



Government of India
Department of Atomic Energy
NUCLEAR FUEL COMPLEX
ESTATE MAINTENANCE (CED)

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TENDER DOCUMENTS FOR

**House Keeping work for Sanjeevini at DAE Housing
Colony, NFC, Hyderabad**

Tender Notice No.: NFC/CED/EM/403/2016.

Agreement No : NFC/CED/EM/ OF 2017 - 18

**Date and Time of Submission
of Filled in Tender Documents** : **23/02/2017 ... 14.00 hrs**

Date and Time of Opening : **23/02/2017 ... 14.30 hrs**

Issued to:



Government of India
Department of Atomic Energy
NUCLEAR FUEL COMPLEX
Civil Engineering Division
Hyderabad-62.

NOTICE INVITING TENDER
(Tender Notice No.NFC/CED/EM/403/2016)

1. Item rate tenders are invited on behalf of the President of India by competent authority of Nuclear Fuel Complex, Hyderabad-500062, from approved and eligible contractors of DAE and those of appropriate list of C. P. W. D. Department of Telecommunications, M. E. S., Railways and A. P. State P. W. D. for the work of.

House Keeping work for Sanjeevini at DAE Housing Colony, NFC, Hyderabad

The work is Estimated to cost Rs. 12.93 lakhs. This Estimate, however, is given merely as a rough guide.

- 1.2 Tenders will be issued to eligible DAE Contractors as well as non DAE contractors provided they produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below.

Criteria of eligibility for issue of Tender documents.

- 1.3 One similar work not less than 80% of Estimated cost.
Two similar works not less than 60% of Estimated cost.
Three similar works not less than 40% of Estimated cost.

For the purpose of this clause 'similar work' means the work of House Keeping work such as Sweeping, cleaning of toilets etc, moping of floors etc.

- 1.4 Contractor shall submit solvency certificate from any schedule bank of value not less than 40% of estimated cost unless otherwise indicated in the NIT.
 - 1.5 Contractor shall submit audit balance sheets indicating value of works carried out/ in progress, loss/ profit for last 5 years.
 - 1.6 Contractor shall submit technical establishment and equipment/ machinery. Contractor shall submit the proof of certificates duly attested by the Gazetted Officer (Central / State government)
- 2) Agreement shall be drawn with the successful Tenderer on prescribed form enclosed. Tenderer shall quote his rates as per various terms and conditions of the said form, which will form part of the Agreement.

- 3) The time allowed for carrying out the work will be 18 **(Eighteen)** Calendar months to be reckoned from the 15th day after the date of written orders to commence the work or from the first date of handing over of the site, whichever is later, in accordance with the phasing if any, indicated in the Tender documents.
- 4) The site for the work is available.
- 5) Tender documents consisting of Schedule of Quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents can be purchased from the office of the Sr. Executive Engineer (EMS), DAE Housing Colony, NFC, Hyderabad-500062, between hours of **10.00 A.M. & 04.00 P. M.** everyday except on Sundays and Public Holidays or holidays declared by NFC, from **11/02/2017 to 21/02/2017** on payment of **Rs.500/- (non-refundable)** by way of Banker's Cheque, Pay Order, Demand Draft drawn in favour of Pay & Accounts Officer, NFC.
- 6) The Tenderer must produce AUDITED Balance sheet indicating the value of works carried out/ in progress, Profit & Loss etc., for the last five (5) years latest by March, duly supported by Returns filed to Income Tax department. Contractors must produce IT PAN No.....
- 7) Tenders, which should always be placed in sealed envelope, with the name of work and due date written on the envelopes, shall be deposited in the tender box kept at Ground Floor Saradhi Building, Nuclear Fuel Comple,Hyd-62. upto **14 .00 Hrs. on 23/02/2017** and will be opened by him or his authorized representative in the O/o The Sr.Superintending Engineer[PE & EM], Saradhi Building, NFC **on the same day at 14.30 Hrs.**
- 8) The Tender shall be accompanied by Earnest Money (unless exempted) of **`.25,860/- (Rupees Twenty five thousand eight hundred and sixty only)** in the form of Demand Draft, Pay Order or Banker's cheque The Tender and the Earnest Money shall be placed in separate sealed envelopes each marked "Tender" and "Earnest Money" respectively. Both the envelopes shall be submitted together in another sealed envelope Marked "Tender and EMD". The envelop marked "Tender" of only those tenders shall be opened, whose Earnest Money placed in the other envelope is found to be in order. EMD in the form of DD/Cheque, Deposit at Call receipt of a Schedule Bank shall be issued in favour of Pay & Accounts Officer, NFC.
- 8.1) In case where Earnest Money in cash is acceptable, the same shall be deposited with the Cashier of the Division and the receipt placed in the envelop meant for earnest money. Both the envelopes shall be submitted together in another sealed envelope. The envelop marked "Tender" of only those tenders shall be opened, whose Earnest Money placed in the other envelope is found to be in order.

9) The description of the work is as follows :

House Keeping work for Sanjeevini at DAE Housing Colony, NFC, Hyderabad

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far is practicable), the form and nature of the site, the means of access to the site. The accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstandings of otherwise shall be allowed. The Tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents, Submission of a tender by a Tenderer implies that he has read this notice and all other contract and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

10. The Competent Authority on behalf of President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of condition rebate is put up forth by the Tenderer shall be summarily rejected.

11. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

12. The Competent Authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.

13. The contractor shall not be permitted to tender for works in NFC (responsible for award and execution of contracts) in which his near relative is posted as Assistant Account Officer or as an officer in any capacity between the grades of Chief Engineer and Assistant Engineer both inclusive). He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in NFC or in the DAE. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.

14. No Engineer of gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractors service.

15. The tender for the works shall remain open for acceptance for a period of 90 (Ninety) days from the date of opening of tenders. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.

16. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work sign the contract consisting of :-

The notice inviting tender, all the documents including Tender of contract, General rules and directions, clauses of contract, proforma of schedules, safety code, Model rules, contractors labour regulations, proforma of registers, special instructions to tenderers, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

17. a) On award of work, Performance Guarantee @ 5% of work order value must be submitted before commencement of work.
- b) Security Deposit (SD) for this work is 2.5% of work order value which shall be submitted/recovered from the bills @ 2.5% of the gross value of work done on each bill. The same will be released after completion of liability period from the date of completion of entire work or after the payment of final bill whichever is later without any interest.
18. No Child Labour shall be employed by the Contractor.
19. IT @ 2% shall be deducted from the bills...,submit a copy of your PAN Card to AO, NFC.
20. Police Verification Certificate & Medical Certificate should be produced for labour engaged.
21. Contractor on award of work shall pay the difference amount through a Bank Guarantee in respect of difference in estimated cost & the quoted price, if quoted price is much lower than the estimated cost.
22. The quoted value shall be exclusive of ESI, EPF and service tax which will be reimbursed to the contractor on production of documentary evidence towards proof of its payment to concerned authority.

Signature of
Sr.Executive Engineer (EMS)
For & on behalf of the President of India

Government of India
Department of Atomic Energy
NUCLEAR FUEL COMPLEX
ESTATE MAINTENANCE (CED)
Hyderabad – 500 062

ITEM RATE TENDER & CONTRACT FOR WORKS

(A) **Tender for the work of :-**

House Keeping work for Sanjeevini at DAE Housing Colony, NFC, Hyderabad

- (i) To be submitted by **14.00 hours on 23/02/2017** by dropping the offer in the tender box kept at Ground Floor, Saradhi Building, Nuclear Fuel Complex, Hyderabad-62.
- (ii) To be opened in presence of Tenderers who may be present **at 14.30 hours On 23/02/2017** in the office of the Sr.Superintending Engineer[PE & EM], Saradhi Building, NFC, Hyd-62.

Issued to : _____
(Contractor)

Signature of officer issuing the documents _____

Designation :

Date of Issue : _____

T E N D E R

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F. Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

Contractor

cont.2

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I/We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of ` . 25,860/- is hereby forwarded in Demand Draft/Pay Order/Fixed Deposit Receipt/Banker's Cheque/ Deposit at call Receipt of a Scheduled Bank as earnest money. If I/we fail to commence the work specified I/we agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money deposit and performance guarantee absolutely I agree to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/we am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State.

I/We agree that should I/we fail to commence the work specified in the above memorandum, an amount equal to the amount of the performance guarantee shall be absolutely forfeited to the President of India and the same may at the option of the competent authority on behalf of the President of India be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

Dated _____

Signature of Contractor
Postal Address

Witness :

Address :

Occupation :

PREAMBLE TO SCHEDULE OF QUANTITIES

1.0 The work comprised in the Contract consists of -

House Keeping work for Sanjeevini at DAE Housing Colony, NFC, Hyderabad as indicated in the Schedule of Quantities.

- 1.1 Any damage caused to the existing structures, foundations, equipment, electrical equipment any other services shall be made good by the contractor at this own cost. The work is to be planned and executed as to cause least disturbance to the occupants of Flats / Garages/ Shops of DAE Housing Colony, Materials for Work shall be stacked only at specified locations to cause least obstruction to the movement of inmates of the Colony, where work taken up.
- 1.2 The Tenderers are advised in their own interest to visit the proposed site work to acquaint themselves with the site and the working conditions as also the nature and minimum standard of work expected from them.
- 1.3 The Tenderers shall carefully go through the clauses in the notice inviting tenders. General conditions of contract, Additional conditions and special instructions to tenderers including safety code, movement of materials as also Specifications and shall include in their rates any sum they may consider necessary to cover the fulfillment of the various clauses contained there. The item of work and unit rates quoted in the Schedule of Quantities shall be inclusive of everything necessary to complete the items of work within the contemplation of the contract and beyond the unit rates, no extra payment will be allowed for incidental or contingent work, labour, materials and plants.
- 2.0 **The rates quoted by the Tenderers shall also include for.**
 - 2.1 All the leads and lifts at all heights and depth unless otherwise specified in Schedule of Quantities. The rates quoted for items shall hold good for all heights.
 - 2.2 Necessary care and all precautions against damage /theft to equipment /materials supplied by the Department or belonging to the Department due to carrying out the work by the contractors.
 - 2.3 Safe custody and storage of materials at site and hoisting and lowering to all levels.
 - 2.4 Contractor shall make his own arrangement for accommodation of his staff.
 - 2.5 The payment of minimum wages as notified by the Central Government from time to time and implementation of all regulations under Contract Labour (Regulation and Abolition) Act 1970 (Central and the rules orders issue there under from time to time as amended upto as stipulated in the conditions of contract.
 - 2.6 The Contractor shall, keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Govt. and further shall furnish such other information / document as the Engineer-in-charge may require.

- 2.7 All wastage.
- 2.8 The power and water if required for the work will be issued free of cost by the Department.
- 2.9 Any “Kutchra” road path of other approaches required for conveying and spreading the Cleaned materials and disposing of spoils etc., including crossing over the existing drains, nullahs, etc.
- 3.0 Provided that where any provision of the specification is repugnant to or at variance unless a different intention appears, the provision of the Schedule of Quantities shall be deemed to over ride the provision of the specifications shall to the extent of repugnance or variation prevail.
- 3.1 The aforesaid supplement conditions shall take precedence over the relevant conditions that may be appearing in other parts of this contract documents.

Contractor.

ANNEXURE

House keeping work for “ Sanjeevini “ at DAE Housing Colony, NFC, Hyderabad-62.

NOTE:

- 1). Rates for all items of Part-A and Part-B including Abstract are to be filled in by the Tenderer in figures as well as in words in the ink and corrections, if any shall be initialed by the Contractor.
- 2). The Quantities are probable and no change in rates shall be admissible for any variation in Quantities.
- 3). The rates to be quoted shall hold good for all heights / depths above / below plinth level unless otherwise specified. Contractor should make arrangement for tools like ladder etc. for proper cleaning of glazing etc.
- 4). Unless otherwise specified, all works listed in schedule of quantities, shall be carried out as per relevant, latest applicable Indian Standard Specifications and as directed by the Engineer-in-charge.
- 5). The item of work given in the schedule of Quantities are to be carried out in and around of Sanjeevini building with in DAE Housing Colony, fencing as instructed by the Engineer-in-charge.
- 6). All Materials of Part-B shall be collected strictly as per the approved samples.
- 7). The Materials procured shall be kept in safe custody of the Department or the Engineer-in-Charge.
- 8). Water and Power required for the work shall be given at free of cost from the nearest Borewell water point and nearest Electrical point respectively.
- 9). The Debris Garbages, Refuses, dry leaves etc., obtained from the work of relevant items, shall be disposed off in places away from DAE Colony show by the Engineer –in-charge.
- 10). The Agency shall deploy required numbers of Cosmetic persons Per day in Round- the clock in three shifts as directed per shift for carrying out the job to the satisfaction of engineer-in-charge. If necessary, extra labours has to be deployed as and when required for any back log of day work.
- 11). The Contracting Agency shall ensure proper safety precautions are followed while discharging the maintenance activities by providing necessary safety appliances like hand gloves etc. and is responsible for safety.
- 12). The Contracting Agency shall provide neat and tidy uniform to working personal as approved including shoes etc
- 13). ESI and EPF coverage certificate in respect of the workers engaged by the contractor shall be submitted to the Officer-in-charge of the work.

CONTRACTOR

Housekeeping work for Sanjeevini at DAE Housing Colony, NFC, Hyderabad

Schedule of Quantities

SCHEDULE - A

Item	Quantity.	Brief Description of Item	Rate in Figures & Words Rs.	Unit	Amount Rs.
		Part-A House Keeping & Cleaning			
1	6,30,000	Sweeping the open area of the road, berm and foreground of Sanjeevini building including main entrance etc., on one time daily basis including disposal of garbage to the nearest dust bin and then disposing the same in the disposal area away from DAE Colony etc., complete as directed by the Department. [Area to be cleaned 1400 Sq.M Per day approx.] Note: Area of actual cleaning and sweeping only will be measured for Qty and payment.		Sq.mtr.	
2	14,40,000	Sweeping, cleaning and moping of floor inside rooms, lobbies, staircase, claddings, platform, dusting the furniture etc., including collection of garbage and refuse material in the dust-bin and disposing the same to the nearest dust-bin daily two times, removal of cob webs whenever required etc., dusting, cleaning and mopping of windows including glass panes, door glasses, wall spans etc., as directed by the Department, including disposing the dustbin collection. Complete as directed. [Area to be cleaned 3200 Sq.M Per day approx.] Note: Actual floor area between walls except toilet will be measured for Qty and payment.		Sq.mtr.	
3	9900	Cleaning of toilet, Sanitary fitting like wash basin, urinal with Indian / European WC by applying washing agents like diluted acid etc., @ two times daily or as directed [22nos. approx. per day]		Nos.	
		Total for Part-A			
		Part-B Supply of cleaning chemicals			
1		Supplying of the following cleaning chemical in sealed containers as per standard specification given below etc., as directed.			
	180.00	a) Perfumed Phenyl (Prince or approved equivalent.		Ltrs	
	120.00	b) Disinfection lotion (Lizol, Antisol or approved equivalent)		Ltrs	
	15.00	c) Colored Naphthalene balls of standard brand		Kgs	
	40.00	d) Fem – 250 ml / Lifebuoy Liquid soap – 200ml		Ltrs	

Item	Quantity.	Brief Description of Item	Rate in Figures & Words Rs.	Unit	Amount Rs.
	40.00	e) Glass cleaning solution (Colin or approved equivalent)		Ltrs	
	150.00	f) Broom – Hard (Coconut)		Nos.	
	100.00	g) Broom – Soft		Nos.	
	140.00	h) Plastic clip mop with handle / cotton mop.		Nos.	
	40.00	i) Acid cleaning (Domestic grade)		Ltrs	
	180.00	j) Scrath bright brush 10 mm thick of approved brand.		Nos.	
	350.00	k) Air freshner – Odonil or approved equivalent		Nos.	
	10.00	l) Room Air freshener – Odonil or approved equivalent		Nos.	
	250.00	m) Yellow dusters		Nos.	
	55.00	n) Herpic Toilet Cleaner		Ltrs	
	40.00	o) Toilet cleaning brush (Plastic)		Nos.	
		Part-B Total			
		Grand Total (Part-A + Part B)			

Note: The above quoted value is exclusive of ESI, EPF & service tax.

Signature of contractor (with seal)

Name of the contractor:

Aadhar No:

PAN No:

Name of the Bank & Branch:

IFSC Code: