

Government of India
Department of Atomic Energy
Nuclear Fuel Complex
Maintenance Zirconium Group

NOTICE INVITING TENDER

Tender No. NFC/MZG/SAP(E)/2019/03

Dt. 02-05-2019

To
M/s.

Dear Sir,

On behalf of the President of India, sealed item rated tenders are invited by 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 | : Upkeep of Electrical equipment in Office areas. |
| 2) Scope | : Insitu cleaning (EXTERNAL) of fans/air circulators and light fittings in Office areas and cleaning of cable trays/casings. |
| 3) Duration of Contract | : 4 months |
| 4) Estimated Cost | : Rs. 3,47,500/- (Rupee Three Lakh Forty Seven Thousand and Five Hundred only). |
| 5) Earnest Money Deposit | : Rs. 6,950/- (Rupee Six Thousand Nine Hundred and Fifty 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 & A/c no. of the contractor may be written at the back side of DD submitted towards EMD and DD to be submitted shall be drawn after the date of release of NIT to ensure that it is valid for the entire offer period.
- | | |
|---------------------------------------|---|
| 6) Issue of tender document | : From 02-05-2019 to 16-05-2019 |
| 7) Last date for submission of tender | : 22-05-2019 to 14:00 hours. |
| 8) Date of opening the sealed tenders | : 22-05-2019 at 14:30 hours. |
| 9) Cost of tender document | : Rs. 500/- (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 dropped in the tender box kept for the purpose at Office of MZG on or before 22-05-2019 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 the contractor is non-transferrable.

Sr. Manager, MZG
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/MZG/SAP(E)/2019/03

1.0. Bidders Eligibility Criteria (BEC):

Experience Criteria: Tenders will be issued to eligible contractors provided they produce the following documents:

1.1 Estimated Cost for the work is Rs. 3,47,500/-.

(A) Bidder should have satisfactorily completed during **last 7 years** ending **31/03/2019**:

- (1) **One** similar completed work not less than **80%** of Estimated cost i.e. **Rs. 2,78,000/- 'OR'**
- (2) **Two** similar completed works **each** costing not less than **60 %** of Estimated cost i.e. **Rs. 2,08,500/- 'OR'**
- (3) **Three** similar completed works **each** costing not less than **40%** of Estimated cost i.e. **Rs. 1,39,000/-**.

Attested copies of experience certificates as proof of evidence as stated above are to be submitted.

The value of executed work will be brought to the current costing level by enhancing the actual value of work at simple rate of 7% per annum to be calculated from the date of completion to the last date of receipt of tender as mentioned in NIT.

For the purpose of this clause, '**similar work**' means "Maintenance/Upkeep/Cleaning of electrical/electronics equipment in an industrial establishment".

1.2 Financial Criteria: (Eligibility criteria for participation in tendering)

(A) **Turnover**

- (i) The **average annual financial turn over on works contracts** should be at least **100% of the estimated cost** i.e. **Rs. 3,47,500/-** during the immediate last 3 consecutive financial years. The **turnover** shall be a certificate from the **Chartered Accountant** for the **last five years**.
- (ii) The Bidder should **not have incurred any loss in more than two years during last 5 years period ending with last financial year**.
- (iii) **Copy of Auditor's Balance sheet should be submitted by bidders in support of the Annual Turnover criteria**. The full audited financial statement with all schedules and profit and loss account shall be submitted by the bidder.

(B) **Solvency**: Bidder should have the solvency equal to **40%** of the estimated cost of the work i.e. **Rs. 1,39,000/-**.

Valid solvency certificate for 40% of the estimated value of the work, from any scheduled bank in support of financial standing.

(C) Copy of **Registration of GST and PAN**

(D) Copy of **ESI & EPF Registration Documents**

2. The work involves In-situ cleaning (EXTERNAL) of fans/air circulators and light fittings including switch board & switches in Office areas and cleaning of cable trays/casings. The contractor will be completely responsible for the job. The contractor shall deploy Two electricians (ITI qualified Electrical mechanic), four unskilled workers and One supervisor required for completion of the work.
3. The contractor shall ensure to entrust a supervisor who shall fully be responsible for carrying out the jobs safely. Authorization shall be furnished in writing.
4. No child labour should be engaged. Age of manpower employed shall not be more than 60 years. The contract labour shall be below 60 years for skilled/supervisor and below 50 years for Unskilled.
5. Contract labour are to be engaged only in General Shift.
6. 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 Safety Engineering Division (SED), NFC from time to time. The workers shall attend safety classes being conducted by SED, NFC and obtain Safety Pass before entering NFC.

7. 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@nfc.gov.in on any working day during office hours.
8. Wages are to be paid as per Minimum Wages Act, notified by RLC (C) / by State Government of Telangana, which ever is higher from time to time.
9. The contractor shall furnish an undertaking along with the quotation itself, to the effect that he will follow all the Labour Laws while executing the contract work including payment of Minimum wages to the workers engaged by him in the work from time to time. The aspirant contractor shall submit LIN number issued by RLC/ALC & submit email ID & mobile number.
10. Certificate from Engineer-in-charge at NFC regarding payment of minimum wages to the Contract Labour is to be enclosed along with the claim.
11. The contractor shall produce necessary police verification certificates from the local police station for the manpower being engaged for the purpose.
12. 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.
13. 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.
14. 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.
15. The quoted value shall be **exclusive of ESI, EPF and inclusive of GST and any other mandatory duties & levies of Government**. The bills will be released against submission of documentary evidence towards payment of ESI, EPF and GST to the concerned authorities.
16. Performance Guarantee @5% of Work Order value shall be submitted within 15 days from the date of issue of letter of acceptance or before the date of commencement of work whichever is earlier, 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 for a maximum period ranging from 1 to 15 days). If the performance Guarantee is not submitted within the extended time, the EMD submitted shall be forfeited.
17. In case of non-submission of Performance Guarantee within prescribed/extended time, the Earnest Money Deposit submitted will be forfeited.
18. 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 (03) months from the date of completion of entire work, or after payment of final bill, whichever is later.
19. Income tax and GST as applicable at source 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. Non-submission or incorrect submission of PAN attracts IT @20% on gross value of bill.
20. Payment for the work done by the contractor will be made on prorata basis, after reasonable amount in consultation with Engineer in charge, duly approved by the Competent authority.

21. Offers received will be evaluated based on the total cost quoted inclusive of GST and exclusive of EPF, ESI.
22. The offer should be kept valid for a period of three months from the date of opening of tender.
23. Incomplete and conditional tenders shall be rejected. However unconditional rebates are acceptable.
24. Contractors shall quote the rates both in words and figures.
25. 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.
26. 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.
27. 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.
28. Contractor shall sign each page of the tender document along with the Schedule of quantities & Rates.
29. 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 Performance Bank Guarantee absolutely.
30. 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.
31. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
32. 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.
33. Before quoting, the contractor may visit NFC for assessment of work with prior permission of Sr. Manager, MZG. He may be contacted at 040-27184470/4373/3117.
34. 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.
35. All compensation or other sums of money payable by the contractor under the terms of contract may be deducted from the Security Deposit. Compensation for the delay is @ 1.5% per month of delay (delay of work to be computed on per day basis) subject to maximum of 10% of the tendered value of work.
36. The quoted rates 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 NFC shall not be liable for any dues for availing the services of the personnel. The contractor should ensure that persons to be deployed are not alcoholic, drug addicts and not indulge in any activity prejudicial to the interest of the NFC. 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.
37. The work order will be released on overall L1 basis.
38. Schedule of quantities for this work is indicated in Annexure - I and Scope of the work as Annexure - II.

CHECK LIST FOR THE CONTRACTOR

Sl. No.	General details						
1	Name of the organization						
2	Address						
3	Telephone Nos.						
4	Fax No						
5	E-Mail address						
6	Annual Turn over of previous financial year						
7	SSI/Factory/Contractor's Registration No						
8	Brief description of experience						
9	AADHAAR NO						
10	GST Registration No						
11	PAN NO						
12	ESI Registration No						
13	EPF Registration No						
14	Bank Account No						
15	Name of the Bank						
16	IFSC Code						
17	No. of employees	Highly Skilled		Skilled		Un-skilled	
18	Previous work orders executed at NFC (Reference Nos.)						
19	Brief description of the work*	Upkeep of Electrical equipment in Office areas					
20	Tender No.*	NFC/MZG/SAP(E)/2019/03					
21	Total amount quoted						
22	No. of labours proposed to be Employed in this work						
		Supervisors:					
23	Qualifications and experience of Supervisor						
24	Details of Machinery/tools Proposed to be deployed for The work						
25	GST rate considered for the work						
26	Any other information						

* to be incorporated by EIC

Verified the above details

E-I-C

Signature of the contractor

From:

To:

Sr. Manager (M-Zr.),
Nuclear Fuel Complex,
ECIL (Po), Hyderabad - 500062.

QUOTATION

Sub: Upkeep of Electrical equipment in Office areas - reg.
Ref: NIT No: NFC/MZG/SAP(E)/2019/03

Dear Sir,

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

Schedule of quantities, Quoted Rates and Amounts

Item no.	Description of item	Unit	Quantity	Unit Rate in Rs.	Amount in Rs.
1	In situ Cleaning (EXTERNAL) of ceiling fan/wall mounted fan/air circulators in Office areas including covers, top and bottom domes, regulator complete as per technical specifications and instructions of Engineer in Charge.	No	1500		
2	In situ Cleaning (EXTERNAL) of light fittings including switch board (external) & switches in Office areas, complete as per technical specifications and instructions of Engineer in Charge.				
a	Two feet fitting without reflectors or covers	No	500		
b	Two feet fitting with reflectors and/or covers	No	1000		
c	Four feet fitting without reflectors or covers	No	1000		
d	Four feet fitting with reflectors and/or covers	No	500		
3	Cleaning and removing of dust residues at the cable trays/casings.	RM	3000		
				TOTAL	

Total Amount in Words: (Rupees _____ only).

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

Name : _____

Aadhar Card No. : _____

PAN No. : _____

Bank Account No. : _____

IFSC Code : _____

Name of the bank : _____

Name of branch : _____

GST Number : _____

Thanking you,

Yours faithfully,

CONTRACTOR
(Sign with Seal)

Tender Document Issued to:

M/s. _____
on receipt of Rs. 500/- (towards cost of tender documents)
vide DD No. _____ dt. _____

(Sign of OIC)

DETAILED SCOPE OF WORK (Technical Specification)

Ref: NIT No: NFC/MZG/SAP(E)/2019/03
 Name of the work: Upkeep of Electrical equipment in Office areas.

A. SCOPE OF WORK:

1. The work involves
 - a) In situ Cleaning (EXTERNAL) of ceiling fan/wall mounted fan/air circulators in Office areas including covers, top and bottom domes, regulator complete as per technical specifications and instructions of Engineer in Charge.
 - b) In situ Cleaning (EXTERNAL) of light fittings including switch board (external) & switches in Office areas, complete as per technical specifications and instructions of Engineer in Charge.
 - c) Cleaning and removing of dust residues at the cable trays/casings.
2. All cleaning material like cotton waste, soap solution, stain removers like colin spray etc, will be provided by NFC.
3. Suitable ladder will be provided by NFC. However, shifting of ladder and ensuring of safety while using it will be the responsibility of the contractor.
4. Contractor shall ensure one supervisor and/or one skilled electrician is always available along with other labour as per work demands.

B. Penalty Clause for non-compliance / deviation of the conditions of the contract:

1. Manpower Envisaged: Contractor shall engage the following manpower daily.

Sl. No.	Trade	Quantity of Manpower
1.	Supervisor	1
2.	Electrician	1
3.	Unskilled Technician	2

Attendance will be monitored strictly and deduction will be made from the bill for the absence, as per their daily wages.

2. Penalty Clauses:**a) Attendance Compliance:**

Non availability of the technicians/Supervisor will lead to penalty, over and above minimum wages deduction as per daily requirement.

- i. Worker: Total man days/ month = 23 (23 days/month* 1 workmen /day).
- ii. Supervisor: Total man days/ month = 23 (23 days/month* 1 /day).

A minimum attendance of 90% of man days is essential. The attendance will be monitored through labour entry permit system of NFC.

Attendance / month - Non Compliance	Penalty as percentage of Monthly bill	
	Worker	Supervisor
90% and above	Nil	Nil
80% - 89 %	1.0 %	2.0%
70% - 79 %	2.0%	3.0%
50% - 69%	5.0%	10.0%
< 50%	Short closing of order	

b) Safety compliance :To be followed by all contract workmen and Supervisor

- i. All contract workers should always wear PPE's like safety shoes, ear plug and nose mask etc.
- ii. Attend safety Training.
- iii. Always wear Uniform.
- iv. Should restrict themselves to concerned area only.
- v. Follow work - specific do's and don'ts given by EIC

Any deviation of the above by any of the contact work men /Supervisor will attract the following penalty

Safety - Non compliance	Penalty
Once/month	Oral warning
Twice /month	0.50% of the monthly bill
2-5 /month	2.0 % of the monthly bill
> 5/month	10.0% of the monthly bill
> 8/month	Short closing of order

DECLARATION / UNDERTAKING BY THE CONTRACTOR

Ref: NIT No: NFC/MZG/SAP(E)/2019/03
Name of the work: Upkeep of Electrical equipment in Office areas.

1. Details of EMD enclosed

DD/BC No.	
Amount (Rs.)	
Date	
Bank	
Branch	

2. My/Our PAN No. is : _____
(Pan Card copy is also enclosed)

Thanking you,

Yours faithfully,

(Signature of the Contractor with Seal)