

Government of India  
Department of Atomic Energy  
Zirconium Complex  
A unit of Nuclear Fuel Complex  
Pazhayakayal

**NOTICE INVITING TENDER**

Tender No. ZC/NFC/IR&W/Works/03/2017/

Date : 01.12.2017

To

M/s.

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Dear Sir,

On behalf of the President of India, sealed item rate tenders are invited by Competent Authority of Zirconium Complex (a Unit of NFC), Pazhayakayal Post, Srivaikundam Taluk, Tuticorin Dist, Tamilnadu - 628 152 from competent and well experienced contractors for the following work on works contract basis.

1)	Name of Work	Rental Cum-maintenance contract for Photocopier machine
2)	Scope	Supply of Total 13 photocopier machines as specified below on rental basis for one year  1. Colour digital Multifunctional with 25 copies per minute – 1 No. 2. Digital Multifunctional device with fast, gray scale printing with 25 copies per minute – 1 3. Digital Multifunctional device with 22 copies per minute - 11
3)	Duration of Contract	The period of contract is <b>12 months</b> from the date of receipt of written order.
4)	Estimated Cost	<b>Rs.8,00,000/-</b> (Rupees Eight Lakhs Only)
5)	Earnest Money Deposit	<b>Rs.16,000/-</b> (Rupees Sixteen Thousand Only)
6)	Issue of tender document	From <b>01.12.2017 to 08.12.2017</b>
7)	Last date for submission of tender	<b>13.12.2017 up to 14:30 hours</b>

8)	Date of opening the sealed tender	<b>13.12.2017 at 15:00 hours</b>
9)	Cost of tender document	Rs <b>500/-</b> (by Cash or Demand draft or banker's cheque payable at Tuticorin drawn in favour of "Assistant Accounts Officer, ZC

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 & Account No. of the Contractor may be written at the back side of DD submitted towards EMD & the DD submitted shall be valid for 3 months.

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 the **tender box** kept for the purpose at **Veda Prastha Building**, Zirconium Complex, Pazhayakayal, Tuticorin – 628 152 on **13.12.2017** up to **14:30 hours**.

Tenders will be opened at O/o Assistant Accounts Officer, Zirconium Complex, Pazhayakayal (Post), Srivaikundam Taluk, Tuticorin- 628 152. Late/delayed & tenders not accompanied by EMD shall not be considered.

Tender document issued to contractor is non-transferable.

**Documentary proofs to be submitted for collecting tender documents.**

- (a) List of similar works executed/in progress in the last five years supported by copies of work orders, LOA & Performance Certificate etc.
- (b) Experience of having successfully completed any of the
  - 3 works completed each costing not less than 40% of estimated cost Or
  - 2 works completed each costing not less than 60% of estimated cost Or
  - 1 work completed each costing not less than 80% of estimated cost
- (c) Latest bank solvency certificate from any scheduled banks of minimum value of **40%** of estimated cost
- (d) List of works in hand & works carried out by them last 2 years indicating
  - Agency for whom executed
  - Value of work.

➤ Completion time as stipulated and actual or present position of the work.

(e) Registration details of GST No.

Deputy General Manager, ZC  
For & On behalf of the President of India

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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](mailto:dcea@nfc.gov.in)

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**Terms and Conditions of NIT No : ZC/NFC/IR&W2017/03 dated 01.12.2017**

1. Brand new equipment to be installed and service should be provided by the party.
2. Equipment will be returned back after expiry of the agreement.
3. The capacity of the machines should be as per the scope attached.
4. Rent/maintenance charges will not be paid for the month in which down time for maintenance is in excess of two working days after reporting the complaint to the party.
5. Hiring of machines on rental basis will be for a period of one year and the rate quoted by the party will hold good for a period of 3 years.
6. The period of contract can be extended for a period of further of two years subject to satisfactory performance.
7. The service agreement shall cover all consumables except paper and power. **The first 60001 copies shall be free of cost from the date of installation of machines.**
8. Rental Charges shall be paid monthly basis on consumption of the month after submitting the bills in quadruplicate. Please mention rental charge per month per machine and copy charge per copy including maintenance.
9. Income tax and GST as applicable will be deducted as TDS from your bills. Contractor shall furnish his PAN No. and bank details along with a Xerox copy of the same duly countersigned by him.
10. 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. Authorization shall be furnished in writing. The contractor shall deploy only qualified man power who have prior experience in the works as brought out in the scope of work.
11. No child labour should be engaged.
12. The contractor has to ensure safe working practices and follow all safety rules and regulations stipulated by Safety Section, ZC from time to time.
13. 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.
14. Performance Guarantee @ **5% of Work Order** value shall be submitted within **15 (Fifteen 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 (3) months from the date of completion of entire work, or after payment of final bill, whichever is later.
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. The offer should be kept valid for a period of **three (03)** months from the date of opening of tender.
19. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
20. Contractors shall quote the rates both in words and figures.
21. 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.
22. 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.
23. 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.
24. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
25. 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.
26. ZC / NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
27. If on acceptance of the tender, owing to the circumstances if the scope of the work remains altered, reduced or abandoned for any reason 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.
28. Before quoting, the contractor may visit ZC for assessment of work with prior permission of DGM/AO-III/LCWO. You may contact at 0461-2276057.

29. 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.
30. 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.
31. 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-500 062 and in any case, shall be limited to the jurisdiction of the COURTS AT Hyderabad only.
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.

Deputy General Manager, ZC  
For & On behalf of the President of India