



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/2018/

## **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.ao3@nfc.gov.in](mailto:zc.ao3@nfc.gov.in)

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

GSTIN: 33AAALZ0205G1ZE

Ref: **ZC/NFC/Admn/3(G)/Non A/C/2018/**

**21.11.2018**

**NOTICE INVITING TENDER**

Sealed tenders are invited on behalf of the President of India by 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/2018
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.
04.	Tender documents are available with	O/o Assistant Accounts Officer, Zirconium Complex, Pazhayakayal (Post), Srivaikundam Taluk, Tuticorin- 628 152.
05	Estimated cost	<b>Rs.16,72,000/- (Inclusive of GST)</b>
06.	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 Assistant Accounts Officer, Zirconium Complex, Pazhayakayal.
07.	Earnest Money Deposit @ 2% of estimated cost.	Rs.33,440/- (Rupees Thirty Three Thousand Four Hundred Forty Only) Earnest Money Deposit shall be submitted in the form of Fixed Deposit receipt / Demand Draft from any Nationalised bank / Scheduled Bank drawn in favour of PAO, NFC, Hyderabad. Offers without EMD will be summarily rejected. EMD submitted by DD shall be drawn only after the publication of NIT to ensure that it is valid for entire offer period.
08.	Documentary proofs to be submitted for collecting	(a) List of similar works executed in the last five years supported by copies of work orders / performance

	tender documents.	certificates issued by the Clients Certificates/ testimonials from clients showing cost of similar works executed/in progress. (b) Annual turnover or Audited balance sheets showing receipts on contracts, profit/loss for the last five years ending 31 <sup>st</sup> March 2018. (c) A valid Income tax clearance certificate in the latest approved form (d) GST Registration, PAN Card & Aadhar Card.	
09.	Model of Vehicle required	2016 Model or later model	
10.	Types of Vehicle required	Light Motor Vehicles like Ritz, Indica, Vista, Indigo, Tata Sumo, Swift Dezire, Qualis, Tavera, Bolero, Innova, Etios Liva, Tempo Traveller, Winger, etc.	
11.	Frequent places of visit	<b>From: Zirconium Complex, Pazhayakayal To:</b> Tuticorin, Madurai, Kudankulam, Trivandrum, Tirunelveli, etc	
12.	Date from which the Tender Documents would be issued	<b>22.11.2018</b> to <b>04.12.2018</b>	Between 1000 hrs and 1500 hrs (Only on working days)
13.	Last date & time for submission of sealed Tender Documents.	<b>07.12.2018</b>	1400 hrs.
14.	Date, time and venue of opening the Tender Documents.	<b>07.12.2018</b>	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. 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. Your offer shall be deposited in the tender box kept for the purpose at Veda Prastha building, ZC (P) on or before 07.12.2018 upto 14:00 Hrs.
3. Any tender, which does not fulfill any of the prescribed conditions or is incomplete in any respect, is liable to be rejected.
4. After purchase of tender document, if the tenderer is unwilling to quote his offer, he must return the blank tender document.
5. The right to accept or reject any or all the tenders without assigning any reasons is reserved with the Department.

6. 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.
7. Other Terms & conditions are attached with the tender document.
8. Quotations are to be submitted strictly in the format enclosed. Tender and EMD shall be placed in to separate envelopes clearly indicating Tender No. and each marked as TENDER and EMD respectively. Both the envelopes shall be submitted together in another sealed envelope superscribing Tender No. and description of work along with due date and time of submission on outer cover.

Sd/-  
(B. Manoharan)  
Dy. General Manager  
For and on behalf of the President of India



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

**Tender Notice no. ZC/NFC/Admn/3(G)/2018**

**TENDER FORM**

Due Date : 07.12.2018 upto 1400 Hrs.  
Date of Opening: 07.12.2018 at 1500 Hrs.

From

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To

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

Dear Sirs,

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 works 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/2018** 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.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Signature of the Tenderer

**Witness:**

Signature:  
Address:  
Occupation:

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

**Terms & Conditions of NIT No. ZC/NFC/Admn/3(G)/Non-AC/2018/ dtd. 21.11.2018**

1. The contractor will be completely responsible for the job. The contractor shall deploy sufficient manpower required for completion of the work. The contractor shall ensure to authorize a competent person to supervise the job who shall fully be responsible for carrying out the jobs safely. Authorisation shall be furnished in writing. The contractor shall deploy only those qualified manpower who have prior experience in the works as brought out in the scope of work.
2. No Child labour should be engaged.
3. Contract labour are to be engaged only in General shift.
4. The workers engaged by the contractor should wear uniform which is distinct from ZC 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 stipulates by SED (Safety Engineering Division) NFC/ZC from time to time.
5. The contractor must follow all Labour Laws such as Contractor (Regulations & Abolition Act), Payment of Wages Act, EPF & MP Act, ESI Act, Payment of Bonus Act, Employees Compensation Act etc. NFC / ZC 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 Labour-Cum-Welfare Officer, Zirconium Complex, Pazhayakayal on 0461-2276057 or zc.lcwo@nfc.gov.in on any working day during office hours.
6. Wages are to be paid as per Minimum Wages Act, circulated by RLC (C) / CLC (C) /by state Government of Tamil Nadu whichever is higher from time to time.
7. Earnest Money Demand at the rate of 2% of estimated cost put to tender shall be submitted alongwith tender in the form if Fixed Deposit Receipt / crossed Demand Draft drawn in favour of "Pay & Accounts Officer, NFC, Hyderabad" payable at Hyderabad. Offers without EMD will be summarily rejected.
8. Certificate from Officer-in-charge at ZC regarding payment of minimum wages to the contract labour is to be enclosed alongwith 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 atleast 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 & EPF. Proof of the same shall be produced before start of the work.

11. The quoted value shall be exclusive of ESI, EPF & inclusive of GST and any other mandatory duties and levies of the Government. The payment towards ESI, EPF 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. While collecting tender document and copies of the same shall be submitted alongwith the tender document.
13. Performance Guarantee @ 5% of Work Order value shall be submitted within 15 (4 to 15 days) from the date of issue of letter of acceptance or before the commencement of work whichever is earlier 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 charges @ 0.1% per day of Performance Guarantee amount). If the Performance Guarantee is not submitted with the extended time, the EMD submitted shall be forfeited.
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 (03) 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. Non-submission of PAN or incorrect PAN No. attracts Income Tax @ 20% on the gross bill. Contractor shall furnish his PAN No., GST and bank details alongwith with a Xerox copy 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.
19. The offer should be kept valid for a period of three (03) 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 alongwith 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 Performance Guarantee 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 ZC. The Contract labour shall be / below 60 years for skilled, shall be / below 50 years for Un-skilled shall be / below 65 for Highly Skilled categories.
28. Zirconium Complex, Pazhayakayal 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 reasons ZC 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 ZC (P) for assessment of work with prior permission of Dy. General Manager / Administrative Officer-III. He may contact at 0461-2276100 / 6200 / 6105 / 6014.
31. If the contractor fails to execute the work completely, then the Government shall without prejudice to any right or remedy be at liberty to forfeit whole Security Deposit and Performance Bank Guarantee absolutely.
32. The quoted rate 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 wage (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 ZC shall not be liable for any dues for availing the services of the personnel. The contractor should not be liable for any dues for availing the services of the personnel. The contractor should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the ZC. 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.

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- 2276200.**

## **TERMS & CONDITIONS**

1. **Transportation charges:** The rates are to be specified separately for mileage rate per km, charges for Inter State Permit, Night halt charges and extra km / hrs in the Annexure-II. 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) alongwith 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 therefore 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-I 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-I.
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.

**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 1<sup>st</sup> day of the month

Present fuel rate – (subtract) Basic Rate    X    Actual Km in respective period by vehicle  
(Increase/Decrease)  
(divided by) 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 event 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**

**ANNEXURE – II**

**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/2018

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 / 05 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio etc.						
Skoda etc.						
Ritz / Indica etc.	Tuticorin Airport 50 Kms / 04 Hrs					
Indigo / Ford Icon / Dezire etc.						
Tata Sumo/ Xylo / Tavera / Bolero / Innova / Mobilio						

Type of Cars	Destination	Rate/Km	Parking charges	Toll gate	Night halt charges	Inter State permit charges
etc.	Local Trips for Plant visit/to visit offices at Tuticorin Town  80 Kms / 10 Hrs					
Skoda etc.						
Ritz / Indica etc.						
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.		

**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.			

**Note: Rates Quoted shall be inclusive of GST and exclusive of ESI, EPF.**

Signature of the Contractor with Seal

Place:

Date: