	: 909 mm
Extreme daily rainfall	: 149.1 mm
Maximum temperature	: 40.5 °C in the Month of May
Minimum temperature	: 19.5 °C in the Month of January
Relative humidity	: 40-80%
Climate	: Coastal and highly corrosive
Seismic Zone	: II as per IS 1893-2002
Latitude, Longitude	: 8° 42'N, 78°07'E

1.3 Tuticorin has an Airport about 35 kms and Madurai airport is about 150 kms from the Project Site. Tuticorin has also a Harbour and is well connected to other ports.

1.4 Post and telephone facilities are also available.

DY. GENERAL MANAGER'S OFFICE

Dy. General Manager,
Zirconium Complex,
Pazhayakayal, Srivaikundam Taluk,
Tuticorin District, Tamilnadu- 628 152.
Telephone: **0461- 2276100.**

TERMS & CONDITIONS

1. **Transportation charges:** The rates are specified separately for mileage rate per km, charges for Inter State Permit, Night halt charges and extra km/hrs in the Annexure. Driver's bata is not payable by the Department.
2. **Toll Gate charges and vehicle parking charges** shall be paid only on submission of original receipt (s) along with your bill for payment.
3. **Period of Contract:** The contract shall commence from the date of entering into agreement to provide Non A/C Vehicles on hire and shall remain "in force (unless terminated earlier as provided hereinafter) for a period of two years and the contract may be extended for a further period up to Two (02) years, at the discretion of Deputy General Manager, Zirconium Complex, Pazhayakayal.
4. Deputy General Manager, Zirconium Complex, Pazhayakayal reserves the right to terminate the contract at anytime without assigning any reasons therefor by giving 30 days notice of his intention to do so in writing to the contractor and the contractor shall not be entitled to any compensation by reason of such termination.
5. No request for revision of rates will be entertained during the period of contract. However, if the price of fuel increases, the Contractor shall be compensated for such increase as per the details given in Annexure-II and the amount of the contract shall accordingly be varied, such compensation in the price of fuel shall be worked out based on the provisions indicated in Annexure-II.
6. **Vehicle Fitness Certificate:** The Contractor shall provide Car/Vehicle in the neat, clean and best roadworthy condition (with spare wheel, with tool kit, First Aid Box, Fire Extinguisher, etc) to our Complex for our inspection.
7. **Availability of vehicle:** The contractor shall furnish the details of the car / vehicle in his custody along with the details of registration from State Transport Authorities.
8. **Arrangement of substitute vehicle:** In case the car/vehicle fails enroute, the contractor shall provide substitute vehicle/car immediately without extra payment and the details of arrangements for substitute car/vehicle may please be furnished.
9. The Contractor shall be the sole responsible for the vehicle. Any damage/brokerage of the vehicle shall not be borne by the Department.
10. **Petrol, Oil and Lubricant charges:** Required quantity of fuel for covering the entire journey shall be filled in the car/vehicle before reporting to the Department and it will be verified by our Department.
11. The Driver of the vehicle shall report to Administrative Officer-III, Zirconium Complex, Pazhayakayal or any other authorized officers for the purpose with documents like Driving Licence, Fitness Certificate, Inter-state permit etc. and shall take instructions from him before commencement of journey.
12. All documents related to the car/vehicles mainly RC Book of the vehicle, Driving Licence etc. shall be made available for verification by RTO whenever required.
13. The Driver shall be strictly instructed to adhere not to take alcohol, drugs, etc. on duty hours.

14. A cordial relationship shall be maintained by the Driver with the visiting Officials.
15. The name, address and contact mobile number of the Driver of car/vehicle shall be communicated to Administrative Officer-III, Zirconium Complex, Pazhayakayal. The full records of the Driver of Car/vehicle shall be made available to the Administrative Officer-III, Zirconium Complex, Pazhayakayal, after booking the vehicle.
16. No other person shall accompany with the Driver under any circumstances.
17. On completion of each trip, the Contractor has to submit the bill in duplicate duly certified by Administrative Officer-III, Zirconium Complex, Pazhayakayal or any other Officers authorized on his behalf and payment shall be made by Asst. Accounts Officer, Zirconium Complex, Pazhayakayal.
18. Income Tax at the rate of 2% and GST as applicable of the gross payment of the bill value will be deducted from your bill.
19. Copy of your Permanent Account Number card should be submitted.

PROVISIONS FOR COMPENSATION FOR INCREASE IN THE PRICE OF FUEL

- a. The base rate for working out such escalation shall be last date on which quotations were stipulated to be received.
- b. The compensation for such increase for fuel shall be worked out for the month as per the formula given below based on the price as on 1st day of the month

$$\frac{\text{Present fuel rate} - (\text{subtract}) \text{ Basic Rate} \quad \times \quad \text{Actual Km in respective period by vehicle}}{\text{(Increase/Decrease)}} \div \text{Fuel efficiency of the vehicle}$$

Per litre

- c. The base price for fuel shall be one relating to the month in which the quotation was stipulated to be received.
- d. Fuel efficiency of the vehicle per litre should be furnished in the quotation by the Contractor
- e. In the even of the prices of fuel decreases, there shall be downward adjustment and amount will be recovered from the Contractor. In this regard the formula hereinbefore stated under para (b) shall mutatis mutandis apply.
- f. Contractor required producing the documentary proof to claim compensation for increase in payment of fuel from the recognized Dealer for supply of fuels.

Schedule of Rates

Name of the work: Hiring of light vehicles (Non A/C) for commuting visiting/touring officials at Zirconium Complex, Pazhayakayal, Tuticorin – 628 152.

Tender Notice No: ZC/NFC/Admn/3(G)/Non A/C/2017

Type of Cars	Destination	Rate/Km	Parking charges	Toll gate	Night halt charges	Inter State permit charges
Ritz / Indica etc.	Madurai Airport 350 Kms / 08 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Skoda etc.						
Ritz / Indica etc.	Trivandrum Airport 400 Kms / 10 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Skoda etc.						
Ritz / Indica etc.	Tirunelveli Rly. Station 130 Kms / 04 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Skoda etc.						
Ritz / Indica etc.	Tuticorin Airport 50 Kms / 03 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Skoda etc.						
Ritz / Indica etc.	Local Trips for Plant visit/to visit offices at Tuticorin Town 80 Kms / 10 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Skoda etc.						

Rate for Extra Kilometer and extra hours for local trips will be :

Type of cars	Extra Km	Extra hrs.
Ritz / Indica etc.		
Indigo / Ford Icon / Dezire etc.		
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.		
Skoda etc.		

Hire charges for outstations other than the stations mentioned above :

Type of cars	Rate/Km	Parking charges	Toll gate
Ritz / Indica etc.			
Indigo / Ford Icon / Dezire etc.			
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.			
Skoda etc.			

Note: Rates Quoted shall be inclusive of all taxes.

Signature of the Contractor with Seal