

TUTICORIN

NO.: HWPT/LW/Can/e-T/01/2021

NOTICE INVITING TENDER FOR ASSISTGANCE IN
COOKING, CATRERING AND GENERAL HOUSEKEEPING
WORKS IN THE INDUSTRIAL CANTEEN OF HWP
TUTICORIN FOR ONE YEAR

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**Government of India
Department of Atomic Energy
Heavy Water Plant**

HWP Colony P.O.,
Tuticorin-628 007.

FAX : 0461 – 2355 389
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2244710/706/709/707

TENDER DOCUMENT

TENDER NOTICE NO. : HWPT/LW/Can/e-T/01/2021

NAME OF THE WORK : Assistance in Cooking catering and general House
keeping jobs in Industrial Canteen of HWP,Tuticorin.

DESCRIPTION OF JOBS : Preparation of all food items including preparation of different
types of sweets ad khara on day to day requiremen and
serving through counter and supplying at various points
mainly in site area of this plant and carrying out general
house keeping jobs on each day as envisaged in the
Schedule of works attached to this document for one year
in the Industrial Canteen.

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
HEAVY WATER PLANT
TUTICORIN – 628 007

NOTICE INVITING e-TENDER

NO. HWPT/LW/Can/e-T/01/2021

1. e- Tenders are invited in two part by General Manager, Heavy Water Plant, Tuticorin on behalf of President of India, from approved eligible and experienced contractors for the following work at Heavy Water Plant, Tuticorin – 628 007.

Name of the work	Assistance in Cooking, Catering and General House keeping works in Industrial Canteen of HWP , Tuticorin
Estimated Cost	Rs. 16.80 /- lakh (including GST , Excluding ESI and EPF)
Earnest Money Deposit	Rs. 33600/- (2% on EC)
Tender processing fee(Non-Refundable)	Rs. 991/- (Rupees Nine Hundred and Ninety One only)
Period of Work	One year
Period of Validity of Tender	90 days from the date of opening of the tender
Date of downloading of e-Tender document	From 01.02.2021(10.00 hrs) to 11/02/2021 (24.00 hrs)
Last date for sending Pre-bid queries	12.02.2021(14.00 Hrs). The request can be sent to the department vide email to GM HWP(Tuticorin), Shri T N Yadav(gm@tut.hwb.gov.in) with a copy Shri P TMani, AO-III e-mail (ao@tut.hwb.gov.in) , and Contact on 0461-2244710, 0461-2355583, or Shri Bapanna Sastry TVR, LWO Mob No: 8903318385, 04612244706 (lwo@tut.hwb.gov.in)
Last Date & Time to attend queries by the department	Clarifications to queries will be attended by department till 12.02.2021 (upto 16.00 hrs)
Last date & time for submission of EMD (Original)	15/02/2021 at 15.00 Hrs..
Last date & time for On line submission of e-Tender/ EMD	1 5/02/2021 at 15.00 Hrs..
Date & time Opening of Tender (Part A)	15/02/2021 at 15.30 Hrs.

2. Earnest Money Deposit (EMD): EMD for the amount indicated should be submitted in separate sealed

envelope drawn in the form of either crossed Demand Draft/Banker's Cheque or Pay Order from Nationalized or Scheduled Banks drawn in favour of Pay & Accounts Officer, HWP, payable at TUTICORIN. If the Earnest Money is found to be in order, then only the tender will be opened. In case, the earnest money is not deposited or is not in order, the tender will be summarily rejected.

3. In case the last date of sale / of receipt of tender/ of opening the tender is declared as Holidays, the respective dates shall be treated as postponed to the next working day accordingly. Tender can be down loaded and quotation can be uploaded online
4. The **EMD** document on successful uploading alongwith other documents of the bid , original EMD shall be send / dropped in tender Box of this office with Tender Number and due date of opening (or) to be forwarded to the office of the General Manager, Heavy Water plant, Tuticorin, well in advance. It will be returned on submission of TR-61 form subject to fulfillment of other conditions.
5. **Information to the bidders about e-Tendering:** Prospective Bidders or general public can see and download free of cost PDF format of the above documents from web site www.tenderwizard.com/DAE → TENDERS OF DAE → Heavy Water Board

To participate in the tender, Prospective Bidders are required to download the detailed tender document and excel format of financial Bid after Logging into the Home page of the website www.tenderwizard.com/DAE with their User ID / Password & Class III Digital Signature Certificate. Steps to download EXCEL documents are following:

- i. Click on "**UNAPPLIED**" button;
- ii. Click on "**REQUEST**" icon (blue colour),
- iii. Enter **TENDER FEE DD** Details.
- iv. Pay **TENDER PROCESSING FEE** online.
- v. Click on "**SUBMIT**" button.
- vi. Click on "**IN PROGRESS**" button.
- vii. In status column bidder will find the tender as
RECEIVED
- viii. Bidder will be able to download required Tender Documents by clicking "**EDIT ATTACHMENT**" icon for any number of times till last date of submission

Prospective bidders have to fill the **excel documents** and upload the same **without renaming** it. Please refer Help Manual for submission of Tender / contact Help Desk as per NIT. The Tender documents - Section II to Section VII are available on website www.tenderwizard.com/DAE → Downloads → HWB DOCUMENTS

6. Eligibility :
 - 6.1 Tender documents will be considered on submission of documentary proof of having executed similar works and magnitude specified below in the last 7 years
 - 6.2 Contractors having their permanent ESI/EPF code numbers/licensed contractors for engaging labours.
 - 6.3 Furnish a copy of Proof (Work orders/ letter of intent(for running works)/Completion certificate) of having experience of completing similar works during the past seven years with Government/ Semi Government/ State Govt./ Organizations, like Railways, PWD, CPWD, TTPS, **any other running** reputed limited industrial organization etc. at the following value of works.

- a. Three similar completed works each costing not less than the amount equal to 40% of the estimated cost put to tender OR
- b. Two similar completed works each costing not less than amount equal to 60% of the estimated cost put to tender OR
- c. One similar completed works of aggregate cost not less than the amount equal to 80% of the cost put to tender.

“ Similar works” shall mean complete “Cooking, Catering and General House keeping works in any reputed industrial or non industrial organization. ” contractors handling similar nature of jobs in industrial organization will have more preference.

7. PENALTY

Payment will be made on monthly basis on the measurement recorded in the MB duly certified by the Section In-charge / LCWO, HWP, Tuticorin and the same will be paid by Pay & Accounts Officer HWP (T) duly approved by the Competent Authority. Wherever it is noticed that the job entrusted is not fulfilled and the required area/shift is not covered on any day in a month, payment towards the monthly bill to the contractor will be paid on pro rata basis. In addition, on account of absence of manpower on any shift deduction of Rs.50/- will be levied as a penalty

8. Solvency: (40%)

The Contractor has to furnish solvency certificate to an amount of Rs.6,72,000/- from their bankers both at the time of uploading the quotation and at the time of award of Work order.

9. Performance Bank Guarantee

An amount equal to 5% of the Work Order value of the work is to be remitted within 07 days from the date of letter of intent, in the form of DCR/Banker's cheque/Demand draft or Pay Order in favour of Pay & Accounts Officer, HWP, payable at Tuticorin, failing which the Government shall without prejudice to any other right or remedy, be at liberty to forfeit the entire amount of earnest money deposited, absolutely automatically without any notice. PG Will be returned on satisfactory completion of work.

10. **Security Deposit** equal to 2.5% of the contract value will be deducted @ 5% from the running account monthly bills of contractor. SD will be returned on submission of TR-61 form after 60 days from the date of satisfactory completion of work.

11. **Offers submitted without taking into account the minimum wages for envisaged manpower as shown in the schedule of jobs/works for carrying out the contract specified in the accepted rates and quantities of jobs of Tender document and applicable EPF, ESI (to the part of employers responsibility) and without the profit component will summarily be rejected.**

12. The bidders are requested to visit the areas of Heavy Water Plant, Tuticorin and get familiarized with local condition before submission of tenders. Requests of any kind will not be entertained, once the contract is awarded.

13. List of Documents to be scanned from original & uploaded within the period of bid submission by bidder:

- i. Financial Turn Over certified by CA for last Three years.
 - ii. Profit & Loss statement certified by CA for last Three years.
 - iii. Latest Bank Solvency Certificate.
 - iv. Certificates:
 - a. Accreditation /Registration certificate, if any
 - b. Certificates of Work Experience / Performance Certificates
 - c. Certificate of Registration for GST
 - d. TIN Registration Certificate
 - e. PAN (Permanent Account Number) Registration
 - v FDR/DD/PO/BC of any Scheduled Bank against **EMD**.
 - vi Bank Guarantee of any Scheduled Bank against part of **EMD**,if any
 - vii Documents for carried out "similar-works" in past seven years i.e., Work order copy, completion certificate, Performance certificate etc.,
14. GST as admissible and as per the orders in vogue as on that date will be applied on RA Bills. IT and TDS-GST will be deducted @2% on each RA Bill as per Rules of Acts.
15. Right to accept or reject any or all tenders without assigning any reason therefor is reserved by the undersigned.

Note: During technical evaluation missing documents, if any, can be asked by inspection/bids evaluation committee for submission



(T N Yadav)

General Manager, HWP, Tuticorin
For and on behalf of President of India

THE JOBS ARE GIVEN AS IN SCHEDULE :

The Contractor is required to mobilize the required manpower (NOT LESS THAN 8(Eight) every day on all working days from 0600 hrs. to 2200 hrs at Canteen and identified areas(A&B Shifts) as per requirement for the related jobs as shown in **SCHEDULE OF QUANTITIES & ACCEPTED RATES of** the Tender document.

- A **All the maintenance /upkeep materials required for cleaning will have to be purchased by the contractor once in 3 months and submit the material and bill duly endorsed by security to office of LCWO at site or his Sectional Representative (DA) and furnish for settlement of RA Bill by Department. He is supposed to purchase the first lot prior to date of starting the jobs entrusted through work order. It is to inform that Estimated tender value is inclusive of consumable items and GST. Therefore once again it is advised the BIDDER to take a note of it for quoting their rates in price bid.**
- B. Strictly male manpower deployment is suggested for the above jobs. (preferably in shifts)

GENERAL TERMS AND CONDITIONS:

1. The work shall be carried out in accordance with the DAE General & Special conditions of contract, which is enclosed with tender document. The given job shall be started and completed within one year period from the date of issue of work order. Further on mutual agreement, the contract may further be extended for admissible period under departmental/cpwd provisions.
2. The Contractor shall execute the work under the instructions from the Labour-cum-Welfare Officer/ Supervisor/Canteen Committee/In-Charge, Section, HWP, Tuticorin
3. The quoted rates shall be firm during the period of contract except when the minimum wages are revised, Contractor will be responsible to pay the revised wages and statutory levies and backlogs to their workmen and concerned authorities. Once the contract is entered, no upward revision shall be allowed. It is therefore suggested to estimate future overheads due to increase in minimum wages during the period of contract, and rates may be quoted accordingly.
4. All the transportation charges for the transportation of the personnel put in job by Contractor for the referred jobs shall be borne by the Contractor.
5. The Contractor's workmen can avail the departmental Canteen facilities at the prescribed rates. The same will be accounted on day to day basis and recovered from the RA Bill of the Contractor on monthly basis.
6. While carrying out the above work necessary insurance coverage for Contractor's Workmen should be borne by the Contractor. In case of any accident/Injury to the working personnel, the Contractor shall bear all the expenses and any sort of compensation payable to the injured person. The Department will not take any responsibility in this regard.
7. All safety and security rules and regulations should be followed by the contractor and if any unsafe action is observed, the work will be stopped for that day and no compensation will be paid for that.
8. Daily job planning/status of the job shall be recorded and reported to the Labour-cum-Welfare Officer/Supervisor-In-Charge, HWP, Tuticorin.
9. Daily record of the workmen engaged by the contractor is to be maintained by the Contractor and payment made to his workmen should be endorsed by Labour-Cum-Welfare Officer, Heavy Water Plant, Tuticorin in their register.

10. Payment will be made based on the measurement recorded in the Measurement Book duly certified by the Section In-charge / LCWO, HWP, Tuticorin and the same shall be paid by Pay & Accounts Officer HWP(T) duly approved by the Competent Authority. Wherever it is noticed that the job entrusted is not fulfilled on any day in a month payment towards the monthly bill shall be paid to the contractor on pro rata basis only.
11. On the first day of work, Contractor's Personnel should report to Safety Officer for brief in about the safety precautions, procedures to be followed during working.
12. **Best workmanship should be employed for good quality of work. The Contractor must employ only mentally and physically fit persons for the above work. For each item of Job the Contractor is expected to provide names of 3 wellversed workmen in the entrusted job so as to bail out any shortage of manpower on any day. Their workmanship will be checked by the canteen management committee prior to their continuation or inducting into the work. The workman engaged for the first 2 items of Schedule of Quantity shall be conversant with preparation of all kind of sweets khara items to be ready to prepare on demand on any day. The workmen so deployed shall be free from skin/any contagious diseases(doctors certificate be produced initially which is liable for reverification). They shall be provided identifiable dress(2 pairs each) different from that of this plant with Contractors marking. They should be conversant with the hospitality code of a canteen.** Contractor shall provide head cap and hand distribution gloves to his workman as per the area of job they deployed.
13. The Work Diary will be maintained at canteen. The same, will reviewed by Labour-cum-Welfare Officer/his representative/Supervisor in-Charge/Canteen Committee so also the performance of the workmen deployed by the Contractor for due action and further directions to contractor or his supervisor.
14. The Contractor shall adhere to all Labour laws such as Minimum Wages Act 1948, Payment of Wages Act 1956, Contract Labour Regulation and Abolition Act 1970, Workmen's Compensation Act 1923, EPF and Miscellaneous Provisions Act 1962, and such other Acts, Rules and Notifications as applicable from time to time in respect of workers engaged by the Contractor.
15. The Contractor shall be called upon to produce documentary evidence of having complied with the provisions of the said Acts any time and invariably prior to the preparation of RA/Final Bill of the Contractor. In the event of non-production of documentary evidence as aforesaid, the undersigned or his nominee shall have the full right to withheld payment of any Running Account/ Final Bill of the Contractor or at his discretion to recover such sum as may be required for liquidating the contractor's liabilities to his workmen on account of non-compliance of any of the provisions of the said Acts, by the contractor. Such recoveries shall be made without any notice to the Contractor and for all practical purposes shall be deemed to have been paid to the said Contractor, in full or any other work order issued by the undersigned or any other Authority of this Plant.
16. Name of authorized representative at site to whom official communication can be issued may please be intimated.
17. The Contractor shall fulfill the statutory requirement of EMPLOYEES STATE INSURANCE ACT 1948 . The contractor shall remit the Contribution to the respective authority on or before 5th of every month, on monthly basis through State Bank of India. A copy of the receipt / Challan should be furnished to this office without fail.

- 18 Department reserves the right to get the work done which is left incomplete through other agencies or by alternative means at the risk and cost of the Contractor or otherwise it may reduce the Running Bill to the effect that the work was not carried out .
- 19 The Contractor shall be fully responsible for making good at his cost any damage done to the structure or installations, equipments etc. while executing the job. By his workmen . Department will not accept any responsibility.
- 20 The Contractor has to take photo pass for their working personnel at their own cost as per security rules. Police Verification Certificate is a must. The same shall be submitted within 15 days from the date of the work permission is issued to start the job. For resolving any dispute arise out of this contract, ultimate deciding authority will be GM,HWPT.