



सत्यमेव जयते

भारत सरकार GOVERNMENT OF INDIA

परमाणु ऊर्जा विभाग DEPARTMENT OF ATOMIC ENERGY

भारी पानी संयंत्र तालचेर HEAVY WATER PLANT, TALCHER

पोस्ट विक्रमपुर P.O.: Vikrampur

जिला अनुगुल Dist: Angul

ओडिशा Odisha: 759 106

No: HWP/Tal/Admn/Welfare/3(12)1/2021/02/2586

दिनांक Dated: 29-7-21

e- TENDER NOTICE NO. HWP/Tal/Admn/Welfare/3(12)1/2021/02

भारत के महामहिम राष्ट्रपति के लिए और उनकी ओर से विशेष कार्याधिकारी, भारी पानी संयंत्र, तालचेर, डाक विक्रमपुर, जिला अनुगुल, ओडिशा द्वारा पात्र ठेकेदारों से दो बोली में निम्नलिखित कार्य एवं ब्यौरे के अनुसार ऑनलाइन ई-निविदाएं आमंत्रित की जाती हैं।

Online tenders are invited e-tendering mode by the Officer-on-Special-Duty, Heavy Water Plant (HWP), Talcher, PO: Vikrampur, Dist: Angul (Odisha) on behalf of the President of India in two bid, from eligible contractors/Service providers who are fulfilling eligibility criteria for the work and details given below:

1	एनआईटीसं. NIT No.	HWP/Tal/Admn/Welfare/3(12)1/2021/02
2	कार्य अनुबंध का नाम Name of the works Contract	भारी पानी संयंत्र, तालचेर कैंटीन एवं भापास कॉलोनी के अतिथिगृह में हाउसकीपिंग और भोजन बनाने में सहायता उपलब्ध कराना। "Providing assistance in housekeeping and food preparation at HWP, Talcher Canteen and Guest Houses at HWP Colony"
3	निविदा की आंकलित लागत जीएसटी सहित Estimated cost put to tender including GST	₹23,69,539.00 रुपये तेईस लाख उनहतर हजार पांच सौ उनतालीस मात्र [18% जी.एस. टी. सहित।] ₹23,69,539.00 (Rupees Twenty Three Lakhs Sixty Nine Thousand Five Hundred Thirty Nine only) [Inclusive of GST @ 18%]
4	कार्य पूर्ण होने की अवधि Completion period	12 माह 12 (TWELVE) Months.
5	कार्य क्षेत्र/ स्थान Location/Work area	भारी पानी संयंत्र (1) भापास, तालचेर अतिथि गृह (2) भापास, तालचेर, जिला अनुगुल, ओडिशा में विभागीय कैंटीन Heavy Water Plant (i) Guest Houses of HWP, Talcher (ii) Departmental Canteen at HWP, Talcher, Dist. Angul, Odisha
6	निविदा प्रक्रिया शुल्क Tender processing Fee	₹1398.00 जिसका भुगतान डेबिट /क्रेडिट कार्ड (मास्टर /वीजा) या नेट-बैंकिंग द्वारा किया गया हो ₹1398.00 to be paid by Debit / Credit Card (Master / Visa) or by Net-Banking.
7	ईएमडी जमा कराना EMD submission	सरकार के दिशानिर्देश के अनुसार, बोलीदाता संलग्न प्रारूप के अनुसार ईएमडी के एवज में हस्ताक्षर किए गए बोली सिक्योरिटी घोषणा पत्र को प्रस्तुत और अपलोड करेंगे. एमएसएमई पंजीकृत बोलीदाताओं के मामले में, उन्हें सलाह दी जाती है कि वे एमएसएमई को बिड सिक्योरिटी फॉर्म के साथ अपलोड करें। As per govt. guidelines, the bidders shall submit & upload signed BID SECURITY DECLARATION FORM in lieu of EMD as per the format enclosed. In case of MSME registered bidders, they are advised to upload MSME certificate along with bid security declaration form

8	निष्पादन गारंटी (पीजी) Performance guarantee (PG)	निविदा मूल्य के 3% कार्य निष्पादन- गारंटी केवल काम के सफल समापन पर वापस किया जाएगा। 3% of tendered value. PG will be returned after satisfactory completion of work
9	प्रत्याभूतिजमा (एसडी) Security Deposit (SD)	निविदा मूल्य के 2.5% सुरक्षा जमा 3 माह के रखरखाव अवधि के बाद या अंतिम बिल के पास होने के बाद जो भी बाद में हो पर वापस किया जाएगा। 2.5% of tendered value. SD will be released after 3 months of maintenance period or passing of final bill whichever is later.
10	ननिवि दादस्तावेजों को देखने और डाऊनलोड करने की निर्धारित दिनांक Dates of availability of Tender Documents for view and download	वेबसाइट website www.tenderwizard.com/DAE पर 30.07.2021(10.00 Hrs.) से 07.08.2021 (15.00 Hrs.) तक। NIT वेबसाइट www.hwb.gov.in पर भी केवल देखने हेतु उपलब्ध रहेगी। From 30.07.2021(10.00 Hrs.) to 07.08.2021 (15.00 Hrs.) on website www.tenderwizard.com/DAE NIT is also available on website www.hwb.gov.in for view only.
11	बोली पूर्व स्पष्टीकरण दिनांक Date of pre-bid clarification	NA
12	संलग्न प्रारूप के अनुसार ईएमडी के एवज में हस्ताक्षर किए गए बोली सिक्योरिटी घोषणा पत्र को जमा करने की अंतिम तिथि Last date for submission of signed BID SECURITY DECLARATION FORM in lieu of EMD as per the format enclosed	<u>10.08.2021 (14.30 Hrs.) को या उससे पहले।</u> <u>On or before 10.08.2021 (14:30 hrs)</u>
13	ऑनलाइन निविदाओं को जमा करने की अंतिम तिथि एवं समय Last date and time of closing of online submission of tenders:	10.08.2021(14.30 Hrs.)
14	तकनीकी बोली ऑनलाइन खोलने की अंतिम तिथि Date and time of online opening of Technical Bid.	10.08.2021(15.30 Hrs.)
15	पात्र बोलीकर्ताओं की वित्तीय बोलियों को खोलने की अंतिम तिथि Date of opening of Financial Bids of qualified bidders	14.08.2021 (15.30 Hrs.)
16	निविदा की वैधता की तारीख Date of validity of Tender	निविदा खोलने की तारीख से 90 दिनों तक। 90 days from date of opening of tender.
Notes:		
1. निविदा अधिसूचना एवं दस्तावेज वेबसाइट www.tenderwizard.com/DAE पर उपलब्ध हैं। Tender Notification and documents are available on websites www.tenderwizard.com/DAE		
2. केवल पंजीकृत ठेकेदार निविदाओं को खरीद/डाऊनलोड/अपलोड या जमा करा सकते हैं। Registered contractors only can purchase / download & Submit / Upload Tenders.		
3. इच्छुक एजेंसियां www.tenderwizard.com/DAE वेबसाइट पर पंजीकरण कर सकती हैं।		

Interested agencies may visit this [website www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) for registration.

4. हर समय सहायता / स्पष्टीकरण हेतु संपर्क करें 24x7 @09937488749/07377708585 (श्री संजीब महोपत्रा), ईमेल: twhelpdesk404@gmail.com
Contact for assistance / clarification 24x7 @09937488749/07377708585 (ShriSanjeeb Mahapatra),
e mail-twhelpdesk404@gmail.com

5. अन्य जानकारी हेतु कृपया संपर्क करें 06760-262376 फैक्स: 06760-262387 (कार्यालयीन समय में ही).
For further information, please contact on 06760-262376, FAX-06760-262387 during office hours.

1	ठेकेदार जो निम्नलिखित अपेक्षाओं की पूर्ति करते हैं वे ही केवल पात्र होंगे।(संयुक्त उद्यम स्वीकार्य नहीं होंगे) Contractors who fulfill the following requirements shall ONLY be eligible to apply. (Joint ventures are not accepted).
A	समान प्रकृति के कार्य करने के अनुभव का प्रमाणपत्र होना चाहिए। Proof of having experience in execution of similar nature of works.
B	दिनांक 31/05/2021 से गत 07 वर्षों में नीचे दिए गए कार्यों को संतोषजनक रूप से पूर्ण किया जाना चाहिए Should have satisfactorily completed the works as mentioned below during the last Seven years ending 31/05/2021.
i(a)	(i) तीन समान कार्य प्रत्येक आंकलित लागत से 40% से कम नहीं होना चाहिए। (ii) दो समान कार्य प्रत्येक की आंकलित लागत से 60% से कम नहीं होना चाहिए। (iii) एक समान कार्य आंकलित लागत से 80% से कम नहीं होना चाहिए। (i) Three similar works each costing not less than 40 % of the estimated cost or (ii) Two similar works each costing not less than 60 % of the estimated cost or (iii) One similar work costing not less than 80 % of the estimated cost.
	इस संविदा के समान कार्य से अभिप्राय होगा : " खान पान / सत्कार / हाउसकीपिंग सेवाएं प्रदान करना । " Similar works for the purpose of this contract is "Providing Canteen /Hospitality/ Housekeeping Services".
C	31.03.2020 को समाप्त लगातार पिछले तीन वित्तीय वर्षों का औसत वार्षिक टर्नओवर निविदा में दी गई आंकलित लागत का कम से कम 50% होना चाहिए। बोलीकर्ता द.31.03.2020 को समाप्त लगातार गत 5 वर्षों के दौरान कोई हानि 2से अधिक वर्षों में न हुई हो, यह डोक्यूमेंट चार्टर्ड अकाउंटेंट द्वारा प्रमाणित होना चाहिए। Average Annual financial turnover should be at least 50% of estimated value during immediate last three consecutive financial years ending 31.03.2020. Bidder should have not incurred any loss in more than 02 years during the last 5 consecutive immediate financial years ending 31.03.2020, duly certified by the licensed Chartered Accountant.
D	किसी भी अनुसूचित बैंक से कार्य की आंकलित लागत के 40 प्रतिशत का नवीनतम सोल्वेंसी प्रमाणपत्र(निविदा खोलने की तिथि से एक वर्ष से पुराना नहीं होनी चाहिए।) Latest Bank solvency certificate from any scheduled banks of Minimum Value of 40percent of the estimated cost. (Should not be older than one year from the date of opening of tender.)
E	वर्तमान में किए जा रहे कार्यों की सूची एवं गत सातवर्षों में किए गए कार्यों जिसमें उल्लिखित हो i) किस एजेंसी के लिए कार्य किया गया है, ii) कार्य का मूल्य iii) निर्धारित एवं वस्तुविक कार्य पूर्ण अवधि या कार्य की वर्तमान स्थिति List of similar works in hand & similar works carried out by them for last 7 years indicating i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.
G	जिन स्टाफ को उन्होंने रखा है की सूची List of Staff they possess.
H	प्रमाणपत्र: (मूल प्रमाणपत्रों की स्कैन कॉपी अपलोड की जाए।) CERTIFICATES: (Scanned copy of original certificates to be uploaded)
i)	कार्य निष्पादन / पूर्ण होने का प्रमाणपत्र Performance/Completion Certificate
ii)	GST पंजीकरण प्रमाणपत्र GST registration no / Certificate
iii)	पैन (स्थायी लेखा संख्या) पंजीकरण PAN (Permanent Account Number) Registration
iv)	इ.पी.एफ. और इ.एस.आई. पंजीकरण प्रमाणपत्र EPF & ESI registration certificate

v)	मजदूर लाइसेंस, यदि देय हो Labour license, if applicable
vi)	स्थापना/ फर्म/ कंपनी के पंजीकरण की प्रति Copy of registration of establishment / Firm/ Company
2	<p>आवेदन करनेवाले बोलीकर्ता अनुच्छेद 1-: "संविदा की शर्तें एवं खंडों" की नोटिस आमंत्रण निविदाओं के अनुसार शर्तें अवश्य ध्यान से पढ़नी चाहिए। यदि वह स्वयं को पात्र समझता है और उसके पास सभी अपेक्षित दस्तावेज हैं केवल तबही उसे अपनी बोली प्रस्तुत करनी चाहिए। विभाग के पास यह पूर्ण अधिकार है कि वह उन एजेंसियों के निविदा दस्तावेजों पर विचार नहीं कर सकती है जिन्होंने एनआईटी की विहितार्षी पूरा नहीं किया है और /या पूर्व में उनके द्वारा किए गए कार्य पर प्रतिकूल रिपोर्ट हो।</p> <p>The intending bidder must read the terms and conditions as per "SECTION – 1: NOTICE INVITING TENDERS" OF "CONDITIONS AND CLAUSES OF CONTRACT" CAREFULLY. He should only submit his bid if he considers himself Eligible and he is in possession of all the documents required. Department reserves the right of Non-consideration of Tender documents of the agencies who are not fulfilling the NIT stipulations and / or having adverse report on the works carried out by them in the past.</p>
3	<p>वेबसाइट पर डाली गई सूचना एवं अनुदेश निविदादस्तावेज का ही एक भाग हैं।</p> <p>Information and Instructions for tenderers posted on website shall form part of tender document.</p>
4	<p>निविदा दस्तावेज जिसमें किए जाने वाले कार्यों की योजनाएं की अनुपालन और हैं शामिल अनुसूची की मात्राओं, विनिर्देश, अ एवं शर्तों की संविदा वाली जानेन्य आवश्यक दस्तावेज www.tenderwizard.com/DAE वेबसाइट पर देखी एवं डाउनलोड की जा सकती है और वेबसाइट www.hwb.gov.in पर निशुल्क देखी जा सकती है। निविदा डाइंग को डाउनलोड डाक)शुल्क (करने के लिए वेबसाइट www.tenderwizard.com/DAE पर अपलोड किया गया है। निविदा यदि)दस्तावेजों में कहीं उल्लेख किया गया हो।</p> <p>The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.tenderwizard.com/DAE and can be viewed in the website of www.hwb.gov.in Free of cost.</p>
5	<p>आवश्यक स्केन किए गए दस्तावेजों अर्थात् ईएमडी के बदले में हस्ताक्षरित बोली प्रतिभूति घोषणा फार्म और अन्य निर्धारित दस्तावेजों को अपलोड किये जाने के बाद ही बोली जमा की जा सकती है।</p> <p>The bid can only be submitted after uploading the mandatory scanned documents i.e signed Bid Security declaration form in lieu of EMD and other documents as specified</p>
6	<p>जिन ठेकेदारों का उपर्युक्त वेबसाइट पर पंजीकरण नहीं है उनसे अनुरोध है कि वे पंजीकरण करा लें। यदि आवश्यक है तो वे वेबसाइट पर उपलब्ध सूचना के अनुसार ऑन लाइन बोली लगाने का प्रशिक्षण प्राप्त कर सकते हैं।</p> <p>Those contractors not registered on the website mentioned above, are required to get registered. If needed, they can be imparted training for online bidding process as per details available on the website.</p>
7	<p>आवेदन करने वाले बोलीकर्ता के पास बोली प्रस्तुत करने के लिए मान्य श्रेणीहस् टलडिजि III-ताक्षर होने चाहिए।</p> <p>The intending bidder must have valid class-III digital signature to submit the bid.</p>
8	<p>खोले जाने की दिनांक पर ठेकेदार लॉगिन कर सकता है और बोली खोलने की प्रक्रिया देख सकता है।</p> <p>On opening date, the contractor can login and see the bid opening process.</p>
9	<p>वित्तीय टर्न ओवर का प्रमाण पत्र: बोली प्रस्तुत करने के समय ठेकेदार सीए से गत तीन वर्षों या बोली दस्तावेज में निर्धारित अवधि का वित्तीय टर्न ओवर प्रमाण पत्र अपलोड कर सकता है और आवश्यकता होने पर अन्य ब्यौर तकनीकी बोली खोलने के बाद अपलोड किए जा सकते हैं। तुलन पत्रक का पूर्ण बंडल अपलोड करने की आवश्यकता नहीं है।</p> <p>Certificate of financial Turn Over: At the time of submission of bid, contractor may upload undertaking / Certificate from CA mentioned Financial Turnover of last 3 years or for the period as specified in the bid documents and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.</p>
10	<p>ठेकेदार प्रत्येक मद की दर को कोट करें। अंको में कोट किया गया कॉलम को पिले रंग से दिखाया गया है और यदि क्षणिक दर भरे जाने पर यह आसमानी रंग का हो जाता है। इसके अतिरिक्त यदि किसी सेल को सलेक्ट करते समय चेतावनी आती है कि कोई सेल खाली छूट गया है तो तो उसकी प्रविष्टि "0" समझी जाएगी। इसलिए बिडर द्वारा यदि कोई से खाली छूट जाता है और कोई दर नहीं भरा जाता है तो ऐसे आइटमों के दर को "0" समझा जाएगा।</p> <p>Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in YELLOW colour and the moment rate is entered, it turns SKY BLUE. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).</p> <p>दर अनिवार्य रूप से केवल दो डेसिमल में कोट करना है। यदि दर डेसिमल के दो स्थान से आगे कोट की गयी है तो दशमलव के दो स्थान तक ही माना जाएगा।</p> <p>The rates shall be strictly quoted up to "TWO DECIMAL" only. If the rates are quoted beyond two</p>

	decimal places then it will be considered up to two decimal places only.
11	<p>विभाग के पास यह अधिकार है कि वे बिना कोई कारण बताए किसी संभावित आवेदन को स्वीकार करे या अस्वीकार करे</p> <p>The department reserves the right to accept / reject any prospective application without assigning any reason thereof.</p>
12	<p>आयकर चालू बिल और अंतिम बिल से प्रचलित दरों के अनुसार काट लिया जाएगा कोट की गयी दरें 18% GST सहित होनी चाहिए। सरकारी नोटिफिकेशन के अनुसार TDS (as applicable) आपके बिल से काट लिया जाएगा ।</p> <p>Income tax shall be deducted from running bills and final bills as per the prevailing rates. Rates quoted by the bidder should be inclusive of 18% GST. TDS as applicable as per Govt. notifications shall also be deducted from the bills.</p>
13	<p>बाद में यह पता चलता है कि आवेदक द्वारा दी गई कोई सूचना गलत है तो उन्हें टेंडरिंग/ भारी पानी बोर्ड, में कार्य करने से वंचित कर दिया जाएगा।</p> <p>IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in HWB.</p>
14	<p>सफल बोलीदाता, जिनकी निविदा स्वीकृत की गई है, के लिए अनिवार्य है कि वह इस कॉन्ट्रैक्ट हेतु काम करनेवाले मजदूरों के इ.पी.एफ.औरइ.एस.आई.एवं युनिवर्सल अकाउण्ट नम्बर)UAN (की सम्पूर्ण जानकारी प्रस्तुत करें. Successful bidder has to produce the details of ESI and EPF Universal Account Number (UAN) of the workers to be employed against this contract.</p>
15	<p>सफल बोलीदाता, जिनकी निविदा स्वीकृत की गई है, के लिए अनिवार्य है कि वह इ.पी.एफ. और इ.एस.आई. जैसे अंशदान संबंधित प्राधिकारी/कार्यालय को जमा करें और इस के क्षतिपूर्ति हेतु साक्ष्य कागजात जमा करें तथा इसके साथसाथभुगतानहेतुबिलभीजमाकरें।ऐसेकागजातकोजमाकरनेकेबादकेवलबिलकीहीकार्रवाईकीजाएगी। -</p> <p>It is mandatory that the successful bidder has to remit such contributions of EPF and ESI to the concerned authorities and submit the documentary evidence for reimbursement along with the bills for making payment. After submission of such documents only bill will be processed.</p>
<p>संभावित एजेंसियां स्वयं इस बात से संतुष्ट हो जाएं कि उन्होंने निविदा प्रस्तुत करने से पूर्व एनआईटी के सभी मापदंडों को पूरा कर लिया है। विभाग के पास यह अधिकार है कि निर्धारित मापदंडों को पूरा न करनेवाली एजेंसियों की निविदाओं पर विचार नहीं कर सकता है।</p> <p>PROSPECTIVE AGANCIES SHALL SATISFY THEMSELVES OF FULFILLING ALL THE NIT CRITERIA BEFORE SUBMISSION OF TENDER. Department reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.</p>	
<p>Note:</p> <ol style="list-style-type: none"> 1. Rates should be inclusive of GST @ 18%. 2. If a firm quotes 'Nil' charges/consideration (for each item rate), the bid shall be treated as unresponsive and will not be considered. 'Charges/consideration' here means contractor's profit and overheads (including 18% GST), over and above the minimum wages incurred for the workers as per point given below. 3. Contractor shall make payment to workmen at minimum wages rates fixed by Ministry of Labour & Employment, Government of India for Industrial Workers. 4. Rates quoted by the Vendors/firms should be taking into consideration the possible escalation in minimum wages by Ministry of Labour & Employment, Government of India over the period of contract and the same will be borne by the contractor. The cost of the contract will be fixed throughout the period of contract and the Department will be under no liability to pay any amount above the quoted rate. 5. The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the HWP, Talcher. 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. 	

बोली प्रस्तुत करने की अवधि के अंदर स्केन एवं अपलोड किए गए दस्तावेजों की सूची :

List of Documents to be scanned & uploaded within the period of bid submission:

1	सीए द्वारा प्रमाणित वित्तीय टर्नओवर Financial Turn Over certified by CA
2	सीए द्वारा प्रमाणित लाभ एवं हानि विवरण Profit & Loss statement certified by CA
3	नवीनतम बैंक सोलवेंसी प्रमाण Latest Bank Solvency Certificate
4	पिछले सात वर्षों में समान कार्य की सूची जिसमें उल्लिखित हो।) किस एजेसी के लिए कार्य किया गया है ii) कार्य का मूल्य iii) निर्धारित एवं वास्तविक कार्य पूर्ण अवधि. List of SIMILAR WORKS completed in last 7 years indicating: I) Agency for whom executed II) Value of Work, III) Stipulated and actual time of completion.
5	वर्तमान में समान कार्यों की सूची जिसमें इनका उल्लेख हो i) एजेसी ii) कार्य का मूल्य iii) पूर्ण होने की अनुबंधित समय / वर्तमान स्थिति List of SIMILAR WORK in Hand indicating: I) Agency, II) Value of Work, III) Stipulated time of completion / present position.
6	प्रमाणपत्र Certificates:
i)	कार्य अनुभव-कार्य/निष्पादन प्रमाणपत्र Certificates of Work Experience / Performance Certificates
ii)	GST हेतु पंजीकरण का प्रमाणपत्र Certificate of Registration of GST.
iii)	पैन (स्थायी लेखा संख्या) पंजीकरण PAN (Permanent Account Number) Registration
iv)	इ.पी.एफ.औरइ.एस.आई.पंजीकरण प्रमाण पत्र EPF & ESI registration certificate
v)	Labour license, If applicable
vi)	Copy of registration of establishment / Firm/ Company
7	ईएमडी हेतु संलग्न प्रारूप के अनुसार हस्ताक्षरित बोली सुरक्षा घोषणा फार्म Signed BID SECURITY DECLARATION FORM in lieu of EMD as per the format enclosed.
8	(मूल प्रमाण पत्रों की स्केन प्रति अपलोड की जाए) (Scanned copy of original certificates to be uploaded)

M. G. Giri
29-7-21

(महेन्द्र कुमार गिरी Mahendra K. Giri)
विशेष कार्याधिकारी Officer On-Special Duty
भारत के राष्ट्रपति लिए एवं उनकी ओर से
For & On Behalf Of the President Of India.

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सचिव, तालचेर उर्वरक ठेकेदार संघ Secretary, Talcher Fertilizer Contractor's Association.

कार्यालयप्रतिOffice Copy (O/C)

GENERAL TERMS, CONDITIONS AND SPECIFICATIONS OF THE CONTRACT

1.0 GENERAL INFORMATION:

Heavy Water Plant (Talcher) is an industrial establishment under the Department of Atomic Energy, Government of India. Its Guest House and Canteen are located within the boundary of FCI, Talcher which is approximately 150 kms away from Bhubaneswar, 15 Kms away from Angul Railway Station and 8 Kms from Talcher/Talcher Road Railway Station.

2.0 LOCATION/WORK AREA

All the locations indicated below are located in Heavy Water Plant Talcher premises, Talcher, Angul District, Odisha -759106

Sr. No	Location	Area (Sq.mt)
1.	HWP, Talcher Canteen	550
2.	Vikrampur Guest House	600
3.	D-3, Guest House	500
4.	E-4 Transit Guest House	400

3.0 SCOPE OF WORK:

3.1 In order to execute the job, the Contractor shall employ only male staff as per the details indicated hereunder:

3.2 GUEST HOUSE:

3.2.1 **01 Semi –Skilled** worker for providing assistance in preparation and serving of food items such as Breakfast, tiffin, lunch, tea, Dinner, snacks etc. Cutting and cleaning of vegetables, eatable items, mixing atta, grinding of items, heating and boiling of food items in Guest Houses of Heavy Water Plant, Talcher. Purchase of items required for food items for guest house kitchen. Collection of accumulated guest house booking charges and submitting to supervisor / engineer in charge. Disposal of guest house garbage. Further detailed technical specifications mentioned in the tender.

3.2.2 **01 Unskilled** worker for providing assistance to Semi - Skilled worker for Loading / unloading of items in daily maintenance of guest house and serving of food items. Cleaning the Guest House areas, sweeping all floors / carpet areas, collection of dirt, waste food materials, vegetable waste etc., cleaning of utensils & other materials related to Guest House, mopping, washing using necessary detergents and disinfectants, removing of cobwebs, cleaning of guest house toilets & bathroom, disposal of guest house garbage, delivering of items etc, on a day to day basis as per instructions of HWP Engineer in Charge.

3.2.3 All the furniture/ tube lights / bulbs / fans/ air conditioners / windows should be thoroughly dusted / cleaned and kept clean all the times.

3.2.4 Carpets, curtains, blankets and all dry cleaning items should be kept in neat and tidy condition in all times.

3.2.5 Water Flasks and Glass tumblers should be kept clean and should be free from any foul smell. Cold / Boiled water as per the requirement of the inmates should be filled in the flasks / jugs daily and kept in every occupied room.

3.2.6 To carry the luggage of the Guests to their rooms on their arrival and also to the vehicles while checking in / checking out.

3.3 HWP Plant Canteen

- 3.3.1 **01 Supervisor** (Supervision of all the works done by the Semi - skilled, Un-skilled workers in the Guest House and Departmental Canteen. Taking note of complaints and any repairs required in the guest houses and departmental canteen making arrangements and purchase of items and raw materials for Breakfast/Lunch/Tea/Dinner/snacks etc. Collection of accumulated booking amount in guest houses and depositing with Engineer in Charge in Heavy Water Plant, Talcher. Making roster of staffs working in HWP Canteen maintenance of daily account of canteen and others ancillary claim accounts as specified by engineer in- charge.
- 3.3.2 **04 Unskilled** worker for providing assistance to Semi - Skilled worker. Loading / unloading of items in daily maintenance of HWP Canteen and serving of food items. Cleaning the HWP Canteen areas, sweeping all floors / carpet areas, collection of dirt, waste food materials, vegetable waste etc., cleaning of utensils & other materials related to Canteen, mopping, washing using necessary detergents and disinfectants, removing of cobwebs, disposal of garbage cleaning of kitchen toilets and bathroom etc, on a day to day basis as per instructions of HWP Engineer in Charge.
- 3.3.3 **03 Semi- Skilled** worker for providing assistance in preparation of food items such as tiffin, lunch and snacks, cutting and cleaning of vegetables, mixing atta for making roti / rice, etc., at HWP Talcher Canteen on a day in A / B / C / Gen Shift as directed by the Engineer in charge.
- 3.4 Award of the contract to the Contractor is merely a temporary arrangement to render specified services while the entire space, premises, precincts remain under the possession and control of the department.
- 3.5 The Contractor should ensure that all the staff should be in clean and well-dressed, closely cut hair and proper shave, nails cut and properly bathed. The persons to be engaged for the purpose shall be in the employment of the bidder and are not the employees of the department and they will have no claim of whatsoever regarding their employment. Periodical medical checkup of the staff should be done at the cost of the Contractor and if anybody found unfit for the above service should be replaced immediately.
- 3.6 The contractor shall remit EPF and ESIC subscription of all the contract labourers engaged in the contract and same shall be reimbursed by the Department on production of proof.

- 3.7 It shall be responsibility of the Contractor to furnish the police verification certificate in respect of the persons to be engaged by him for the purpose with respect to their character and antecedents.
- 3.8 All detergents / abrasives / disinfectants/ brooms/ brushes/ mops/ dusters / soaps / toilet rolls / air fresheners etc., will be supplied by the department.
- 3.9 The Contractor shall ensure that the services provided under the contract conforms to the laws including any matter concerning the provision of service under the scope of services and labour legislations relating to wages, health, sanitation etc. The Contractor is responsible for obtaining the necessary approval from statutory authorities in respect of their scope of services under the contract.
- 3.10 The Contractor shall observe all the Labour Laws and such other statutory rules as applicable to the employees engaged by them. In case of any violation, the Contractor is liable for action enforced under any Law. In the event of any liability incurred towards the same by HWP (Talcher) in the capacity as Principal Employers, the same shall be recovered from the Contractor.
- 3.11 The contractor shall engage only such persons who are disciplined, medically fit, having no criminal record and are above 18 years of age to complete the assigned work.
- 3.12 Records, registers like Muster, Payment of Wages Register, Over Time Register and any other registers / records required to be maintained under various statute or maintainable under the agreement are to be maintained by the Contractor.
- 3.13 The Administrative Officer-III & Estate Officer, HWP Talcher or his representative shall be the Engineer in Charge of the work relating to the agreement.
- 3.14 All liabilities arising out of an accident or death of personnel deployed by Contractor while on duty shall be borne by Contractor.
- 3.15 Any theft or damage caused due to negligence or otherwise by the persons engaged shall be borne by the Contractor.
- 3.16 Heavy Water Plant, Talcher will not provide any accommodation to the persons to be engaged by the Contractor for the purpose.
- 3.17 The list of persons to be engaged should be furnished to the Engineer in Charge, indicating the details such as name, father's name, age and address within a week's time from the date of acceptance of the Work Order and any subsequent change thereafter should be brought to the notice of the Engineer in Charge forthwith.
- 3.18 The Contractor shall not appoint any sub-contractor for the work assigned to him.

4.0 DUTIES TO BE PERFORMED:

- 4.1 The Contractor should ensure that the daily garbage should be collected and dumped in the designated place as decided by the Officer-in-Charge.

5.0 PERFORMANCE OF THE WORK :

- 5.1. The work shall be performed or the services shall be rendered by the Tenderer in accordance with the specification(s) described in the letter of intent/contract.

However, changes/modifications if any, required during the execution of contract may be carried out as per the mutual discussions between the parties and such changes/modifications shall form part of this contract.

- 5.2 The authorized representative of Engineer in Charge /Officer in charge shall have full powers and authority to issue the instructions to the Tenderer from time to time during execution of work, as shall be necessary for the purpose and adequate execution and maintenance of the work and the Tenderer shall carry out the work accordingly and be bound by the same.
- 5.3 The Tenderer shall employ in or about execution of the work only such persons as are careful an experience in their works and HWP, Talcher shall be at liberty to object and to require the Tenderer to remove from the works any persons employed by the Tenderer in or about the execution of work who, in the opinion of HWP, Talcher, misconducts himself or is incompetent or negligent in the proper performance of this duties and all such persons shall not again be employed upon the works without the permission of HWP, Talcher.

6.0 PRESENT RATES OF MINIMUM WAGES

- 6.1 The contractor shall comply with the provisions of the Minimum Wages Act 1948, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act 1970 and rules framed there-under and other Labour-Laws that may be brought into force from time to time.
- 6.2 At no time during the period of contract should the wages paid to labourers be less than the Minimum Wages Act 1948.
- 6.3 If at any time after acceptance of the tender, Engineer in Charge shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Engineer in Charge shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

WAGE PERIOD : Monthly

DATE OF PAYMENT OF WAGES : by 7th day of following month.

NAME AND ADDRESS OF INSPECTORS HAVING JURISDICTION:

1. Dy. Chief Labour Commissioner (Central)
Plot No. 7/6&7, Kendriya Sharma Sadan
Back Side of ISKON Temple
IRC Village Nayapalli
Bhubaneswar – 751015
2. Assistant Labour Commissioner (Central)
Nalco Nagar,
Angul, Odisha – 759145

3. Labour Enforcement Officer (Central)
Nalco Nagar,
Angul, Odisha – 759145

7.0 STATUTORY RULES:

- 7.1 The contractor will maintain proper records as under the applicable Law/Acts. They shall produce the records on demand to the concerned authority of the Department or any authority under Law.
- 7.2 The payment of wages to workmen will have to be made through bank by the 7th day of the following month.

For releasing payments of work done for the subsequent months, the contractor has to produce proof of having remitted the previous month's wages into the respective account of worker engaged by the contractor. Payment to the contractor shall be released against the bill after verification of the above documents.

8.0 PERFORMANCE GUARANTEE & SECURITY DEPOSIT:

- 8.1 The contractor whose tender is accepted will be required to submit an irrevocable performance guarantee of 5% of the tendered amount in the form of fixed deposit receipts or DD / banker's cheque in favour of Pay & Accounts Officer, HWP – Talcher within 15 days of issue of Letter of Intent. In case contractor fail to deposit the Performance Guarantee within the stipulated period, Performance guarantee will be refunded on successful completion of the contract /extended period of contract.
- 8.2 In addition, to performance guarantee, the Security Deposit @ 2.5% recovered by deductions @ 10% of the gross amount of the running bill of the contractor till 2.5% of Security Deposit amount is recovered. Amount kept under SD shall not bear interest and same shall be returned to contract after 3 months from the date of expiry of the contract/extended period of contract. The Security Deposit and Performance Guarantee will be liable for forfeiture in case of premature termination of Contract by the Contractor without giving due notice, and/or in other cases of termination by HWP, Talcher for any reason amounting to breach of contract by the Tenderer or any other grave misconduct. HWP, Talcher reserves the right to recover/adjust any amount which may be due from the Tenderer from their security deposit, against any payment due to them from HWP, Talcher

9.0 PAYMENT TERMS:

- 9.1 The Contractor shall raise the monthly bill during the first week of the following month for the previous month and the same can be submitted to the Administrative Officer, Heavy Water Plant, Talcher for arranging payment.
- 9.2 The payment to the Contractor shall be made through bank to their bank account. The details of bank account of the agency shall be submitted for making the payment.
- 9.3 The Income Tax/TDS on GST or any other statutory levies as applicable shall be deducted from the bills.

- 9.4 Any complaint from any employee deployed by the Contractor to the Government pertaining to non-payment of wages etc. shall be dealt with as per the rules in vogue and payment made for the purpose shall be recovered from the Contractor.

10.0 PENALTY:

- 10.1 In case of non-rendering of the service wholly or not to the satisfaction of the department, the Contractor shall be liable to pay the penalty equivalent to double of the charges incurred for the purpose in addition to nonpayment of proportionate contract amount. The decision of the department in this regard is final and shall be binding on the Contractor.
- 10.2 Any damage or loss caused to HWP (Talcher) in any form due to negligence of working staff deployed by the Contractor during the course of its tenure, the same shall be made good by the Contractor.

11.0 VALIDITY OF OFFER:

- 11.1 The offer shall be valid for a period of 90 days from the date of opening of Financial Bid and no request for any variation in quoted rates/withdrawal of tender on any ground by successful bidder shall be entertained.

12.0 SECURITY REGULATIONS :

- 12.1 The tenderer has to follow strictly the security regulations prevailing in the areas from time to time, especially in regard to the working hours, movement of materials and entry permits. All the workers of the Tenderer should be in possession of Identity cards in order to ensure that unauthorized person do not enter the work site. Any breach of regulations will be viewed seriously and could invite legal action.

13.0 DURATION OF CONTRACT:

The duration of contract will be initially for a period of one year from the date of its commencement of contract.

14.0 TERMINATION OF CONTRACT:

- 14.1 If the contractor breaches the contract during the course of contract, performance guarantee along with security deposit shall be forfeited in addition to other legal remedies available under the contract act.
- 14.2 HWP (Talcher) reserves the right to terminate the agreement at any point of time without assigning any reasons thereof by giving 15 days advance notice to the Contractor and in that event the Contractor shall not be entitled for any compensation.
- 14.3 Officer on Special Duty/ Designated In-Charge, HWP, Talcher reserves the right of deciding any matter arising during the tenure of the contract, but not covered specifically by the conditions mentioned in the tender and that decision of HWP (Talcher) in this regard shall be final and binding on the contractor.

15.0 SETTLEMENT OF DISPUTE :

- 15.1 Except where otherwise provided in the contract, all questions and disputes relating to the meaning and interpretation of the terms of the contract and instructions

herein before mentioned or as to the quality and adequacy of the work done arising out of these conditions, whether during the progress of the work or after completion or abandonment or cancellations thereof, shall be referred to the Sole Arbitration of the person to be appointed by the Officer on Special Duty, HWP, Talcher.

- 15.2 It is a term of the contract that the party who initiates arbitration proceedings shall specify the dispute to be referred to the arbitration under this clause together with the amount or amounts claimed in respect of each such dispute(s).
- 15.3 Arbitration proceedings shall be conducted in accordance with the provisions contained in the Conciliations and Arbitration Act, 1996 or any statutory modifications or re-enactment thereof and the rules and regulations so framed there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- 15.4 It is also a term of the contract that if the Tenderer(s) do/does not make any demand for arbitration in respect of any claims in writing within 90 days of receiving the intimation from the Government, that the bill is ready for payment, the claim of the Tenderer¹(s) will be deemed to have been waived and absolutely barred and the Government shall be discharged and released of all liabilities under the contract in respect of these claims.

16.0 Confidentiality Clause

- 16.1 No party shall disclose any information to any third party concerning the matter under this contract generally. In particular, any information identified as "Proprietary" in nature by the disclosing party shall be kept strictly confidential by the receiving party and shall not be disclosed to any third party without the prior written consent of the original disclosing party.
- 16.2 This clause shall apply to the Sub-contractor, Consultants, Advisors or the employees engaged by the party with equal force.
- 16.3 'Restricted Information' categorized under Section 18 of the Atomic Energy Act 1962 and 'Official Secrets' under Section 5 of the 'Official Secrets Act 1923'. Any contravention of the above-mentioned provisions by any contractor, sub-contractor, consultants, adviser or the employees of Tenderer will invite penal consequences under the aforesaid legislation.

17.0 Prohibition against use of Heavy Water Plant, Talcher's Name without permission for publicity purpose

- 17.1 The Tenderer, Consultants, advisors or the employees engaged by the contractor, shall not use HWP, Talcher's name for any publicity purpose through any public media like press, radio, T.V. or internet without prior approval of HWP, Talcher.

SPECIAL INSTRUCTIONS TO BIDDERS

1. Each page of tender document is required to be read by the person or persons submitting the tender.
2. If any clarification regarding specifications, conditions of contract or scope of work is required, the same can be obtained by the tenderers from the office of the Officer on Special Duty, Heavy Water Plant (Talcher), Vikrampur – 759106, Odisha.
3. The tenderer is deemed to have examined the parts of these tendering documents listed below and is fully informed as to the nature of the work and conditions related to its performance.

Part A:	Tendering and contracts conditions.
Part B:	Financial Bid.
4. Rates should be inclusive of GST @ 18%.
5. If a firm quotes 'Nil' charges/consideration (for each item rate), the bid shall be treated as unresponsive and will not be considered. 'Charges/consideration' here means contractor's profit and overheads (including 18% GST), over and above the minimum wages incurred for the workers as per point given below.
6. Contractor shall make payment to workmen at minimum wages rates fixed by Ministry of Labour & Employment, Government of India for Industrial Workers.
7. Rates quoted by the Vendors/firms should be taking into consideration the possible escalation in minimum wages by Ministry of Labour & Employment, Government of India over the period of contract and the same will be borne by the contractor. The cost of the contract will be fixed throughout the period of contract and the Department will be under no liability to pay any amount above the quoted rate.
8. The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the HWP, Talcher. 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.
9. Bidder must ensure to quote rate of each item in financial bid. The column meant for quoting rate in figures appears in YELLOW colour and the moment rate is entered, it turns SKY BLUE. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).