

**Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Melt shop**

NOTICE INVITING TENDER(DRAFT)

Tender No:-NFC/Melting(51)/2017-18/C-01
To

Date: 08/11/2017

M/s.

Dear Sir,

On behalf of the President of India, sealed item rated tenders are invited by competent authority of Nuclear Fuel Complex, Department of Atomic Energy, ECIL Post, Hyderabad –500 062 from competent and well experienced contractors for the following work on works contract basis.

- 1) Name of Work : House keeping in Meltshop
- 2) Scope : House keeping in Meltshop
- 3) Duration of Contract : 19 months
- 4) Estimated Cost : Rs: 20,61,000/- (Rupees Twenty Lakhs sixty one thousands only)
- 5) Earnest Money Deposit : Rs.41,220/- (Rupees Fourty one thousand Two hundred and twenty only)
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 No of contractor may be written at the backside of DD submitted towards EMD and DD to be submitted shall be drawn after the date of release of NIT
- 6) Issue of tender document :From 10-11-2017 to 20 -11-2017
- 7) Last date for submission of tender : 25-11-2017 up to 14.00 hours.
- 8) Date of opening the sealed tenders : 25-11-2017 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")

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 super scribing Tender No. & description of work along with due date and time of submission on the outer cover.

Your offers shall be deposited in tender box kept for the purpose at Meltshop office, Nuclear Fuel Complex, ECIL Post, Hyderabad – 500062, on or before 27-07-2016 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. Tender document issued to contractor is non-transferable.

DCE(SSTP,Melting,Mktg,CED)
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

From :

To

DGM, Melting
Nuclear Fuel complex
ECIL (PO)
Hyderabad-62

QUOTATION

Sub: House keeping in and around Meltshop Ref: NFC/Melting(51)/2017-18/C-01

Dear Sir,

In response to your Notice Inviting Tenders, we hereby submit our quotation for carrying out the following works

1) Schedule of Quantity:

| Sl no | Job description | Unit | Qty | Unit Rate (Rs) | Total Amount |
|--------------------------------|--|---------------|------------|--|--|
| 1 | Cleaning of Shop floor area | Sq.Mtr | 1858500 | Rs. _____ Rupees. _____ _____ only | Rs. _____ Rupees. _____ _____ only |
| 2 | Cleaning of ZRS open Yard (Scrap storage area) | Sq.Mtr | 540000 | Rs. _____ Rupees. _____ _____ only | Rs. _____ Rupees. _____ _____ only |
| 3 | Cleaning of Bath Rooms | Sq.Mtr | 15300 | Rs. _____ Rupees. _____ _____ only | Rs. _____ Rupees. _____ _____ only |
| 4 | Pit Cleaning (Quarterly Activity) | Sq.Mtr | 580 | Rs. _____ Rupees. _____ _____ only | Rs. _____ Rupees. _____ _____ only |
| 5 | Cleaning of Surrounding area (Weekly Activity) | Sq.Mtr | 99996 | Rs. _____ Rupees. _____ _____ only | Rs. _____ Rupees. _____ _____ only |
| Total Manpower Cost (A) | | | | | Rs. _____ Rupees. _____ _____ only |

Total Manpower cost in words (A)
(Rupees _____)

only).

Note: The above quoted price is inclusive of GST & exclusive of ESI, EPF.

2).Details of Materials and Consumables:

| | Item Name | Unit | Quantity (18months) | Rate / unit (Rs) | Total cost for (18months) |
|---|---------------------------------------|------|---------------------|--------------------------------|--------------------------------|
| 1 | Phenyle | ltr | 360 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 2 | Toilet cleaning liquid (Domex etc) | ltr | 36 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 3 | Toilet Stain removing solution / acid | ltr | 90 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 4 | Liquid soap | ltr | 360 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 5 | Air freshner / purifier(Odonil etc.) | nos | 108 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 6 | Soft brooms | nos | 90 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 7 | Coconut brooms | nos | 90 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 8 | Toilet cleaning brushes | nos | 36 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 9 | Naphthalene balls | kg | 18 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 10 | Floor wipers | nos | 36 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 11 | Moping refills | nos | 72 | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| 12 | (any other item) | | | Rs. _____ Rupees _____ only | Rs. _____ Rupees _____ only |
| Total for material and consumables (B): Rs. _____ | | | | | |
| In words (Rupees _____ only) | | | | | |

Total cost (A + B) = _____ only

Total cost in words: Rs. _____ only

Percentage of GST included in the above rates.

Note: The above quoted price is inclusive of GST & exclusive of ESI, EPF.

All the material required for the above work shall be provided by department .The cost quoted above is for labour charges only

Thanking you,

Name:

GST No:

PAN No.

Bank Account No.

IFSC Code:

Name of the bank:

Name of branch:

Yours Faith fully,

Contractor
(sign with seal)

Annexure for house keeping in Meltshop:

1. SCOPE:

Regular Housekeeping in Meltshop consisting of New Meltshop (NMS), Old Meltshop (OMS), Plasma Melting Section (PMS), entire shop floor, Change Rooms, Toilets, Wash basins, Urinals, Pits, 1st Floor, Staircase, Cabins of Executives, control rooms, Turning storage area(open yard) rectifier rooms etc. including plant surrounding area up to 6m from the walls and at the entrance of New Meltshop up to railway track stair cases. Total area to be cleaned is around 6760 sq.m. as per table 1. All cleaning items like brooms, mops, cleaning agents like phenyl, toilet stain removing solution / acid, toilet cleaning liquid, cleaning brushes, naphthalene balls, mopping sticks, floor wipers, liquid soaps, air fresheners etc. are to be arranged by the contractor.

Table: 1

| Details | New Meltshop (NMS) | Old Meltshop (OMS), Plasma Melting Section (PMS) & Zircaloy Reprocessing Section (ZRS) |
|--|---|--|
| Shop floor area | 2000 sq.m | 2130 sq.m |
| Zircalloy scrap & turning storage area(Open yard) | 0 sq.m | 1200sq.m |
| Bath rooms, toilets | Approx 12 sq. m (2 toilets, 2 urinals and washbasin with 3 taps, 1 bath room) | Approx. 22 sq.m. (2 toilets, 4 bath rooms, 2 urinals and 3 wash basins including those at ZRS) |
| Pit cleaning | 102 sq.m (EBW3 pit, 660 VAR pit, New VAR pit, ingot unloading pits (2 Nos)). | 14 sq.m (240 VAR pit, 300 VAR pit) |
| Plant adjacent surrounding area up to 6m from wall | 648 sq.m. surrounding + 384 sq.m. at the entrance. | 250 sq. m. |
| Total area | 3146 sq.m. | 3616 sq.m. |
| Grand Total area | 6762 sq.m. (~6760 sq.m) | |

The job involves floor cleaning with water, mopping, removal of water logging, thorough cleaning of Urinals, wash basins, commodes, toilets, cobweb, cleaning of partitions,

glasses, debris removal etc. which includes for a period of one year with sweeping, cleaning and mopping of floors inside control rooms, lobbies, staircases, cleaning of window glasses, all furniture by dusters, removal of cobwebs on walls and ceilings of porticos including collection of garbage and waste materials from dust bins and disposing the same at specified locations as directed by concerned Officers.

2. DAILY ACTIVITY:

- a. Sweeping of shop floor area and open yard area.
- b. Sweeping and mopping the non-carpeted floor areas with neutral cleaners in control rooms, change rooms and stores area as per table 1.
- c. Cleaning of oil on shop floor. Removal of oil muck on floor.
- d. Cleaning & disinfecting the Toilets (4 Nos.), Urinals (4 Nos.), Bathrooms (5 Nos.) & Wash basins (5 Nos.).
- e. Sweeping of the staircases.
- f. Cleaning & moping of Rooms (13 Nos.), Glass cabins / control rooms (8), change rooms (3 Nos) and Divisional Stores.
- g. Cleaning of all Tables, Chairs, Partitions, doors, windows & Systems etc.
- h. Collection of waste from rooms & disposing.
- i. Segregation of Scrap materials lying in and around Meltshop and proper storing / disposal.
- j. Filling of water into turnings drums in NMS and OMS.
- k. Any other sundry jobs as required by production / shift in-charge.

3. WEEKLY ACTIVITY:

- a. To remove all the stains in Toilet, Bathrooms, Urinals & Washbasins.
- b. Thorough cleaning and mopping of shop floor area, corridors including rectifier rooms at NMS.
- c. Cleaning of plant surrounding area . Removal of dry vegetation surrounding plant area as per table 1.

4. MONTHLY ACTIVITY:

- a. External cleaning / dust removal of all equipments.

5. QUARTERLY ACTIVITY:

- a. Cleaning of all pits in the areas as mentioned in the table 1 or as and when required.
- b. Removal of Cobwebs at Roof level of all Change rooms, Toilets, Bathrooms etc.

6. PERIOD OF CONTRACT: One & half year from the date of start of work

7. TERMS & CONDITIONS:

1. Eligibility criteria for participation in tender:
 - a) Contractor should have previous experience in handling Zirconium material and should produce documentary evidence of successful execution zirconium handling work during issue of tender document.
 - b) Contractor should provide documentary evidence of ESI,EPF of the contract labors working under them during issue of tender document.
 - c) Contractor should provide documentary evidence of their GST number during issue of tender document.
2. Staff engaged for housekeeping should not have any crime record. Police verifications certificates and medical fitness certificate are to be obtained for all personnel engaged
3. No child labour should be engaged for housekeeping job.
4. All cleaning items like brooms, mops, cleaning agents like phenyl, toilet stain removing solution / acid, toilet cleaning liquid, cleaning brushes, naphthalene balls, mopping sticks, floor wipers, liquid soaps, air fresheners etc. are to be provided by the contractor.
5. The contractor shall engage required manpower for carrying out the job and the working hours shall be from 09:00 to 17:00 Hrs on all working days.
6. If the work needs, Contractor's staff shall work up to 20:00 Hrs on working days and 09:00 to 17:00 Hrs on Holidays.
7. ESI&EPF coverage to be made available for contract labour engaged. Certificates in this regard has to be submitted. Contractor shall quote unit rates of items in blank schedule excluding ESI ,EPF and including GST Components . Comparison of offers shall be made excluding ESI , EPF and including GST components and these components are payable on production of documentary evidence.

8. The Contractor shall provide Uniform and Safety Shoe for their staff while working.
9. While submitting the monthly bill, the contractor shall enclose an undertaking that, they are paying to the labourers as per the minimum wages of Central Government Wages Act
10. Payment of wages to be made in presence of the officer -in -charge or his nominee and obtain counter sign on acquaintance roll in duplicate.
11. Charges for cleaning materials and consumables are to be quoted separately not mixing with the labour charges. Labour charges to be quoted separately.
12. Payment will be made monthly on submission of a certificate by the Contractor that minimum wages are paid to the labourers as per minimum wages act.
13. Contractor has to purchase all consumables and should be got certified by CISF while bringing them inside NFC.
14. Quantity of material and consumables brought inside NFC duly certified by CISF will only be considered for payment of material and consumables amount.
15. The contractor has to abide Labour (Regulations and Abolition) Act, 1970 or any amendment thereof and all legislation and rules of the state or other authority framed from time to time. The rules and safety measures, maintenance of all required registers Etc., will be deemed to the part of the contractor.
16. The Contractor has to furnish a copy of PAN card to Accounts Officer,NFC
17. The contractor only has to bear the total responsibility w.r.t. safety of staff / material / equipment. The department will not pay any compensation in case of any accident / incident and the loss, if any, has to be borne by the contractor. Contractor's personnel should follow Department Safety rules as communicated by NFC Safety Engineering Division from time to time.
18. Payment will be made as per work carried out .

Terms of payment :

- i. Payment will be made after satisfactorily completion of work and on production of certificate regarding payment of wages to the labourers within the time limit duly countersigned by the Officer-in-Charge of the work or his nominee.
- ii. Bill should be submitted in duplicate. Bill will be released only on submission of documentary proof towards payment of ESI,EPF.
- iii. GST at applicable rate & Income tax @ 2% or as applicable rate at TDS will be deducted from the bill.
- iv. The labourers should be covered by ESI and PF and certificates in this regard should be furnished by contractor while claiming payment.

19. Performance guarantee @5% of work order value shall be submitted within____(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. In case a bank guarantee is furnished it shall be valid up to stipulated period of contract period plus 60 days 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 @0.7% per day of performance guarantee amount.
20. The security deposit for the work is 2.5 % of total Work order Value , which will be deducted @ 2.5% from each bill, till SD is completely recovered. The security deposit will be returned three months after successful completion of this Work Order or after the payment of final bill whichever is later without any interest.

For comparison of offers total cost quoted by contractor will be considered.

21. The contractor will be completely responsible for the job. The contractor shall deploy sufficient manpower 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 those qualified manpower who have prior experience in the works as brought out in the scope of work.

22. The contractor must follow all Labour laws such as Contractor (Regulation & Abolition Act), Payment of Wages Act, EPF & MO 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@nfc.gov.in on any working day during office hours.

23. The contractor shall provide the registration details of Income tax, GST, ESI, EPF etc. while collecting tender document and copies of the same shall be submitted along with tender document.

24. The offer should be kept valid for a period of three months from the date of opening of tender.

25. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.

26. Contractors shall quote the rates both in words and figures.

27. 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.

28. 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.

29. 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.

30. Contractor shall sign each page of the tender document along with both Schedule of Quantities & Rates.

31. 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.

32. 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.

33. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.

34. 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.

35. Before quoting, the contractor may visit NFC for assessment of work with prior permission of GM/DGM/Sr. Manager. He may contact at Phone no: 040-2718-4720.

36. 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.

37. 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 line.jm