

DEPARTMENT OF ATOMIC ENERGY
HEAVY WATER PLANT
TUTICORIN

NO. HWPT/LW/HK(S)/e-T/04/2021

NOTICE INVITING TENDER FOR COSMETIC
MAINTENANCE AND HOUSEKEEPING WORK IN
HWP TUTICORIN (SITE) FOR ONE YEAR

INDEX

S. No.	ITEM DESCRIPTION	PAGE NO.
1	Detailed NIT	3-7
2	General terms and conditions	8-9
3	Schedule of accepted rates & quantities	10
4	Additional information in respect to general rules, conditions of contract and safety guidelines	Please see annexure

Government of India
Department of Atomic Energy
Heavy Water Plant

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

FAX: 0461 – 2355 389
TELEPHONE NO.: 0461- 2355583
2244710/706/709/707

TENDER DOCUMENT

TENDER NOTICE NO.: HWPT/LW/HK (S)/e-t/04/2021

- Name of the work** : Cosmetic Maintenance & Housekeeping jobs in HWP Tuticorin site Office premises on all working days.
- Description of work** : Cosmetic Maintenance Work related to cleaning of toilets, washbasins, Cleaning and mopping of floors, staircases, walls, roofs, windows, doors, in The office rooms and removal of cob-web, waste materials, garbage etc. inside the Production Section, Electrical Section, Mechanical Section, Technical Building, Laboratory Section, Security Section, Site Dispensary, Instrumentation & Fire, DPS Stores, Vehicles shed, Training centre and Site Auditorium Canteen Toilets and Admin Building consisting of 36 wash Basins, 27 toilets, 29 urinals and 4 bathrooms for maintenance of good Housekeeping on day to day basis for a period of one year. Approx. area: 10087 sq. mt. per day and 2925230 sq. mt. per year on all working days.

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
HEAVY WATER PLANT
TUTICORIN – 628 007.
NOTICE INVITING TENDER
NO.: HWPT/LW/HK(S)/e-t/04/2021

On line item rate tender in two parts i.e. Part 'A'-Techno Commercial Bid and Part 'B'- Financial Bid are hereby invited through e-Tendering mode on behalf of the President of India by the General Manager, Heavy Water Plant, Tuticorin, Tamilnadu – 628 007.

Name of the work	Cosmetic Maintenance Work related to cleaning of 27 toilets, 29 urinals, 36 washbasins and 4 bathrooms, cleaning and mopping of floors, staircases, walls, roofs, windows, doors in the Office rooms etc. HWPT site & Admin Building offices for an approx. area of 10087 Sq. mt. per day and to a total area of 2925230 Sq. mt. /year (all working days) as per schedule of quantities and accepted rates of NIT
Estimated cost	Rs. 21,07,000/- (inclusive of GST, consumables etc.)
Earnest Money Deposit	Rs. 42,140/- EMD in original to be submitted in the form of FDR/DD/Banker's Cheque/Pay order of a Nationalized/ Scheduled bank issued in favour of P&AO, HWP, Tuticorin and also shall be scanned and uploaded to the e-tendering web site within the period of bid submission.
Tender fee	NIL
Period of work	One year
Period of validity of Tender	75 days from the last day of receipt of technical bid
Date of downloading of e-tender document	From 10/01/2022 (10.00 hrs.) to 24/01/2022 (14.00 hrs.)
Last date for sending pre-bid queries	17/01/2022 (11.00 hrs.) The request can be sent to the department vide e mail to GM, HWP (Tuticorin), Shri T.N. Yadav (gm@tut.hwb.gov.in) with a copy to Shri P.T. Mani, AO III e mail (ao@tut.hwb.gov.in) and contact on 0461 – 2244710, 2355583, or Shri Bapanna Sastry TVR, LWO Mob. No. 8903318385, 0461 – 2244706 email: (lwo@tut.hwb.gov.in)
Web address for downloading tender document	www.eprocure.gov.in/eprocure/app Detailed NIT is also available on www.hwb.gov.in for view only
Last date & time to attend queries by the Department	Clarifications to queries will be attended by department till 24/01/2022 (upto 23.30 hrs.)
Last date & time for on line submission of e-tender/EMD	25/01/2022 at 15.00 hrs.
Date & time for opening of Part A tender	28/01/2022 at 15.30 hrs.
Date of opening of Part B tender of qualified bidders	Will be notified at a later date.

1. **Earnest Money Deposit (EMD)**: EMD for the amount indicated should be submitted in separate sealed envelope drawn in the form of either FDR/ Banker's Cheque or DD 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.
2. 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.
3. 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 and to be forwarded to this office of the General Manager, Heavy Water Plant, Tuticorin. It will be returned on submission of tr-61 form. The same will be opened prior to the time & date fixed for opening of the tender.
4. **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.eprocure.gov.in/eprocure/app by searching tender number.
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.eprocure.gov.in/eprocure/app with their user ID/Password & class III Digital Signature Certificate. Prospective bidders have to fill the excel documents and upload the same without renaming it. Please refer Help Manual for submission of Tender as per NIT.

Eligibility:

- a. Tender documents will be considered on submission of documentary proof of having executed similar works and magnitude specified below in the last 7 years.
- b. Contracts having their permanent ESI/EPF code numbers / licensed contractors for engaging labours.
- c. Furnish a copy of Proof (Work orders / letter of intent) of having experience of completing similar works during the past seven years with Government/ Semi Government/ State Government/ 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 "Maintenance of good Housekeeping & Cosmetic maintenance works etc. in any reputed industrial organization". Contractors handling similar nature of jobs in industrial organization will have more preference."

5. Penalty:

Payment will be made on monthly basis on the measurement recorded in the MB duly certified by the Section In-charge / LCWO, HWPT, Tuticorin and the same will be paid by the 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.

6. Solvency: (40%)

The contractor has to furnish solvency certificate to an amount of Rs. 8,42,800/- not older than 6 months from the date of opening of bid.

7. Performance Guarantee:

An amount equal to 3% of the tendered value of the work is to be remitted within 7 days from the date of letter of intent, in the form of FDR / Banker's cheque / Demand Draft in favour of Pay & Accounts Officer, HWP, 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. If the PG is not submitted within the due date, 0.1% on PG amount towards late fee on per day basis will be chargeable for further extension of not more than 7 days. PG will be returned on satisfactory completion of work.

8. Security deposit:

Security deposit equal to 2.5% of the contract value will be deducted @ 2.5% on gross amount of bill from the running account monthly bills of contractor till the entire SD is recovered. SD amount will be returned after 60 days from the date of satisfactory completion of work. EMD will be released on submission of TR-61 form.

9. 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 employer's responsibility) and without the profit component will summarily be rejected. GST extra is included in NIT.
10. 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.
11. Tenders will be received online up to time & date mentioned above. Part A will be opened on the time & date mentioned above. The receipt of EMD will be checked first. If found in order, Part A will be opened. After opening of Part A, for evaluation, the contractor's ongoing/ completed work sites & offices will be visited and their Techno commercial Bid related documents shall be evaluated and accordingly tenderers will be qualified/ disqualified by the Competent Authority. The hardcopy of the EMD has to reach this office prior to the opening of the tender. The Part B (financial bid) of the qualified tenderers shall be opened at notified date and time. Date of opening of Part B (financial bid) will be intimated to all bidders by e mail
12. Copy of List of documents to be scanned from original & uploaded within the period of submission by the 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/ completion certificate
 - 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. Undertaking that the eligible similar works have not been executed through another contractor on back to back basis. No such contracts will be permitted against this Tender Enquiry if found that the contract awarded will be cancelled without any notice at the cost of the contractor.
- viii. Documents for carried out "similar – works" in past seven years i.e. Work order copy, completion certificate, Performance certificate etc.

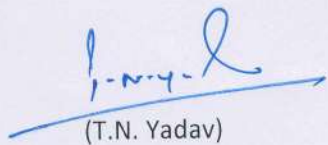
Note: during technical evaluation missing documents, if any, can be asked by inspection committee for submission.

13. The bidder is required to fill the following:

1. Part A:
 - Techno commercial bid
 - List of similar works completed during last seven years
 - List of works in hand
 2. Part B:
 - Financial bid (Schedule A)
14. GST as admissible and as per the orders in vogue as on that date will be paid. Income Tax will be deducted @ 2% of each RA bill value and TDS – GST shall also be deducted @ 2% on each RA bill as per section 51 of GST Act 2017.
15. Right to accept or reject any or all tenders without assigning any reason therefore is reserved by the undersigned.

Note:

1. Interested agencies may visit website www.eprocure.gov.in/eprocure/app for registration.
2. Contact for assistance clarifications General Manager (0461) 2355355. EIC, LCWO/ In charge Welfare Section.
3. Contact for assistance for registration and participation in e-tendering:
 - a. Shri Bhushan Borse: LL: 022-25487480 Mob: 7276665878
(bhushanborse2411@gmail.com)
 - b. Shri Mayur Jadhav LL: 022-25487480 Mob: 9404212555 (mayurj642@gmail.com)



(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 12 (twelve) every day from 0900 hrs. to 1700 hrs. on all working days for Cosmetic Maintenance related jobs as shown in schedule of quantities & accepted rates of the Tender document as it is estimated 72 hrs. work per day.

- A. All the maintenance / upkeep materials required for cleaning will have to be purchased by the contractor once in 2 months and submit the material to ASTO, HWP (T) and bill duly endorsed by security to office of LCWO / DPS (Stores) at site or his Sectional Representative (DA) and furnish for settlement of RA bill by the 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. Therefore, once again it is advised to the contractor to take note of it for quoting their rates in price bid.

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 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 / In – charge, Section, Welfare (IR), 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 shall arrange food for their employees at their own cost. However, the Contractor can avail the departmental canteen facilities and the Contractor can get the food items from the Canteen at the prescribed rates.
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 will 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 the labourers should be endorsed by Labour – cum – Welfare Officer, APO (IR/Welfare) 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 and the required area not covered on any day in a month payment towards the monthly bill shall be paid to the contractor on pro rata basis only.

11. Best workmanship should be employed for good quality of work. The Contractor must employ only mentally and physically fit persons for the above work.
12. The work diary will be maintained for every day and it will be certified by the Labour – cum – Welfare Officer / his representative / Supervisor in charge, HWP, Tuticorin.
13. 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 labours engaged by the contractor.
14. 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 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 withhold 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.
15. Name of authorized representative at site to whom official communication can be issued may please be intimated.
16. The Contractor shall fulfill the statutory requirement of EPF Act 1952 and EMPLOYEES STATE INSURANCE ACT 1948. The contractor shall remit the contributions to respective authorities on or before 5th of every month, on monthly basis through State Bank of India. A copy of the receipt/ challan should be furnished for processing the Monthly RA bills without fail.
17. Agreed rates of this contract are inclusive of employer’s share (contractor). Hence advised to quote the rates in tender accordingly.
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 etc. while executing the jobs. 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 issued to start the job. For resolving any dispute arise out of this contract, ultimate deciding authority will be GM, HWPT.
21. For detailed conditions, Section VI may please be referred.