

Phone No.040-27184024/4934/4366

FAX: 040-_____

Email: utls@nfc.gov.in



E.C.I.L (P.O)
HYDERABAD-500 062
TELANGANA STATE
INDIA

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
NUCLEAR FUEL COMPLEX
An ISO 9001, 14001 & 18001 Organisation

NOTICE INVITING TENDERS

TENDER NOTICE NO. NFC/UTLS/(347)/2019/18

Sealed item rate tenders are invited on behalf of the President of India by AGM, Utilities addressed as mentioned above Phone No. 040-27184024/27184934/27184366 from eligible contractors for "**Safe operation of Laundry equipment / Active cloths washing in NFC, Hyderabad**" for two years. Estimated cost is **Rs.18,20,917/-** (Rs.Eighteen Lakhs Twenty Thousand Nine Hundred Seventeen only) including GST and excluding ESI & EPF., EMD **Rs.36,419/-(2%)** Time Period 24(Twenty four) months (AMC). Receiving of applications & required documents for issue of tender documents is from **06.05.2019 to 09.05.2019** & Date of sale of tender w.e.f. **10.05.2019 to 16.05.2019** date of submission and opening of the tender **16.05.2019 at 14.00hrs.** Cost of tender document Rs.500/- in the form of DD/BC payable in favour of Pay & Accounts officer, NFC. Detailed NIT indicating eligibility criteria etc. and tender documents can be seen from NFC web site: www.nfc.gov.in

Sr. DGM, Utilities, NFC
For & on behalf of the President of India

Phone No.040-27184024/4934/4366
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Ref: NFC/UTLS/(347)/2019/18

Dt.

M/s. _____,

Dear Sir,

On behalf of the President of India, sealed item tenders are invited from competent and well experienced contractors for the following work on Works Contract basis.

1. Name of Work: "Safe operation of Laundry equipment / Active cloths washing in NFC, Hyderabad" for two years.

2. Scope: Washing of Active cloths with the help of Infrastructure & equipment, consumables of NFC. Refer Laundry Operation Procedure enclosed to this NIT.

3. Duration: 24 calendar months.

4. Estimated Cost: **Rs.18,20,917 (Rupees Eighteen Lakhs Twenty thousand Nine Hundred Seventeen only)**

5. Earnest Money Deposit: **Rs.36,419 (Rupees Thirty six thousand four hundred nineteen only).(2% of the 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 No. of the contractor may be written behind the DD submitted towards EMD and the DD to be submitted shall be drawn after the date of release of NIT.

6. Issue of tender document: From **10.05.2019 to 16.05.2019**

7. Last date for submission of tender :On **16.05.2019 upto 14.00hrs.**

8. Date of opening of sealed tenders: On **16.05.2019** at **14.30hrs.**

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 deposited in tender box kept for the purpose at Utilities, NFC, ECIL Post, Hyderabad-500062 on **16.05.2019** up to 14.00hrs.

Tenders will be opened at Works Section, III floor, Aadhar Building, NFC. Late/delayed & incomplete tenders not accompanied by EMD shall not be considered.

Tender document issued to the contractor is non-transferable.

**Sr. DGM, Utilities, NFC
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 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. 040-27122181& 040-27184314(Office) and 040-27137012(Residence). Email:vo@nfc.gov.in

Terms and Conditions of NIT No: NFC/ UTILS/(347)/2019/18

A. Eligibility Criteria

1. In view of the intricacy, safety demanding and specific nature of jobs, it is imperative that contractor and his persons must possess sound knowledge of the job and safety demands. In view of this, Tender document will only be issued to contractors who qualify the following eligibility criteria.

Sl No.	Eligibility Criteria for issue of Tender
1	Experience in handling Industrial Laundry Equipment & washing of cloths
2	Contractors shall have good safety record. For contractors who have not executed any job inside NFC, certificate of good safety and performance record (without accident) from relevant organization shall be furnished along with offer.

2. Tender document will be issued only to contractors who meet the eligibility criteria and submit the required documents and against submission of details of such works.
3. The experience criteria for obtaining tender forms is that the contractor shall have executed
- a. Three similar works, each of value not less than 40% of the estimated cost put to tender, or
 - b. Two similar works, each of value not less than 60% of the estimated cost, or
 - c. One similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited

B. General Terms:

1. 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 ensure to authorize a competent person to supervise the job who shall fully be responsible for carrying out the jobs safely. The contractor shall deploy only those qualified man power who have prior experience in the works as brought out in the scope of work. NFC is not responsible for any untoward incident. Contractor is fully responsible for safe execution of the job.
2. No child labour should be engaged.
3. Contract workers are to be engaged only in General Shift.
 - 3a. There shall be minimum three contract labour deployed for this job (One Skilled-Supervisor and Two Semi skilled).
 - 3b. Supervisor employed shall be qualified to understand all the safety instructions issued by Safety Engineering Division, NFC from time to time and shall implement the same. They shall maintain log books of work carried out & attendance on daily basis and shall make sure that all the legal & safety requirements are adhered as issued by NFC.
 - 3c. NFC will provide Semi/Auto Washing Machines, Hydro Extractors, Electric/Steam Dryers, Steam Press in fully running condition. The maintenance of the equipment is under the scope of NFC. All the required consumables such as liquid detergent, water, power supply etc will be supplied by NFC free of cost.
 - 3d. Contractor Workmen shall be responsible for the safe operation of Laundry Equipment. Detailed safe operation procedure is given separately for instruction. The contract workers shall follow safety rules all the times. Safety PPE such as helmets, nose masks, aprons, hand gloves, safety shoes etc shall be supplied by the Contractor for his workmen.
 - 3e. If the contractor fails to complete the job within stipulated time, he is liable for penalty deemed fit.
 - 3f. The successful tenderer should start the job immediately after receipt of Work Order.
 - 3g. Skilled manpower should be at least ITI passed, Semi skilled should be at least class X failed and un skilled should be capable of understanding the instructions.
 - 3h. The contractor shall engage the personnel, who have been given training in Radiological safety aspects at HPU, NFC. The training program will be conducted only one time for the workmen and TLD badges shall be supplied to the workmen for display.

- 3i. The contractor workmen shall leave the working area, after taking head bath daily without fail.
- 3j. At any time after acceptance of the tender, NFC shall decide to abandon or reduce the scope of the work for any reason whatsoever and hence not required the whole or any part of the works to be carried out. AGM, Utilities shall give notice in writing to that effect to the contractor and the contractor shall act accordingly. Also, if the workmanship is not satisfactory, the contract will be cancelled.
4. 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 SED, 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@nfc.gov.in on any working day during office hours.
 6. Wages are to be paid as per Minimum Wages Act, notified by RLC (C) / State Govt of Telangana whichever is higher 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, 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 an MBBS doctor for the workers engaged shall be submitted. The contractor shall ensure that all his workmen 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, and inclusive of GST and any other mandatory duties and levies of the Government**. The Payment towards ESI, EPF and GST will be released against submission of documentary evidence towards payment of ESI, EPF & GST to the concerned authorities.

12. 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 the tender document.
13. 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 commencement of work which ever is earlier in the form of Fixed Deposit Receipt or Demand Draft or Bank Guarantee. In case a Bank Guarantee is submitted, it should be valid for 32 months(stipulated period of contract plus 60 days beyond that) from the date of issue of Work Order along with an additional claim period of six(6) 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 and GST as applicable at source shall be deducted from the payments made. Contractor shall furnish their PAN No. and Bank details along with a xerox copy of the same duly countersigned by him. **Non-submission of PAN or incorrect PAN No. attracts Income tax @ 20% on the gross 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.**(Once in every quarter i.e. after the end of the quarter, from the date of work started.)**
18. Offers received will be evaluated based on the total cost quoted exclusive of EPF, ESI and inclusive of GST components.
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 manpower deployed for the contract would confine themselves to their respective places of work and not indulge in activities that would be harmful to NFC. The Contract Manpower shall be / below 60 years for skilled, shall be / below 50 years for un-skilled, shall be / below 65 years for Highly Skilled Categories.
28. NFC reserves right to accept or reject any quotation, either completely or partly, without giving any reasons.
29. Attendance will be monitored strictly and deduction made for absence from the payments as per their daily wages.
30. 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.
31. Before quoting, the contractor may visit NFC for assessment of work with prior permission of Manager/AGM. He may contact at office 27184366/27184024/27184934.
32. In case the contractor fails to commence the work within the prescribed time schedule as specified in the tender document, then the Government shall without prejudice to any other right or remedy be at liberty to forfeit whole EMD absolutely.
33. 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.
34. If the workmanship is not satisfactory, as determined by the manager of the plant, the contract shall be cancelled.

35. The contractor should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the NFC failing which suitable replacement shall be made by contractor with approval of Manager of the plant.
36. The Contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contractor and NFC shall not be liable for any dues for availing the services of the personals.
37. 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 addict 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.

38. Penalty clause for non-compliance/ deviation of the conditions of the contract:

i. **Attendance compliance:** In order to engage contract workers in General Shift and as a substitute for operators who are on leave, the contractor need to have stand by operators with requisite approvals / permissions. Non availability of the operators/ Supervisor resulting in loss of production will lead to penalty

A minimum attendance of 90% of man shifts 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%
70% - 79 %	2.0%	3.0%
50% - 69%	5.0%	10.0%
< 50%	Short closing of order	

Penalty mentioned above is over and above minimum wages deduction as per daily requirement.

The contractor shall deploy the daily stipulated man power required for completion of the targeted work, failing which commensurate amount as per daily wages for the concerned manpower will be deducted during settlement of the bills.

- ii. **Safety compliance** :To be followed by all contract workmen and Supervisor
- a. All contract workers should always wear PPE's like safety shoes, ear plug and nose mask etc.
 - b. Attend safety Training
 - c. Always wear Uniform
 - d. Should restrict themselves to concerned area only.
 - e. Should not operate EOT cranes.
 - f. 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

NOTE:

- (1) The contractor shall ensure production of certificate in favour of each labour of his non-involvement in any case from local police station of the area in which the labour ordinarily resides for issue of passes.
- (2) The contractor shall submit bio-data of all the persons employed on the job along with two passport size photos to security for obtaining entry permit.
- (3) The tender along with your offer and EMD shall be placed in separate sealed envelopes each marked Tender and EMD respectively. Both the envelopes shall be submitted together in another sealed envelope. The envelope marked tender of only those tenderers shall be opened, whose EMD placed in the other envelopes is found to be in order.

**Sr. DGM, Utilities, NFC
For & On behalf of the President of India**

LAUNDRY OPERATION PROCEDURE:

Active laundry located at NFC, consists of the following equipments.

- (a) Semi Auto washer
- (b) Hydro extractor
- (c) Dryer
- (d) Steam Press

Capacity of each machine is 50 Kgs. This implies upto 50 pants or upto 50 shirts or upto 500 shoe covers or upto 1000 cotton gloves can be loaded in a batch.

Duty's of operator:

Before start of work, the contractor worker shall ensure that the area is in clean condition. In case of observation of any abnormality, the same shall be brought to the notice of concerned Supervisor/Shift-in-charge/Engineer in-charge. Then the contractor worker must wear the uniform and safety appliances such as apron, nose mask, gloves, goggles etc. before starting his work. Then the contractor worker shall start the work as follows:

NOTE:

The clothes are received by Laundry for washing from different Plants of NFC. Washing shall be done by Plant wise only. Cloths shall not mix with Plant to Plant even for half cycle loads.

Procedure – Semi Automatic washing machine

I. Initial checks

1. Segregate the washing clothes as Plant wise.
2. Ensure that the power supply is OFF
3. Ensure, cover and lid is in open condition
4. Ensure the washer drum is empty
5. Ensure the drain valve is open condition & water inlet valve is closed condition
6. Ensure steam inlet valve is closed condition.
7. Ensure steam pressure in the line is less than 1.5 Kg/Sq.cm when steam inlet to the equipment is in closed condition.

II. Loading of the clothes & washing of the clothes:

1. After checking the above activities, load the soiled clothes (to be washed cloths). Normally upto 50 pants or upto 50 shirts or upto 500 shoe covers or upto 1000 cotton gloves can be loaded in a batch. Shoe covers are not to be mixed with other items
2. Then close the lid & cover and tighten the cover bolts and close the drain valve.
3. Open inlet water valve and fill with water upto half level of the drum, then close the inlet valve.
4. Add liquid detergent through box provided on the top of the cover. (Normally 0.750 to 1 .0 Ltrs depend on condition of soiled cloths).
5. Gradually open the steam valve and ensure the water temperature rises to 45 deg.C . Then close the steam valve.
6. After raising water temperature upto the 45° C, Switch ON power supply. After 25 to 30 minutes, switch OFF the power supply to the washing machine.

III. Rinsing

1. Open the drain valve and allow entire effluent water to drain. Then close the drain valve.
2. Add fresh water by opening the water inlet and fill up to half the capacity of the drum and start the machine, and run for 5 to 10 minutes. Switch OFF the power supply and drain the water to effluent tank.
3. This process has to be carried out 2 times for each batch.
4. After completion of the above process, the washed clothes unloaded manually on to transfer tray.

Operation of Hydro extractor:

After washing, the clothes are unloaded from washer and loaded to hydro extractor with the help of transfer tray. Before loading the clothes in to hydro extractor, check the following parameters.

I. Initial checks

1. Power supply Hydro extractor is OFF
2. Lid and lock lever is open condition
3. Cleanliness of the hydro extractor

4. Ensure the brake lever is in idle condition
- II. Operation of Hydro Extractor
1. Washed clothes are to be loaded in to Hydro Extractor. While loading the clothes arrange them in systematic manner (uniform distribution).
 2. After loading the washed clothes, close the lid and lock with lever.
 3. Start the machine by switching ON the supply.
 4. After 15 to 20 minutes, switch OFF the machine and release lever open the lid and unload the clothes. In this process the clothes are only dry by 90%.

Operation of Dryer:

I. Checks:

1. Power supply Drier is OFF
2. Lid and lock lever is open condition
3. Steam inlet valve is closed
4. Ensure steam pressure in the line is less than 1.5 Kg/Sq.cm when steam inlet to the equipment is in closed condition.

II. Operation

1. 90% dried clothes are to be loaded to dryer,
2. Close the dryer door and ensure to lock the door properly.
3. After locking the door, gradually open the steam valve to supply the steam through steam coils for dryer and allow to one hour. Now the cloths are dried with steam and it is ready for folding.
4. The dried cloths are shifted to folding table. After shifting, fold the clothes properly and keep ready for steam pressing.

Steam Press:

The folded cloths shifted to steam press, steam pressing capacity is 3 Kgs i.e. 3 pairs of cloths. Only pants, shirts and towel will be taken for pressing.

Initial Checks

1. Steam inlet valve is Closed position
2. Check for leakages in connecting pipe
3. Operation of foot lever

4. Ensure steam pressure in the line is less than 1.5 Kg/Sq.cm when steam inlet to the equipment is in closed condition.

Operation

1. After checking the above parameters, Open the Steam Valve
2. Start the work by placing three pairs at a time and press the top cover and release after 2 minutes. This operation has to continue till all the folded clothes are completed and kept ready for delivery to concerned Plants.
3. Close the steam valve

IMPORTANT NOTE AT THE END OF THE DAY:

Before leaving the Plant, following activities are to be ensured by contractor worker.

1. Remove PPE's, and keep aside
2. Remove uniform and protect them at identified location.
3. TLD badge handed over to Engineer in-charge
4. Take head bath
5. Check in Hand & Foot monitor available at UOP for safety measure.

From:

To

Asst. General Manager,
Utilities
Nuclear Fuel Complex

ECIL (PO), HYDERABAD – 62.

QUOTATION

Sub: "Safe operation of Laundry equipment / Active cloths washing in NFC,
Hyderabad" for two years - reg.

Ref: NFC/UTILS/(347)/2019/18

Dear Sir,

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

Sl. No.	Description of work	Unit	Quantity	Rate in fig / words in Rs.	Amount in Rs.
1	Shirts	Nos	33700		
2	Pants	Nos	32000		
3	Towels / Others	Nos	800		
4	Shoe covers	Pair	64900		
5	Hand Gloves	Pair	65300		
Total					
Rupees in words					

Note: The above quoted price is including GST and exclusive of ESI & EPF.

Thanking you,

Name: _____
Aadhar Card No. _____
PAN No. _____
Bank Account No. _____
IFSC Code: _____
Name of the bank: _____
Name of branch: _____
GST Registration No. _____

Yours faithfully,

Tender Document has been issued to M/s. _____ on receipt of Rs. _____ /-(Vide DD No. _____ Dtd; _____) towards cost of tender document.

CONTRACTOR
(Sign with Seal)

FORM "C"

Information required to be furnished by Contractor along with tender documents/quotation.

1. Full Name and Address of the contractor:

2. Details of experience with full details of work executed earlier.

Name of the Company	Nature of work and Cost thereof	Period		Total No. of workers engaged
		From	To	

3. If engaged 20 or more workers in the past, furnish the details of license obtained (Copy to be enclosed)

4. Availability of labour : Skilled Semi-skilled Un-skilled

5. No. of workers be proposed to employ :
on this job if awarded.

I/We hereby undertake to obtain license from RLC(C), Hyderabad before commencement of work in case the number of workers employed are twenty or more or were employed twenty or more on any single day of the preceding twelve months as Contract Labour and follow all the requirements as specified in Contract Labour (R&A) Act 1970 and I/We shall abide by decisions of Principal Employer/RLC(C) as the case may be in case the work is awarded to me/us.

I/We also hereby undertake to abide by the Safety Regulations as laid down by NFC and take all Safety precautions to safe guard all men, material and machinery as may be demanded of me/us in writing by the concerned in-charge of the work, if the work is assigned to me/us.

I/We also hereby undertake to furnish the personal data of the workers proposed to be employed by me/us in the prescribed form along with the photographs (in duplicate) before commencement of work inside the NFC premises in case the work is awarded to me/us.

Signature of the contractor