

Tender No.NFC/IR&W/CANTEEN/2017

Dt:16.05.2017

NOTICE INVITING TENDER

To
Notice Boards of NFC, ECIL & NFC Website
All leading News Papers

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 :Housekeeping of 4 Canteens at NFC.
- 2) Scope of Work :Housekeeping and ancillary jobs of Canteens at NFC as indicated at Annexure 'B' and as follows.
1. The total area of all the four Canteen is 6359 Sq.mtrs. Floor cleaning, mopping, removal of water logging, cleaning of urinals, wash basins, utensils, debris removal shall be done three times a day, there by the total area to be maintained in a day is 19077 Sq.mtrs
 2. Removal of cobwebs, cleaning of partitions, glasses shall be done on Weekly basis.
 3. Loading and unloading of material purchased by canteen shall be done three times a week.
 4. Arranging & cleaning the Dinning tables before & after the Lunches/ breakfast etc.
 5. Required cleaning material like Liquid soap oil, Acid, Room Freshner, Harpic Liquid, Sponges, Scrubbers, Brooms, Mops shall also be provided by the contractor.(Quantity required is indicated in the Annexure B). The above jobs shall be got done by qualified, trained and experienced workers.
- 3) Duration of Contract : 12 months
- 4) Estimated Cost : Rs. 89,61,650/- (Rupees Eighty Nine Lakh Sixty One Thousand Six hundred and Fifty only)
- 5) Earnest Money Deposit : Rs.1,79,233/- (Rupees One Lakh Seventy Nine thousand Two Hundred and thirty three only) (2% of estimated cost)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 and Account number of Contractor may be written on the back side of DD submitted towards EMD and the DD shall be drawn after the date of release of NIT.

- 6) Issue of tender document : From 17.05.2017 to 26.05.2017.
- 7) Last date for submission of tender : 29.05.2017 up to 14.00 hours.
- 8) Date of opening the sealed tenders : 29.05.2017 at 14.30 hours.
- 9) Cost of tender document : Rs 1000/- (Demand draft or banker's cheque payable at Hyderabad drawn in favour of "Pay & Accounts Officer, NFC")

10) Submission of Tenders: 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.

11) Tenderers who have executed successfully similar works of required magnitude and who satisfy the eligibility criteria as given below will be considered for issue of tender document.

Intending tenderers may submit application for issue of tender along with attested copies of

- a) Registration in appropriate class in government Organisation, Undertakings & Enterprises is desirable.
- b) List of works of similar nature and magnitude in hand and those already carried out by them for the last seven years ending 31.03.2017.
- c) Performance/ completion certificates issued by respective departmental engineers for any of the following during the last 7 years ending 31.03.2017
 - I. One similar work completed costing not less than 80% of Estimated cost, or
 - II. Two similar works completed costing not less than 60% of Estimated cost, or
 - III. Three similar works completed costing not less than 40% of Estimated cost, or
- d) Bank solvency certificate shall be not less than 40% of the Estimated cost. The certificate shall not be older than one year from the date of last date of receipt of tender .
- e) List of staff they possess
- f) Copy of PAN/TAN Card issued by the Income Tax Department
- g) P & L statement of company for the last 5(five) years. Average Annual Turn Over for last three financial years of Annual turnover shall not be less than 100% of estimated cost put to tender.

Offers shall be deposited in tender box kept for the purpose at Welfare Section, Aadhar Building(venue), Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on or before 29.05.2017 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.

Deputy Chief Executive (Administration),
For & 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/IR&W/CANTEEN/2017

1. The contractor will be completely responsible for the job and cleaning material (as indicated in Annexure-B). The contractor shall deploy sufficient man power 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. Authorization 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.
3. Contract labour are to be engaged in General Shift/ Round the Clock Shifts.
4. The workers engaged by the contractor should wear uniform which is distinct from NFC uniform. Safety shoes and other Personal Protective Equipments (PPEs) 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 Safety Engineering Division, 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@ntc.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 a MBBS doctor for workers engaged shall be submitted together with Laboratory tests in the prescribed proforma, according to Rule 71 of Atomic Energy Factories Rules(enclosed as Annexure 'A' in Form I, Form II & Form III). 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, Service Tax and inclusive of any other mandatory duties and escalation on labour wages**. The bills will be released against submission of documentary evidence towards payment of ESI, EPF and Service Tax to the concerned authorities.
12. The contractor shall provide the registration details of Income Tax, Sales Tax, ESI, EPF, Service Tax 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 (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 (valid upto 14 months from the date of issue of Work Order along with an additional claim period of six months). Extension of time for submission of Performance guarantee at the request of contractor shall be charged @0.1% per day of performance guarantee amount.
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% or as applicable at source shall be deducted from the payments made. Contractor shall furnish his PAN No. and bank details along with a Photo copy of the same duly countersigned by him. Non - submission of PAN attracts IT @ 20% on the gross amount of 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, on monthly basis.
18. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and Service Tax etc.
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 IRO/ Welfare Officer. He may contact at 27184326/ 27183059(phone no).
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. NFC has right to terminate this contract by giving Fifteen days(15) notice to the Contractor without assigning any reason.
33. 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.
34. In case the contractor is not able to provide any of the services indicated in the scope of work including man power, 10 % of the bill will be deducted in the form of fine.

FORM I

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the required statement below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in it:

- 1 State your name in full (in block letters) :
- 2 State your age, date of birth and place of birth :
- 3 (a) Have you ever had chicken pox, small pox, intermittent :
or any other fever, enlargement or suppuration of
glands, spitting of blood, asthma, heart disease, lung
disease, fainting appendicitis? :
- OR :
- (b) Any other disease or accident requiring confinement to :
bed and medical or surgical treatment? :
- 4 Details of Vaccination/Immunization :
- 5 Have you or any of your near relations been afflicted with :
tuberculosis, asthma, fits, epilepsy, insanity or birth
defects? :
- 6 Have you suffered from any form of nervousness due to :
overwork or any other cause? :
- 7 Have you been examined and declared unfit for :
Government Service by a Medical Officer/Medical Board,
within the last three years? :

8 Furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death and cause of death
Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death and cause of death

9 Past Occupation: :
Give details of Name of the Company and Job Hazards if
any:

10 Personal History :
Diet:
Smoking:
Other Habits:

11 Marital Status:

Married / Unmarried ()

No. of Children ()

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received disability certificate / pension on account of any disease or other condition.

Candidate's Signature

Signed in my presence

Signature of Medical Officer

Note: The candidate shall be held responsible for the accuracy of the above statement. Willfully suppressing any information, he will incur the risk of losing the appointment or forfeiting all claims to superannuation allowance/gratuity, if appointed.

FORM 2

EXAMINING PHYSICIAN'S REPORT

1 Personal Details:

Name:

Sex:

Date of Birth:

Marital Status:

Designation:

Division & Section:

Nature of Job:

General Appearance:

Present Posting:

Type of Job ----- (occupational hazard, If any),

Marks of Identification:

I

II

Signature of Medical Officer

Signature of Candidate

2 History:

a) Personal

b) Family

c) Past History: Major Illness/Operations/Injuries with date

d) Occupational: Previous Duration With year

Type of work done

Details of past exposure to any significant occupational hazards

e) Female Candidate:

Menstrual History: i) Age at menarche:

ii) LMP

iii) History of miscarriages/abortions/still births/congenital malformation etc.

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3 General Examination:

- a) Temperature:
- c) Height
- e) Blood Pressure
- f) Acuity of Vision

°C
cm

- b) Pulse : /Min
- d) Weight: Kg.

		Without glasses	With glasses	Strength of glasses		
				Sph	Cyl	Axis
Distant Vision	RE					
	LE					
Near Vision	RE					
	LE					

Note: (Detailed visual acuity test to be performed specifically for personnel to be posted as Drivers, Crane operators, Fork-lift operators, Locomotive operators, Firemen, Security Personnel)

- Night Blindness:
- Colour Vision
- Depth of Vision.....
- Fundus Examination

g) Skin condition : Normal/Abnormal Comment if any

h) Teeth: Normal/Abnormal Comment if any

i) Lymph nodes: Normal/Abnormal Comment if any

j) ENT: Normal/Abnormal Comment if any

k) Special Investigation

- i. Varicose Veins:
- ii. Deformities:
- iii. Hernia:
- iv. Hydrocele:
- v. Haemorrhoids
- vi. Lymph nodes
- vii. Oedema
- viii. Fistula
- ix. Thyroid

l) Others

4. Systematic Examination:

- a) Respiratory system :
- b) Cardiovascular System :
- c) Gastro-intestinal system :
- d) Locomotor system :
- e) Central Nervous system :
- f) Genito-Urinary system :
- g) Others :

5. Laboratory Investigation: (Routine)

a) WBC : TLC:c/mm

DLC:

b) Urine:

Sp. Gravity Sugar

Reaction Albumin

Microscopic Examination

c) Chest X-ray Report

d) Bio-Chemistry:

6. Job Specific Test (if any) (Audiometry, Spirometry, etc.)

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7. Remarks:

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Signature of Medical Officer

FORM 3

MEDICAL CERTIFICATE OF FITNESS FOR EMPLOYEMENT

I hereby certify that I have examined Shri/Smt./Kum.

a candidate for employment in the CANTEEN ACTIVITIES and found him/her medically

- i) Fit
- ii) Unfit on account of
- iii) Temporarily Unfit on account of

his / her marks of identification

1.

2.

and Blood Group is

Medical Officers Signature

Name :

Designation

Scope of Work

Sl.NO	Description	Measurement per day																											
1.	Cleaning, Mopping, Removal of Water Logging, Cleaning of Urinals, Wash Basins, Utensils, Debris Removal on daily basis.	19077 Sq.mts																											
2.	Removal of cobwebs, Cleaning of partitions, glasses on weekly basis.	6359 Sq.mts																											
3.	Loading and Unloading of Materials purchased by Canteen weekly basis.	1.5 Tones/day																											
4.	Cleaning of Utensils with soap, hot water and normal water (plates & large cooking Vessels)	4000 plates 60 vessels																											
5.	Arranging & cleaning the Dinning tables before & after the Lunches/ breakfast etc.	150 tables																											
6.	Quantity of Cleaning Materials required per month																												
	<table border="1"> <thead> <tr> <th>SL.No</th> <th>Material</th> <th>Qty(approx) per month</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Liquid Soap Oil</td> <td>50 ltrs(2 Nos)</td> </tr> <tr> <td>2.</td> <td>Acid</td> <td>60 ltrs</td> </tr> <tr> <td>3.</td> <td>Room Freshner</td> <td>5 ltrs</td> </tr> <tr> <td>4.</td> <td>Harpic liquid</td> <td>5 ltrs</td> </tr> <tr> <td>5.</td> <td>Sponges</td> <td>24 Nos</td> </tr> <tr> <td>6.</td> <td>Scrubbers</td> <td>24 Nos.</td> </tr> <tr> <td>7.</td> <td>Brooms</td> <td>30 Nos.</td> </tr> <tr> <td>8.</td> <td>Mops</td> <td>30 Nos.</td> </tr> </tbody> </table>	SL.No	Material	Qty(approx) per month	1.	Liquid Soap Oil	50 ltrs(2 Nos)	2.	Acid	60 ltrs	3.	Room Freshner	5 ltrs	4.	Harpic liquid	5 ltrs	5.	Sponges	24 Nos	6.	Scrubbers	24 Nos.	7.	Brooms	30 Nos.	8.	Mops	30 Nos.	
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