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Government of India
Department of Atomic Energy
Zirconium Complex
(A Unit of NFC, Hyderabad)
Pazhayakayal-Tuticorin

Ref: ZC/NFC/IR&W/2018/01/

30.05.2018

NOTICE INVITING TENDER

TENDER NOTICE NO. ZC/NFC/IR&W/2018/01

On behalf of the President of India sealed tenders are invited from reputed/professional contractors for "Catering, Cooking, Cleaning & General Housekeeping works in Industrial canteen at Zirconium Complex, Pazhayakayal, Tuticorin in round-the-clock shifts".

| Sl.No. | Description | Particulars |
|--------|------------------|---|
| 1. | Name of the work | Catering, Cooking, Cleaning & General Housekeeping works in Industrial canteen and ZC, Guest house, Pazhayakayal. |
| 2. | Scope of work | <p><u>Industrial Canteen</u></p> <p>i) Cooking and catering works includes cleaning vegetables, rice, pulses etc. cutting vegetables, preparing flour paste for idly, dosai, vadai, samosa etc., cooking breakfast, lunch, dinner, preparation of sweets, snacks, Tea/Coffee in the morning, evening, night and serving to the employees in the canteen and also at the designated catering points at site in round-the-clock shifts.</p> <p>ii) Sweeping, washing floors, mopping, removal of cobwebs in dining hall, kitchen, corridor etc. daily in each shift and keep the entire building and the surrounding area neat and clean.</p> <p>iii) Cleaning the utensils used in the canteen for cooking and catering like plates, tumblers, glass tumblers, cups etc. after serving in each shift. The equipments like grinders, mixer and jars, refrigerator etc. should be washed and cleaned regularly and kept neat and clean.</p> <p>iv) The workers should be provided with uniforms, cap, gloves, shoes, mouth mask and must wear these while on duty. Breakfast - approximately 100 – 120 Nos. Coffee/Tea - approximately 200 - 250 Nos. Lunch- approximately 100 - 120 persons Dinner - 70-80 persons</p> <p>v) At least 3 highly skilled cooks (one cook/shift) 1) Skilled labour as Assistant Cook, 14 Un-skilled labour shall be available for carrying out the above works.</p> |

| | | |
|-----|--|---|
| | | <p><u>Guest house</u></p> <p>a) The total area for cleaning of 6 nos. of A/c Guest House rooms & 2 nos. of non-A/c rooms including attached bathrooms with toilets, Guest dinner hall, Kitchen, 1 store room & open corridors at Tamirabharani Guest House.</p> <p>b) Daily 2 times cleaning includes cleaning & mopping of floors, Attached bathrooms with toilets removal of cobwebs, cleaning & dusting of fans, cleaning of windows, cleaning of furniture in guest house rooms.</p> <p>c) Keeping water at guest rooms, Serving of tea/coffee to senior officers at guest rooms & carrying bags of the guest to their rooms</p> <p>d) Serving Breakfast/Lunch/Dinner as per requirement (approx.10 -12 persons)</p> <p>e) At least 1 highly skilled cook, 2 un-skilled labour shall be available for carrying out the above works</p> |
| 2. | Estimated cost | Rs.51,71,000/- (Rupees Fifty One Lakhs Seventy One Thousand Only) |
| 3. | Earnest money deposit | Rs.1,03,420/- (Rupees One Lakh Three Thousand Four Hundred Twenty Only) by way of Demand Draft/Fixed Deposit receipt from any of the Nationalized Bank/Scheduled Banks drawn in favour of Pay & Accounts Officer, NFC, payable at Hyderabad. |
| 4. | Security Deposit | @ 2.5% of work order value. |
| 5. | Performance Guarantee | @ 5% of work order value. |
| 6. | Period of work | One Year |
| 7. | Cost of Tender Documents | Rs.1,000/- (Rupees One Thousand only) (Non-refundable) in person |
| 8. | Mode of payment | By Cash or Demand Draft or Banker's cheque drawn in favour of Assistant Accounts Officer, Zirconium Complex, Tuticorin |
| 9. | Tender documents are available with | O/o Assistant Accounts Officer, Zirconium Complex, Pazhayakayal |
| 10. | Date from which tender form will be issued | From 01.06.2018 to 09.06.2018 on all working days. 10:00 hrs to 15:30 hrs. |
| 11. | Submission of tender document | 13.06.2018 upto 1430 hrs. at Zirconium Complex, Pazhayakayal |
| 12. | Date and time of opening quotation | 13.06.2018 at 1500 hrs 2nd floor Conference Room , Veda Prasatha Building, ZC Site, Pazhayakayal, Tuticorin Part – II will be opened on 15.06.2018 at the same time & venue. |

The contractor shall provide all cleaning materials and accessories for carrying out housekeeping work and cleaning of utensils used in the canteen/Guest House. The waste from the canteen should be removed out of site daily by the contractor at his own cost.

The contractor shall at his own cost procure all the ingredients like vegetables, pulses, oils, masala, milk, sugar etc. required for cooking food items and supply the food items to the employees of ZC at the rates given in annexure to the tender notice. The rates of food items listed in the tender notice are not negotiable.

The tenderer shall submit their offer in two parts. Part- I (Technical Bid) shall contain:

- i) **details of experience in the related field including address of previous work/organizations for reference**
- ii) **work order copies for running canteens in similar organizations or IT statement for running hotel/catering institutes.**

Part- II (Financial bid) shall contain rate for the work.

The above two parts shall be put in separate sealed covers. The above two covers alongwith the cover containing Earnest Money Deposit shall be put in a single main cover superscribed with tender number and due date duly sealed and submitted.

The DGM, ZC reserves itself, the right to scrutinize the credentials of all the contractors and arrive at a conclusion to its satisfaction regarding the suitability based on such examination and/or enquiry as deemed necessary. Issuing tender documents will not as such be accepted as proof of eligibility for the contract. Part - I (Technical bids) will be opened at first time and only on satisfying itself that all documents/information required have been furnished fully and correctly and, if required, after visiting/Inspecting the sites/institutions to evaluate the performance and found fit will open the part - II (Financial bid) of the parties.

Eligibility Criteria:

Experience of having successfully completed works during last seven (7) years ending previous day of last date of submission of application:

- i) One similar work not less than 80% of the estimated cost
- ii) Two similar works not less than 60% of the estimated cost
- iii) Three similar works not less than 40% of the estimated cost

By similar work, it means the work executed either providing catering and cooking services in any of the major industries or institutions or having successfully running any hotel or catering institute with a turnover of more than the estimate value for the last two years.

General conditions:

1. The party should possess experience in Catering & cooking work in any of the reputed industry or running hotel/catering business (List of similar works executed/in progress in the last two years has to be supported by copies of work orders. (Similar works means any kind of Catering work).
2. No Child labours are to be engaged.
3. Contract labours are to be engaged in General Shift & round the clock shifts. Ladies will not be allowed to work inside the plant beyond **18.00 hrs**.
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 LCWO,ZC, Pazhayakayal, Tuticorin – 628 152 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, notified by RLC (C) or Labour Commissioner, Chennai whichever is higher 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 favor of "Pay and Accounts Officer, NFC" payable at Hyderabad. Offers without EMD will be summarily rejected.
 8. Certificate from Officer-in-charge at ZC/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. Annual Medical Examination for fitness of each members of canteen staff who handles food stuffs shall be carried out by the factory Medical Officer or the Certifying surgeon of ZC which includes the following the namely :
 - a) Routine Blood Examination
 - b) Routine and Pathological testing, of faces and urine for germs of dysentery, typhoid fever: and
 - c) any other examination including chest X – Ray , that may be considered necessary by the Factory Medical Officer or the certifying surgeon of ZC
- Any person who in the opinion of the factory Medical Officer or the certifying Surgeon, ZC is unsuitable for employment on account of possible risk to the health of others , shall not be employed as canteen staff.
12. 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 & GST from concerned authorities.
 13. The contractor shall provide the registration details of Income Tax, ESI, EPF, GST etc.
 14. 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. (Extension of time for submission of Performance guarantee at the request of contractor shall be charged @ 0.1% per day of performance guarantee amount).
 15. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.

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 months (03 months) from the date of completion of entire work, or after payment of final bill, whichever is later.
17. Income tax @ 2% 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.
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 GST etc.
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 ZC. The contractor labour shall be/ below 60 years for skilled & semi- Skilled, shall be / below 50 years for un-skilled and shall be/ below 65 years for highly skilled categories.
29. ZC 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 ZC for assessment of work with prior permission of DGM. He may be contacted at 0461-2276200 (phone no).

32. The contract is extendable/repeatable, subject to acceptance of the contractor, for similar quantities of work (By another tentative one year) based on satisfactory performance under the same rates, terms and conditions.
33. 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.
34. 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 ensure that the person to be deployed or 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.

(K.S.Subramanian)
Deputy General Manager
For on behalf of President of India

- Copy to:
1. Dy. CE (Admn), NFC, Hyd.
 2. JC (F&A), NFC, Hyd.
 3. Administrative Officer-III, ZC
 4. Asst. Accounts Officer, ZC

Note : NFC is committed to a corruption free work environment. "All the purchase and contracts commitments of NFC will be honored 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. **040-27184949 & 040-27184307** (office) E.mail : dcea@nfc.gov.in
