



GOVERNMENT OF INDIA  
DEPARTMENT OF ATOMIC ENERGY  
NUCLEAR FUEL COMPLEX  
CIVIL ENGINEERING DIVISION  
HYDERABAD – 500 062



**NOTICE INVITING E-TENDER (NIT)**  
**DOMESTIC COMPETITIVE BIDDING (DCB)**

General and Industrial Housekeeping and sanitation services for upkeep of Z-Group areas and buildings at Nuclear Fuel Complex, Hyderabad.

TENDER NOTICE NO.: C/1429/2026

**1.0 INTRODUCTION**

- 1.1 **Online** item rate tenders (**e-tendering**) available in CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) in **Two ENVELOPE SYSTEM** (Envelope-I- Techno-commercial and Envelope-II-Financial Bid) are invited on behalf of the President of India by **Chief Engineer and DCE (CED, PD and EP)**, Civil Engineering Division, Nuclear Fuel Complex, Hyderabad-500062, **PH 040-27184725/040-27183356** from **eligible contractors having enrollment in CPP Portal**.
- 1.2 The estimated cost of the work is approximately **Rs. 2.78 Cr. (Including 18% GST, applicable Bonus etc.)**.

**2.0 DETAILED SCOPE OF WORK**

Detailed Scope of work shall be briefly but not limited to the scope of work as mentioned in **Appendix-IV to this Detailed NIT**. The scope of work shall include all specifications, terms and conditions, schedule of rates etc. as included in the bidding document and its subsequent amendment, if any.

- 3.0 **TIME SCHEDULE**: The time schedule for completion of work in all respects shall be **12 (Twelve) calendar months to be reckoned from the 15<sup>th</sup> day after the date of written orders to commence the work**. The period includes the monsoon period. **The site is available to carry out the work.**

**4.0 SALIENT FEATURES OF BIDDING DOCUMENT**

S. No.	Salient Feature	Details
4.1	Cost of Tender Document	: NIL
4.2	Fee for Tender processing	: NIL

S. No.	Salient Feature	Details
4.3	Earnest Money Deposit (EMD)	<p><b>Rs 5,56,000/- (Rupees Five Lakhs and Fifty Six Thousand Only).</b></p> <p>1) <b>EMD in original</b>, shall be submitted in the form of <b>Insurance Surety Bond /Demand Draft/Banker's cheque/FDR</b> of a Scheduled Bank issued <b>in favour of "Pay and Accounts Officer, NFC"</b>, payable at <b>Hyderabad</b>  <b>OR</b>  <b>in the form of online payment through Non-Tax Receipt Portal(NTRP)also known as 'Bharatkosh'</b>.</p> <p>i. The Head of Account for EMD is <b>844300103020000</b>.</p> <p>ii. PAO Code is <b>046151</b> and DDO Code is <b>200901</b>.</p> <p>iii. Ministry/Department is "<b>Atomic Energy</b>".</p> <p>The soft copy of the online payment Receipt and Challan generated through the system may be uploaded along with the format given in '<b>Appendix-III to NIT</b>' for enabling refund of EMD.</p> <p>2) A <b>part of EMD</b> is acceptable <b>in the form of bank guarantee</b> also. In such cases <b>50% of earnest money i.e. Rs. 2,78,000/- or Rs. 20.00 Lakhs whichever is less</b>, shall have to be deposited <b>in the form as prescribed above at s.no. 1</b> and balance can be accepted in form of bank guarantee issued by a scheduled bank in a format given in <b>Annexure-III to SCC</b>. BG shall be in favour of PAO, NFC (A/c No 31290637116, SBI Mallapur branch, IFSC SBIN0009071).</p> <p>3) The validity of EMD submitted in the form of Bank Guarantee/Insurance Surety Bond shall be 210 days from the date of opening of tender/ extended due date in case of time extension.</p> <p>4) Tender/Offer without valid EMD and fees mentioned at <b>Sr. No. 4.3</b> above shall be summarily rejected.</p> <p>5) <b>SSI/MSME/PSU (Central &amp; State) are not exempted</b> from submission of EMD, and tender Processing fee.</p>

S. No.	Salient Feature	Details
4.4	Submission of EMD, Processing fee to NFC	<p>1. <b>Original EMD</b> shall be submitted to <b>Chief Engineer and DCE (CED, PD and EP), Civil Engineering Division, 2nd Floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500062</b> along with other documents mentioned in S.No.9.1.1 of this NIT.</p> <p>2. The copy of EMD in all forms as submitted shall be scanned and uploaded in CPP portal within the period of bid submission cut-off date and time.</p> <p>3. The tender/offer will be rejected if EMD is not found in order and hard copy of the original EMD is not submitted or online payment Receipt and Challan is not uploaded/submitted in case the EMD is paid via NTRP.</p>
4.5	<b>Various dates for process of the tender:</b>	
a)	Dates for Tender availability for downloading & view	<p><b>From 18.05.2026 to 01.06.2026</b> On CPP Portal (<a href="https://eprocure.gov.in/eprocure/app">URL:https://eprocure.gov.in/eprocure/app</a>)</p>
b)	Dates for Site Visit and Pre-bid Queries	<p><b>1.1 Site visit and Pre-Bid queries shall be from 18.05.2026 to 20.05.2026</b></p> <p><b>1.2</b> Bidders are advised to inspect and examine the site, explore the resources available and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. Bidders shall be deemed to have full knowledge of the site conditions whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed at a later date.</p> <p><b>1.3 <u>Qualification for Site Visit: Bidders who are apparently meeting the pre-qualification/eligibility criteria as mentioned in this NIT in clause 5.0 shall only be allowed to visit site.</u></b> For this purpose, bidder need to give prior intimation to the <b>Chief Engineer and DCE (CED, PD and EP)</b> mentioning the intention of site visit, with details of persons visiting site along with the documents as proof of eligibility to the e-mail <a href="mailto:vineet@nfc.gov.in">vineet@nfc.gov.in</a> &amp; <a href="mailto:dhruvg@nfc.gov.in">dhruvg@nfc.gov.in</a> by above dates. The schedule of site visit with contact person details etc will be intimated through e-mail to the firms individually.</p>

S. No.	Salient Feature	Details
		<b>1.4</b> The queries shall be sent to the above mentioned e-mail addresses in format as per Appendix XII.
c)	Dates for on line submission/ uploading of offer duly filled in <b>bid documents</b>	: Bid documents shall be uploaded on line along with EMD details from <b>21.05.2026 to 01.06.2026 up to 14:00 hrs.</b>
d)	Dates for submission of EMD in original & hard copies of proof of eligibility criteria etc.	: EMD in original and copies of certificates for proof of eligibility (As per para 9.1.1) shall be submitted or handed over from <b>21.05.2026 to 02.06.2026</b> during office <b>i.e. 9:00 to 17.00 hrs on working days and by 14.00 hrs. on the day of opening</b> to the <b>Chief Engineer &amp; DCE (CED, PD &amp; EP), Civil Engineering Division, 2nd Floor, Saarathi Building, Nuclear Fuel Complex, Hyderabad-500 062.</b> <b>Department reserves the right to reject the delayed offers due to Postal delay or any other reason whatsoever.</b>
e)	<b>Date and time of on-line opening of Envelope-I (techno-commercial documents)</b>	<b>02.06.2026 at 15:00 hrs</b> at the Office of <b>Chief Engineer &amp; DCE (CED, PD &amp; EP), Civil Engineering Division, 2nd Floor, Saarathi Building, Nuclear Fuel Complex, Hyderabad-500 062.</b> Interested parties may participate in Tender Opening.
f)	<b>Date and time of on line opening of Envelope-II (Financial Bid)</b>	Will be intimated to the qualified bidders later on through CPP portal only.
g)	<b><u>Bid Validity</u></b>	: The Bid shall be valid for a period of <b>210 days</b> from the date of opening (extended due date in case of time extension) of Envelope-I (Techno-commercial Bid). If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy be at liberty to forfeit 50% of said EMD as aforesaid. The bidder shall extend the validity period on written request from NFC.

S. No.	Salient Feature	Details
4.6	Contact Person of NFC for clarification /information on Tender	: <b>Shri S Arulsamy</b> , Suptd. Engineer (CMS, EMS & PH), Civil Engineering Division, CMS Building, Nuclear Fuel Complex, Hyderabad-500 062. Ph: 040-2718-4677 during office hours, Email: arul@nfc.gov.in Or <b>Shri Vineet Sharma</b> , EE (Q & PE), 2 <sup>nd</sup> floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500 062. Ph: 040-2718-3356/3679 during office hours. Email: <a href="mailto:vineet@nfc.gov.in">vineet@nfc.gov.in</a> or <a href="mailto:dhruvg@nfc.gov.in">dhruvg@nfc.gov.in</a>  A bidder may seek clarifications regarding the tender document provisions, bidding process and/or rejection of his bid. NFC shall respond to such requests within a reasonable time.
4.7	Requirements for registration in CPP Portal and guidelines/procedure for participation in e-tender of NFC	: <b>For registration, Digital signature of class III (DSC)</b> is required. Bidders shall register in CPP Portal.  <b>Guidelines / Procedure for participation in tender is available at Appendix -XIII of this NIT.</b>
4.8	Contact Person for e-tendering process and registration	: <b>Help / Assistance in process of tendering i.e. downloading, uploading of tender etc., will be extended through 24x7 help desk of CPP Portal or chat app available.</b>

## 5.0 BIDDER'S ELIGIBILITY CRITERIA (BEC)

5.1 Experience Criteria (Eligibility criteria for participation in tendering). Bidder shall satisfy the criteria given below.

**Estimated Cost for the work is Rs. 2.78 Cr.**

(A) The contractor should have satisfactorily completed during **last 7 years** ending **30.04.2026**

(1) **One** completed similar work not less than **Rs. 2.22 Cr.**

‘OR’

(2) **Two** similar completed works **each** costing not less than **Rs. 1.67 Cr.**

‘OR’

(3) **Three** similar completed works **each** costing not less than **Rs. 1.11 Cr.**

(B) The value of executed work will be brought to the current costing level by enhancing the actual value of work at simple rate of **7% per annum** to be

calculated from the date of completion to the previous day of the last date of receipt of tender as mentioned in NIT/extended due date in case of time extension. The cost of materials supplied free of cost by the Client, shall be excluded in value of order.

- (C) For the purpose of this clause, ‘similar work’ means  
**“Bidder should have successfully completed housekeeping and sanitation works in Government Departments/ PSUs/ Banks/ Local Bodies/ Autonomous bodies/ Hospitals/Airports/ Railway/ Metro/Hotels”**

**In addition to above, the bidder should have supplied min 17 Nos. manpower in a day for the work on average in any one of the qualified works.**

- (D) FOR EXPERIENCE BASED ON COMPOSITE WORKS

I. In case bidder has executed composite works which includes the qualifying similar nature of works for a minimum value as stated in 5.1 (A1) to 5.1 (A3), then value of such similar work meeting the qualification criteria out of the total value of composite works shall be considered for the purpose of pre-qualification/bid evaluation.

II. For composite works, in the event the value of the qualifying work(s) cannot be ascertained from the work order/ completion certificate submitted by bidder, copy of Schedule of Rates (SOR), relevant pages of Contracts, Copy of relevant pages of final bill certified by OWNER, highlighting the items for establishing requirement of ELIGIBILITY Experience Criteria or written letter from their Owner specifying the nature of work with quantities and values can be submitted for pre-qualification/bid evaluation.

- (E) In-house work experience: In-house work experience shall not be considered as valid experience for the purpose of pre-qualification/bid evaluation.
- (F) The bid of consortium/ joint venture and foreign bidders are not allowed. However, Experience of Joint venture will be considered and in such case, the experience of only bidding entity for pre-qualification/bid evaluation is taken.
- (G) Experience of work by subletting will be considered for Govt. works only. In such case approval for subletting the work shall be certified by not below rank of Executive Engineer.
- (H) If the eligible similar works/projects are not carried out for Central Government/State Government/Public Sector Undertaking of Central or State Governments/Central Autonomous Bodies, then TDS certificates should be produced by bidder for the same, if desired by the department.

Copies of experience certificates preferably in the format given in Appendix-IX and **duly filled in FORM-C** included in the **bid document (Technical Evaluation sheet)** as proofs of evidence for the works stated in **5.1(A)** above are to be uploaded and submitted.

- 5.2 Financial Criteria (Eligibility criteria for participation in tendering).** All conditions as detailed in this clause below shall be satisfied by the bidder.

A) **Annual Turnover on Construction Works /Works Contracts**

- (i) The **average annual financial turn over on Works Contracts/Service Contracts** should be at least **30% of the estimated cost i.e. Rs. 0.83 Cr.** during the immediate last 3 consecutive financial years ending with **2024-25**. **The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum to be calculated from the last date of the financial year to the last date of receipt of tender as mentioned in NIT or subsequent extensions if any.**

**The year in which no turnover is shown would also be considered for working out the average.**

For Bid Evaluation/Pre-qualification, bidder's financial statement for 12 months as shown in their financial statement shall be considered as financial year

- (ii) The Bidder should **not have incurred any loss in more than two years during last 5 financial years ending with 2024-25.**
- (iii) **The turnover certificate (as per the format given in Appendix-VII) along with balance sheets for the last 5 financial years ending with 2024-25 duly audited and certified by chartered accountant with valid UDIN number along with duly filled in FORM-A included in the bid document (Tech Forms A to H) should be uploaded and submitted by bidders in support of the Annual Turnover criteria.**

- B) **Solvency:** Bidder should have the solvency amount equal to or not less than **Rs. 1.11 Cr.**

**Bank solvency certificate (as per format given in Appendix-VIII) issued by a Scheduled Bank for a minimum of Rs 1.11 Cr. not older than one year from the date of opening of tender/extended due date in case of time extension and duly filled FORM-B of bid document (Tech Forms A to H) are required to be uploaded and submitted.**

- C) **BIDDING CAPACITY:** The bidding capacity of the bidder should be equal to or more than the estimated cost of this Tender work **i.e. Rs. 2.78 Cr.** The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = [A \times N \times 2] - B$$

Where,

**A = Maximum turnover in works contracts/service contracts executed in one year during the last 5 years** taking into account the completed as well as work in progress. The value of works shall be brought to current costing level by enhancing at simple interest of 7% per annum to be calculated from the last date of financial year of maximum turnover to the last date of receipt of tender as mentioned in NIT or subsequent extensions if any.

**N = Number of years prescribed for completion of work** for which bids has been invited i.e. **1.0 years.**

**B = Value of existing commitments** and ongoing works to be completed during the period of completion of work of this tender.

**Details of running works/works in progress, duly filled in FORM-D included in the [bid document \(Technical Evaluation sheet\)](#) should be uploaded and submitted. Bidders would need to submit the purchase orders/work orders of the running works/works in hand if asked by the department for bid evaluation.**

**5.3 Bidder should have valid registration of GST, PAN, LIN, ESI and EPF. Certificates of the same shall be uploaded and submitted.**

**5.4 Manpower:** The minimum requirement of supervisory and housekeeping staff for the work shall be as per **Appendix-V** to this detailed NIT. List of manpower possessed by bidder is to be indicated **in FORM-G** included in the [bid document \(Technical Evaluation sheet\)](#) and **should be uploaded and submitted.**

**5.5 Plant, Equipment and Machinery:** Plant, equipment and machinery required for completion of work in all respects within the time schedule **to be deployed** for the work shall be as per **Appendix-VI to this detailed NIT and BOQ.**

**5.6 CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS**

**The scoring method of evaluation shall be as follows:**

i. Financial strength - Maximum 25 Marks

i (a)	75% for average annual turnover, Max. Marks – 18.75	60% marks for minimum eligibility criteria, Max. Marks - 11.25
		100% marks for twice the minimum eligibility criteria or more (on pro-rata in between), Max. Marks – 18.75
i(b)	25% for Solvency, Max. Marks - 6.25	60% marks for minimum eligibility criteria, Max. Marks – 3.75
		100% marks for twice the minimum eligibility criteria or more (on pro-rata in between), Max. Marks – 6.25

ii. Experience in similar works - Maximum 25 Marks

ii (a)	Experience, maximum Marks - 25	60% marks for minimum eligibility criteria, Max. Marks – 15
		100% marks for twice the minimum eligibility criteria or more (on pro-rata in between), Max. Marks - 25

iii. Performance in ongoing/completed works - Maximum 50 Marks

<b>Grading</b>	Poor	Good	Very Good	Outstanding
<b>Marks</b>	0	1	1.5	2

<b>Sr. No.</b>	<b>Description of parameter</b>
1.	Cleanliness of walls and ceiling
2.	Cleanliness of corridors / walk ways
3.	Attendance / Punctuality / regularity of employees
4.	Cleanliness of open spaces
5.	Cleanliness of doors / windows
6.	Cleanliness of partition doors, paneling etc.
7.	Cleanliness of Toilets
8.	Cleanliness of Commodes/ Urinals
9.	Wearing of uniform
10.	Cleanliness of furniture / sofa / curtains
11.	Cleanliness of tabletops and office equipments
12.	Cleanliness of almirahs and racks
13.	Cleanliness of Planters, posters, shields, photo frames etc.
14.	Use of machinery & equipment
15.	Organizational structure of the company
16.	Technical capabilities of the company in the light of subject work
17.	Necessary resources required by company to carry out the subject work
18.	Time consciousness
19.	Company does not make extraneous claims and disputes
20.	Site planning ability
21.	Company does not award the work on back to back / subletting
22.	Correlation among documents submitted by firm
23.	Record of works maintained
24.	Neat and tidiness of workers
25.	Feedback of firm by their employees

**To become eligible for short listing, the bidder must secure at least 60% marks in 5.6 (i) and (ii), 50% marks in 5.6 (iii) above and 60% marks in aggregate.**

**5.7 Office at Hyderabad, Telangana required: Bidder** should have a well established registered office / branch in GHMC area, Hyderabad or an assurance letter accepting to open a branch at GHMC area, Hyderabad.

6.0 Purchase preference for SSI/MSME/PSU shall not be provided for this tender.

7.0 **Zero deviation basis:** Bidders are requested to submit their bids on **Zero deviation basis** in total compliance to Tender Document without any deviation / stipulation / clarification / assumption. **Bidders taking deviations to the provisions of Tender Document shall be summarily rejected.**

8.0 Entire Tender document is available on CPP Portal. **Tender document consists of:**

**8.1 Techno-commercial Bid:** On CPP Portal, NIT Document, work item documents including technical evaluation documents and except BOQ and Financial Bid Document constitute techno commercial bid.

**8.2 Financial Bid:** Preamble/Notes to SOQ, Schedule-A to F illustrating Schedule of quantities (SOQ/BOQ), Material supplied by the Department, Land earmarked, tools and plants to be hired by contractor, extra schedule for specific

requirements/documents for work, % of material component for clause 10(C) (C), provisions applicable in clauses of contract constitute financial bid.

- 8.3 Corrigendum/amendment:** The changes, if any, in the tender subsequent to uploading by the department like extension of dates of NIT, specifications or item descriptions or quantity or units etc., are available and they will form part of tender.

## **9.0 Mode of submission of offer: The offer to be submitted consists of**

### **9.1 On-line submission of bid documents**

#### **9.1.1 Mode of Filling of Envelope-1 (Techno commercial bid):**

**Following documents shall be scanned and uploaded online during submission of bid documents.**

- i) Scanned copy of EMD, Financial Turnover, Profit and Loss, Solvency, Bidding Capacity.
- ii) Scanned copies of completion certificates of works completed and work orders for works in hand.
- iii) Scanned copy of list of technical staff.
- iv) Scanned copy of Registration, GST, PAN, ESI, EPF and LIN.
- v) Scanned copy of bidder declaration, letter for submission of Bid as per Appendix-X to this NIT and undertaking related to Intellectual Property Rights as per Appendix-XI to this NIT, details of registered office in Hyderabad (GHMC) or assurance letter for opening a branch/office in GHMC area, Hyderabad.
- vi) Duly filled Forms A to H and checklist
- vii) Scanned copy of other documents as per NIT.

**The following are the Technical Evaluation sheets in .xls format to be duly filled and uploaded related to the qualification criteria available. The data so filled will be verified with respect to the above documents uploaded.**

- **FORM- A: Financial information**
- **FORM-B: Solvency certificate from bidder's Bankers**
- **FORM-C: Details of all works of similar class completed during the last seven years.**
- **FORM-D: Projects under execution or awarded**
- **FORM-E: Performance report of works referred to in form "C" & "D"**
- **FORM-F: Structure & organization**
- **FORM-G: Details of technical & administrative personnel to be employed for the work**
- **FORM-H: Details of machinery/equipment to be deployed for carrying out the work**
- **CHECKLIST**

**Technical evaluation formats- forms A to H, Checklist after filling requisite data are to be uploaded with the same file name after input of EMD details within the time and date of online submission as notified.**

### **9.1.2 Mode of Filling of Envelope-2 (Financial Bid):**

Contractor shall download Finance cover or SOQ/BOQ (Bill of Quantities) and save on the system on the desktop without changing file names. The same shall be filled and uploaded.

Bidder must ensure to quote rate of each item. The column in blue colour is meant for quoting rate in figures. However, while selecting if any cell has the value as “0” which indicates that the item is being considered free of cost. A warning will be available for such unfilled cells. Hence, bidder should ensure that the rates of all items shall be filled properly before uploading/ submission.

After submission of bid, bidder can resubmit revised bid any number of times but before last date and time of submission of bid as notified.

While submitting revised bid, bidder can revise the rate of one or more item(s) any number of times but before last date and time of submission of bid as notified.

Only if it is desired by the department, to submit revised financial bid, then it shall be mandatory for the bidder to submit revised financial bid. If not submitted, then the bid submitted earlier shall become invalid.

Bidder shall not disclose rates quoted in Financial Bid nor shall enclose/submit any hard copy along the documents of Cover-I & II.

**No hard copies of Filled-up Schedule A/Schedule of quantities/BOQ (Financial Bids) shall be submitted.**

### **9.2: Submission of Hard copies of Bid Document.**

Bidder shall submit hard copies of certificates as per [para 9.1.1](#) and any other documents that are required for fulfillment of tender conditions to **Chief Engineer & DCE (CED, PD, EP), Civil Engineering Division, 2nd Floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500 062** within the cut-off time and date of submission of credentials.

The original instruments of EMD shall be placed in single sealed [Cover-I](#) super scribed as **FEE** “EMD”.

Copy of Enlistment Order, certificates of work experience, Form-A to H, Checklist for submission of bid and other documents as specified in para 9.1.1 shall be placed in a separate [Cover-II](#) marked as “**Other Documents**”.

Both the covers (Fee and other documents) shall be placed in another cover duly sealed with due mention of Name of work, Tender Notice no. along with name and address of bidder **addressed and submitted to Chief Engineer & DCE (CED, PD, EP), Civil Engineering Division, 2nd Floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500 062** on or before last date and time of submission as notified.

10.0 **Ambiguities in rates quoted.**

If there are differences between the rates given by the bidder and the amount worked out by him, the following procedure shall be followed.

**The bidder shall quote rates in figures only. Amount of each item and total are generated automatically. Therefore, the rate quoted by the bidder in figures shall be taken as correct.**

11.0 Contractor can upload documents in the form of PDF, JPG and Zip format.

12.0 NFC reserves its right to verify authenticity of any documents/ certificates at their own discretion directly from the concerned certificate issuing authority/ offices.

13.0 Technical meeting may be conducted if required for discussions for evaluation or clarifications.

14.0 The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

15.0 Police verification certificate of all labourers/staff engaged at site shall be obtained and submitted by the bidder for issuance of entry pass at site. All stipulations and instruction given by security personnel, CISF/ Security agency from time to time shall be scrupulously be followed for entry/ exit of men and materials and as also during execution of work for security purpose. The rates quoted shall be inclusive of PVC charges and no extra payment will be paid from department in this regard.

16.0 Contractor shall ensure the following.

i) Compliance of Contract Labour (Regulation & Abolition), Act 1970 (as amended from time to time).

ii) Payment of Minimum wages as circulated by RLC(C) from time to time. Along with their bid, contractor shall submit an undertaking that he would make payment of minimum wages to the workers engaged by him in the work from time to time.

iii) Coverage and compliance of EPF and ESI to the laborers and details of contribution towards ESI & EPF shall be submitted to the department. Maintenance of Muster Roll and Wage register.

iv) Copy of License and LIN No. with half yearly returns/ periodical returns shall be submitted to the department.

- v) Provide copy of notice of commencement /completion of contract work submitted to the Licensing Officer.
- vi) Employment card shall be issued to their labourers by the concerned contractors as specified in Form XII annexed to the rationalization of forms and reports under Labour Law Rules, 2017 (as amended from time to time) and copies of the same shall be submitted to the department.
- vii) Copies of form A to D to be maintained mandatorily by the contractor as specified in the schedule to the ease of compliance to maintain registers under various labour laws Rules, 2017 (as amended from time to time).
- viii) Medical Fitness Certificate from registered MBBS doctor for each Labourer working under the contract shall be obtained.
- ix) All registers that are required for enforcement of Contract Labour as per relevant act should be maintained.
- x) Compliance of Equal Remuneration Act, 1976 & Central Rules, 1976 (as amended from time to time).
- xi) Compliance of Payment of Gratuity Act, 1972 & Central rules, 1972 (as amended from time to time).
- xii) Compliance of employee's compensation act (as amended from time to time).
- xiii) Compliance of payment of bonus act, 1965 (as amended from time to time).
- xiv) Compliance of The Code on Wages, 2019, Code on Social Security, 2020, The Occupational Safety health and Working Conditions Code, 2020, Industrial Relation Code, 2020 or any other extant labour laws in force.
- xv) The workers engaged by the contractor in the work shall wear dark blue uniform which shall be distinct from NFC uniform.

17.0 The contractor's status shall be that of an independent contractor and Primary employer of staff deployed during the contract by him or his subcontractors or other associates. The contractor, its employees, agents and subcontractors performing under this contract are not employees or agents of the NFC or Central or State Government or their agencies/Enterprises, simply by services delivered under this contract.

(A) The manpower provided by the contractor shall not be deemed employees of NFC hence the compliance of the applicable acts/laws will be the sole responsibility of the contractor.

(B) The contractor shall be the "Employer" within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by the contractor shall not have any claim whatsoever like employer and employee relationship against NFC.

18.0 The rates quoted shall be inclusive of all material, men, equipment/ plant/ machinery required for satisfactory completion of item in all respects and shall be inclusive of all taxes like income tax, GST, seignorage, excise duty, Bonus, etc. The rate shall also include Contractor's All Risk Insurance policy, Police verification Certificates of

labour/staff engaged, licenses, special safety measures etc., as explained in Special Clauses of Contract (SCC). However, for payment of escalation, Statutory Variation in taxes and duties shall be compensated as per the relevant clauses applicable in Tender.

- 19.0 The work under consideration is related to development of infrastructure and it is vital to ensure the quality of work. Hence, makes of the material have been mentioned. This will give a fair idea to the bidders about the stringent quality parameters expected during execution of work. However, the makes mentioned in tender are indicative in nature and participating bidders can use products of other than mentioned makes with relevant IS markings from the B.I.S. licensed manufacturers who are in the market for the last three years with valid I.S. License after due approval from department. Department reserves the right to accept/reject any new brands proposed by the bidder.

## **20.0 SHORT LISTING THE AGENCIES**

Technical Evaluation Committee of experts, constituted by NFC shall verify the credential submitted by the agencies and prepare preliminary evaluation reports. The Committee may inspect the works of those agencies who qualify in preliminary evaluation. The committee shall recommend the agencies for pre-qualification/qualification as per NIT criteria including awarding of marks as per criteria mentioned in NIT if applicable.

- 21.0 Even though a bidder may satisfy the above requirements, he would be liable to disqualification if he has:
- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
  - b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses or poor safety management etc.

## **22.0 PRICE EVALUATION METHODOLOGY AND AWARD OF WORK**

- a) The price bids of techno-commercially qualified bidders shall be opened online.
- b) The price comparative statement of the techno-commercially qualified bidders shall be prepared and bidders' pricewise position (e.g. L1, L2 etc.) shall be determined.
- c) As price is submitted online without any deviation and the item wise and total price are automatically calculated, no correction in amount shall be done, unless otherwise mentioned. It is the bidder's sole responsibility to fill the rate(s) of all items correctly. The rate(s)/ price quoted online in the excel format shall only be considered and the format shall not be changed by bidder.
- d) The job shall be awarded to the L1 bidder whose total price is lowest amongst the total prices of all bidders.
- e) In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more contractors is same, then such lowest contractors may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub sections/sub heads as the case may be, but the revised quoted rate of each item of schedule of quantity for all sub sections/sub heads should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.

- f) If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more contractors received in revised offer is again found to be equal, then the lowest tender, among such contractors, shall be decided by draw of lots in the presence of Chief Engineer or his authorized representative and the lowest contractors those have quoted equal amount of their tenders.
- g) In case of any such lowest contractor in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest contractor or case of refusal to submit revised offer by the lowest contractor shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited.
- h) In case all the lowest contractors those have same tendered amount (as a result of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each lowest contractors.
- i) Contractor, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate(s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the retendering process of the work.

23.0 The competent authority on behalf of President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. **All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.**

24.0 The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted.

25.0 The bid submitted will be considered Non Responsive and summarily rejected in case it does not fulfill any one or more of the following conditions:-

- (i) EMD is not found in order and hard copy of the original EMD is not submitted or online payment Receipt and Challan is not uploaded/submitted in case the EMD is paid via NTRP.
- (ii) The bidder is not meeting bidder eligibility criteria.
- (iii) The bidder does not submit all the documents as stipulated in the NIT.
- (iv) Any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted in the Cover I & Cover II (Fee & other documents) physically in the office of tender opening authority.
- (v) **If a bidder quotes NIL rates against any item or the quoted amount for item no. 1 of BOQ is less than the amount arrived considering statutory minimum wages of minimum manpower required (288 working days in a year) plus GST, the tender shall be treated as unresponsive and will not be considered as lowest bid.**
- (vi) The tender is cancelled by the department.

26.0 **Return of EMD on Disqualification:** The qualification bid documents as per NIT shall be evaluated and names of eligible bidders are approved by the competent authority after evaluation as per Eligibility Criteria mentioned at para 5.0 above. The EMD of bidders who are not qualified in evaluation stage/unsuccessful bidders will be returned.

- 27.0 **Performance Guarantee (PG):** The bidder whose offer is accepted is required to submit **Performance Guarantee within a period of 07 days from the date of award of work.** Performance Guarantee shall be **5% of tendered and accepted value.** It can be in the form of Insurance surety Bond /Demand Draft/Banker's cheque/FDR of a Scheduled Bank issued in favour of Pay and Accounts Officer, NFC payable at Hyderabad or Bank Guarantee from any scheduled Bank **valid up to 2 months after completion of work accepted by Engineer-in-charge or** as mentioned in LOA or Order issued by the Department. **The period for submission of PG mentioned in LOA may be extended with a late fee of 0.1% per day of PG amount.** The EMD submitted along with the tender shall be returned after receiving valid Performance Guarantee.
- 28.0 **Security Deposit (SD):** During execution of work, Security Deposit (SD) will be deducted from Running account and final bills. The security deposit will deducted at the rate of 2.5% of bill value. The security Deposit shall be refunded after three months from the date of completion of the work or payment of final bill whichever is later.
- 29.0 This Notice Inviting Tender shall form a part of the contract document. The successful bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, within **15 days** from the stipulated date of issue of order sign the contract consisting of:-  
Notice inviting tender, all the documents including Tender of contract, General rules and directions, clauses of contract, proforma of schedules, safety code, Model rules, contractors labour regulations, proforma of registers, special instructions to tenderers, specifications, **Schedule B to F and drawings, if any,** forming the tender as issued at the time of initiation of tender and acceptance thereof Techno commercial clarification during pre-bid or technical meetings and Financial Bid consisting of Schedule of Quantities (**Schedule-A**), together with any correspondence leading thereto.  
  
The uploaded/submitted document of this work and subsequent corresponded documents/amendments, any additional information given/sought for techno-commercial clarifications during pre-bid clarifications and corresponding document will be considered as a part of agreement.
- 30.0 Deployment of qualified and experienced Key Construction manpower (Technical & Administrative manpower) during the execution of the contract shall be as per tender documents and additional man power as agreed at the time of Kick off meeting. In case there is any change in experience and qualification of the manpower to be deputed than what is submitted in their Bid against this NIT, the Contractor shall take prior approval from the NFC for such changes.
- 31.0 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
- 32.0 The bidder shall not be permitted to tender for works in NFC (responsible for award and execution of contracts) in which his near relative is posted as Assistant Accounts Officer or as an officer in any capacity between the grades of Chief Engineer and Assistant Engineers (both inclusive). He shall also intimate the names of persons who

are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in NFC or in the DAE. Any breach of this condition by the bidder/contractor would render him liable to be removed from the approved list of contractors of this Department.

- 33.0 No Engineer of gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
- 34.0 Bidder shall ensure that the list submitted towards eligible similar work(s) have not been executed through another contractor on back-to-back basis. If such a violation comes to the notice of Department, then the bidder shall be debarred for bidding in NFC in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee on a later date. Even if such violation is noticed during execution of work, Government has the right to terminate the contract or to take action against the bidder as deemed fit as per tender conditions.
- 35.0 Bidder shall ensure that their bid conforms to the amendment of Rule 144 of the GFR 2017 sub-rule (xi) entitled "Fundamental Principles of Public Buying". Bidders are requested to refer Appendix-I of this NIT for the same.
- 36.0 Bidder shall ensure that their bid conforms to MAKE IN INDIA rule as per Appendix-II of this NIT.

**Signature of  
Chief Engineer & DCE (CED, PD & EP)  
For and on behalf of President of India**

Note: Wherever the reference of Engineer-in-Charge or Superintending Engineer is given in the tender Document, the same may referred as **Chief Engineer &DCE (CED, PD & EP)**

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. “Bidder from a country which shares a land border with India” for the purpose of this order means :-
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. The beneficial owner for the purpose of (iii) above will be as under :
  - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting along or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

    - a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five percent, of shares or capital or profits of the company.
    - b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership:
  - iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - iv. Where no natural person is identified under(1) or (2) or (3) above, th beneficial owner is the relevant natural person who holds the position of senior managing official;
  - v. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent of more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. (To be inserted in tenders for Works contracts, including Turnkey contracts) The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

**Certificate for Tenders(for transitional cases as stated in para 3 above)**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I hereby certify that this bidder is not from such a country and is eligible to be considered”.

**Certificate for Tenders :**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the competent Authority shall be attached)”.

**Certificate for Tenders for Works involving possibility of sub-contracting:**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the competent Authority shall be attached)”.

**Certificate for GeM:**

“I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India: I certify that this vendor/bidder is not from such a country or if from such a county has been registered with the Competent Authority. I hereby certify that this vendor / bidder fulfills all requirements in this regard and is eligible to be considered for procurement on GeM. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)”

## MAKE IN INDIA

- 1.1 As defined under the Public Procurement (Preference to Make in India), Order 2017, revised order dated 16.09.2020 or as being revised from time to time, in procurement of goods or services in respect of which the Nodal Ministry/Department has communicated, that there is sufficient local capacity and local competition, only “Class-I local supplier’ as defined under the said order, shall be eligible to bid irrespective of purchase value.
- 1.2 Only “class-I local Supplier” and “Class-II local supplier”, as defined under the above said order, shall be eligible to bid in procurements, except where the mode of procurement is by issue of Global Tender Enquiry. The bidding supplier shall indicate the percentage of local content for the item being offered in their bid.
- 1.3 Where the procurement is by issue of Global Tender enquiry, Non local suppliers, shall also be eligible to bid along the “Class-I local suppliers and Class-II local suppliers”. Suppliers/bidders offering imported products will fall under the category of Non-local suppliers.
- 1.4 Subject to the provisions of the above said order, and to any specific instructions issued by the Nodal Ministry or in pursuance of the said order, purchase preference shall be given to “Class-I local Suppliers” in procurements, in the manner specified there in the order.
- 1.5 The bidders along with their bid/tender shall be required to provide a self-declaration certificate of the local content (where the procurement value is Rs.10 crore or less) for the item offered and their status as Class-I/class-II/Non-Local Supplier and their eligibility to participate in the tender. In cases of procurement for a value in excess of Rs.10 crores, the “Class-I local supplier/Class-II local supplier’ shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of Contractors other than companies) giving the percentage of local content.
- 1.6 Self-declaration certificate should quantify the percentage of local content of the offered product only. It should also indicate the location. However, claiming the services such as transportation, installation & commissioning, training and after sale service support like AMC/CMS etc., shall not be considered as local content as per OM N.P-45021/102/2019-BE-II-Part(1)(E-50310) dated 04.03.2021 issued by Ministry of Commerce and Industry, DPIIT.
- 1.7 False declarations/violation of this order terms shall be deemed to be breach of code of integrity resulting in debarment of the firm for a period up to 2 years. Under such circumstances, the supplier shall not be considered for any preferences as proposed in the order.
- 1.8 Wherever the bids are received without accompanying the above said requisite certificate such offers shall be treated as incomplete and not considered.
- 1.9 Bidder/Contractor are divided in to three categories based on Local Content (The total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item(including all customs duties) as a proportion of the total value, in percent.
- 1.10 Class-I local supplier is with local content equal to or more than as prescribed by the Nodal Ministry/NIT, if prescribed, for the item being procured or 50% whichever is higher.

1.11 Class-II Local supplier if with local content more than prescribed by the Nodal Ministry/NIT, if prescribed, for the item being procured or 20% whichever is higher, but less than that applicable for Class-I Local Supplier.

1.12 Non-local supplier is which local content less than that applicable to Class-II local supplier, as stated above.

Note : Where the estimated value of the procurement is less than Rs.5 lakhs (or as being amended by the Competent Authority from time to time) is exempted from the provisions of the above Make in India Policy as stated therein the order.

\*\*\*\*\*

**Pre-Receipt for refund of Earnest Money Deposit (EMD)**

Received with thanks from Nuclear Fuel Complex, a sum of **Rs.** \_\_\_\_\_, towards refund of Earnest Money Deposit paid in respect of Tender for “.....” vide Tender **No.** \_\_\_\_\_dated \_\_\_\_\_.

(Note : EMD will be returned to unsuccessful Bidder only after finalization of the tender)

<b>Bank details for refund of EMD</b>	
Name of Party	
Name of Bank	
Account Number	
IFSC Code	
Bharatkosh Challan No. (Mandatory in case of online payment of EMD)	

Signature of Bidder

Date :

Place :

Name & Address :

**General and Industrial Housekeeping and sanitation services for upkeep of Z-Group areas and buildings at Nuclear Fuel Complex, Hyderabad.**

**TENDER NOTICE NO.: C/1429/2026**

**DETAILED SCOPE OF WORK**

**1. Area & responsibility:**

i. Contractor is fully responsible for the housekeeping and maintenance of hygiene, sanitation and upkeep of areas and buildings as indicated in the tender.

<b>Sl no.</b>	<b>Facility</b>	<b>Builtup Area in sqm</b>
1	ZSP & ZSSS & Shed	14220
2	ZOP	11880
3	FRF	1100
4	SMP	2100
5	MZG	600
6	AC & R	112
7	Radiography room	120
8	D & WS and work shop	2292
9	Utilities	9089
10	CCF	650
11	Control lab	5050
12	NZFP	17716
13	Characterisation Lab	946
14	ATMF	14950
	<b>Total</b>	<b>80825</b>

**2. Training, Supervision & Direction:**

i. The agency should have credible supervisory infrastructure and network. The contractor shall deploy required manpower Contractor is responsible to get the work executed by supervisors and other house keeping staff, in accordance with detailed instructions given by the designated respective Building-In-Charge of NFC issued progressively after the placement of the work order to suit the progress of work at site. The contractor is expected to provide required technical know-how and training to the manpower on day to day activities as required to ensure quality services.

**3. Manpower deployment:**

i. The Contractor shall deploy adequate manpower with requisite qualifications, professional competency and work experience. Same to be certified by the contractor.

ii. The minimum number of manpower to be deployed is **55 nos.** for daily housekeeping activities, including supervisory staff. Manpower for weekly activities is / are to be deployed as per the schedule

envisaged by the respective Building-In charge. The schedule / requirement will be communicated, one day in advance to the respective Supervisor.

iii. No child labour shall be deployed.

iv. The manpower deployed at a plant shall be retained or replaced as per the directions of Engineer-In-charge.

<b>Manpower Type</b>	<b>Nos</b>
<b>No. of Unskilled manpower</b>	<b>52</b>
<b>Supervisors</b>	<b>3</b>

#### **4. Manpower rules & regulations:**

i. Contractor shall strictly adhere to Safety and Security guidelines of NFC.

ii. All manpower shall always appear neat and tidy.

iii. The contractor shall obtain and submit Police Verification Certificate (PVC) issued by Special Branch of Police at his own cost for all his staff to work inside NFC. Contractor shall also obtain and submit medical certificate from registered MBBS doctor indicating the fitness of the manpower deployed.

iv. The contractor shall issue appointment letter to the contract workers deployed and same shall be submitted to EIC if asked. The contractor shall issue identity cards to their workers. No person without this card shall be allowed entry inside NFC premises.

v. The house keeping staff proposed to be deployed at NFC must be in appropriate uniform, well-behaved, trust-worthy, honest, sincere, vigilant and competent enough to render quality housekeeping services.

vi. The contractor is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors. The contractor shall ensure strict discipline, good behavior, integrity and diligent performance of duties of their staff most befitting to the decor of the organization.

vii. The employees/contract workers of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to NFC staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory as per provisions of various labour and industrial laws.

viii. Contractor shall ensure that no contract employee shall go on strike or stage dharna in and around NFC premises and same will be considered as illegal and contract is liable to be determined if strike/dharna is commenced or declared in contravention of various applicable labour and industrial laws.

ix. The manpower employed by the contractor shall not enter into any unlawful activities in the premises.

x. It is clarified that if NFC is not satisfied with the services / conduct of any of the deployed personnel, the same shall be brought to the notice of the supervisor and the said personnel shall be replaced immediately to the satisfaction of NFC. NFC reserves the right to review performance of the deployed personnel and recommend location of posting/shift/replacing/relocating. NFC also reserves the right to review the performance of the supervisors time to time and request replacement of the supervisor if performance is found unsatisfactory.

xi. Attendance report of all the staff deployed at NFC shall be submitted to Building In-Charge, every day.

xii. The designated manpower on a given day can also be deployed for other services like shifting equipment/ furniture's movement and other items from one office to another etc. apart from sanitation & housekeeping services.

xiii. Contractor shall ensure that all manpower deployed strictly complies with the safety norms, regulations and procedures prescribed by NFC including mandatory use of appropriate PPEs wherever required. Since the work is to be carried out in running plant containing high value equipment and machinery, the contractor shall provide adequate safety training to all deployed personnel before commencement of work. The manpower shall be properly briefed regarding operational hazards, movement restrictions, safety precautions and emergency procedures to prevent any accident, unsafe act or damage to equipment/machinery/personnel. Any loss or damage caused due to negligence, unsafe practices or unauthorized actions of the contractor's personnel shall be solely attributable to the contractor and liable for action as per the terms and conditions of the contract.

### **5. Uniform:**

i. The housekeeping staff (Male & Female) have to be in smart dress code (Uniform) supported by identity cards including gumboots/shoes/caps/gloves/other PPEs as required as per working condition during duty hours without any extra cost to NFC. Emblem/logo/name of the firm shall be embroidered on the uniform at the cost of agency. All manpower shall always appear neat and tidy.

ii. The contractor has to provide at least two proper sets of correct fit uniform to his staff.

iii. The contract manpower shall enter NFC premises in uniform only.

iv. Ladies : Chudidhar – Light blue, Overcoat – Dark Blue, Pizama – Dark Blue, Gents : Shirt – Light Blue, Pant- Dark Blue, Overcoat – Dark blue.

### **6. Work timing:**

i. First round of cleaning/mopping (sweeping, dusting, cleaning and mopping) of common and open areas including bunds, mezzanines both SS and MS, toilets, rest rooms etc., should be completed before beginning of offices/Shifts. Work shall be carried out on all working days of NFC. Also the cleaning / moping operation in floor areas and other areas shall be taken as and when required to keep the area clean. The existing shift timings of NFC are as follows.

1<sup>st</sup> Shift-6 AM to 2 PM

General Shift- 9 AM to 5 PM

Second Shift- 2 PM to 10 PM

Night Shift- 10 PM to 6 AM

The work days and timings are liable to be changed at the discretion of NFC.

ii. Exact working hours will be decided in consultation with respective Building-In-Charge.

iii. The manpower shall also be deployed on holidays if required as directed in consultation with respective Building-In-Charge.

## **7. Penalty clauses:**

i. Misbehavior like quarrelling, abusing etc., between the staff employed by the contractor, causing disturbance in the premises will attract penalty of Rs.500/- per occasion and such personnel shall be replaced immediately as per directions of building in charge / EIC.

ii. Personnel not reporting in Uniform will attract penalty of Rs.100/- per occasion per person.

**iii. If required manpower as per NIT is not deployed on any day due to less requirement by department or deficiency in deployment by the contractor, area cleaned will be reduced by 1554 sqm for absence of each worker for each day/shift from the measured area cleaned.**

In addition to above, following penalty will be imposed in case of non-completion of housekeeping work for scheduled quantity of area.

<b>Description</b>	<b>Penalty</b>
Greater than or equal to 90% of the scheduled stipulated area is cleaned in a month.	No Penalty
Less than 90% but greater than or equal to 80% of the scheduled stipulated area is cleaned in a month.	1% of the monthly bill
Less than 80% but greater than or equal to 70% of the scheduled stipulated area is cleaned in a month.	5% of the monthly bill
Less than 70% of the scheduled stipulated area is cleaned in a month.	10% of the monthly bill

**Note: - The penalty mentioned in the table above is not applicable in case, less requirement for housekeeping area to be maintained as per schedule, as directed by EIC/Building-in-charge for a particular/complete time period.**

iv. Penal deduction will also be made for any other poor services on the basis of assessment by Engineer-In-Charge including feedback from the respective Building-In-Charge and the defaulting staff posted by contractor should be replaced immediately. The defaulting staff shall not be posted in NFC even in other contracts also.

## **8. Garbage disposal:**

i. The contractor will be responsible for collecting garbage viz. cotton waste, gloves masks, polythene waste etc from core and common areas, shop floor and dispose the same at the designated place/bin as directed by Engineer-In-Charge.

## **9. Use of Consumables:**

i. Stocking and refilling the toiletries like sanitary cubes, deodorizer and other consumables like air fresheners, phenyl, toilet roll, tissue box and liquid soap for hand wash in all toilets. Harpic cleaning/ scrubbing of toilets/ WCs/ urinal stands/ wash basins/mirrors etc. of all the toilets.

ii. Contractor shall ensure proper usage of consumables without wastages/spillages and also use appropriate chemicals suitable to the surface to be cleaned.

iii. Additional consumables, if any, given by NFC for specific applications shall be used as per the requirement and directions of E-I-C.

## **10. Scope of chemicals and consumables:**

i. Consumables and cleaning materials are to be provided by the agency.

ii. The contractor should physically inspect the entire area which are to be covered under contract and also to make an assessment of the average consumption of consumables, etc., before quoting their rates. The estimated list of chemicals & consumables is given in the schedule of quantities.

iii. The monthly quantity of cleaning agents and cleaning material supplied by the contractor under relevant item of work shall be collected back after verification by Engineer-in-Charge / Building In-Charge.

iv. Contractor shall make his own arrangement for transporting the required quantity of consumables to the concerned building and store the materials in safe custody in a secure place for daily usage as directed by Engineer-in-Charge / Building-in Charge.

v. Contractor shall place cleaning equipment and chemicals on proper stands. These should not be left at improper locations, on the floor or near the windows etc.,

vi. Delivery challan for chemical and consumables duly authorized by NFC security wherever applicable shall be made available whenever requested by EIC or building –in charge.

### **11. Quality of chemicals and consumables:**

i. Materials in the work shall conform to BIS codes / with the specifications / brand / make of government approved standards as mentioned in BoQ.

ii. All the chemicals and consumables shall be purchased and bought to site as mentioned in BOQ/specifications/NIT. The deviation, if any, shall be gotten approved from EIC/Building in charge.

iii. Any chemical / consumable / material which in the opinion of Engineer-In-Charge is not good enough to perform the expected task, the same shall be summarily rejected. The decision of Engineer-In-Charge is final and binding on the part of contractor.

iv. Testing of materials for approval if asked by EIC/Building in charge shall be carried out by the contractor or his agency at no cost to NFC.

v. Special cleaning agents to be used for sophisticated fittings/areas or as required without any damage.

vi. Cleaning agents used shall not disturb the décor/ finishing of the area (floor/wall) /paintings/ pictures.

vii. Cleansing agents or other non-acidic, non-corrosive agents with pleasant fragrance to be used.

viii. The floors to be washed by floor scrubbing machines and to be polished with appropriate chemicals only as approved by NFC.

ix. No acidic cleansing agents on marble/ granite/ ceramic tiles/ synthetic tiled surface to be used to avoid discoloration or permanent bleaching or pitting.

x. For cleaning/ maintenance of glass and laminated surfaces, suitable cleansing agents to be used. No coarse or a synthetic non-absorbent cloth to be used.

xi. Consumables to be made available for checking whenever called for by NFC officials and should only be of reputed brands as approved by NFC.

### **12. Use of Equipment / Machinery:**

i. Equipment/machinery viz. vacuum cleaners, scrubbing machines & ride on scrubbers etc., shall be used along with manual cleaning.

ii. **The machines mentioned in BOQ shall be deployed at site within 15 days of issue of LOA. The period of deployment of machinery may be extended with approval of EIC, but not beyond 30 days from issue of LOA. Failure of non-deployment of machinery beyond 15 to 30 days will attract penalty of Rs 510/- per machine per day.**

iii Equipment/machinery shall be used carefully and kept in good working condition throughout the contract period. The machines /equipment are to be stationed permanently at site as per requirements.

iv. Area specific cleaning equipment, if any, given by NFC shall only be used at such places. The contractor shall bare the cost of carriage of machinery/equipment from the place of issue to the site of work and back. The contractor shall be responsible to return the machinery/equipment and keep the machinery/equipment in working and good condition in which it was handed over and shall be responsible for all damages caused.

v. Maintenance of Equipment/machinery is in the scope of contractor. If any defect/fault occurs in the machinery the same shall be repaired and made workable by the contractor within three days at his own cost except for spare parts mentioned in BOQ. However, till such time the contractor has to make spare arrangements to maintain the premises clean at his own cost.

vi. **Failure or downtime or non-deployment of equipment/machinery for more than three working days will attract penalty of Rs 510/- per day per machine for each day from the fourth day onwards.**

vii.The cost of running charges of machines i.e. fuel / petrol or battery i/c. replacement of parts etc. except for spare parts mentioned in BOQ shall be borne by the contractor and nothing extra shall be payable on this account. Electrical Power has to be tapped from the point directed by EIC with contractor's extension box and fittings, having adequate safety features.

viii.The Contractor shall be entirely responsible for the materials, tools & equipment supplied by him for the house keeping activity and also for those if any, provided by NFC. The same shall be returned to NFC without causing damage.

### **13. Damage Penalty:**

i. The Successful Agency shall execute an indemnity bond against all damages, losses, expenditure, claims, demands etc., of whatsoever nature suffered by the NFC, on account of deficiency of service or due to negligence, caused by the personnel outsourced / employed by that particular Agency and make good the loss caused to NFC during the period of contract. The contractor will be liable to pay the compensation to NFC as may be advised by NFC. The indemnity holds good and binds over the agency, if the information about the said loss/damage is unearthed even after the contract period.

### **14. Periodicity of jobs to be carried out:**

#### **Work in general:**

i. Housekeeping operation like sweeping, dusting, cleaning and mopping of floors /shopfloors including bunds, mezzanines, both MS &SS, walls, furniture, ceilings of office areas, cabins, conference rooms, change rooms, lobby areas, lift areas, stair cases, bath rooms, toilets, reception/ entrance area, corridors, terrace, common areas, portico, lounges, windows etc.

ii. Housekeeping of all the buildings and areas mentioned in this document will have to be done scrupulously and all the areas shall be kept sparkling clean and dry at all times and on all working days of NFC. Manpower deployment on holidays shall be as directed by E-I-C from time to time.

iii. Regular cleaning of toilets (including fixtures such as commodes, urinals, washbasins etc.), Lobby, Corridors and other areas shall be done continuously during or before office hours/shifts at regular interval as per requirement, usage and instruction given by the department.

iv. Work related to arrangement of official functions at any place within NFC as directed by EIC or Building-in—charge.

**i. Daily General Housekeeping jobs:**

a. Cleaning (sweeping, mopping, running ride on scrubber, bunds & mezzanine cleaning), dusting and any other connected work) of shop floor, office area, corridors, lobbies, staircases etc.,

b. Cleaning of spillages including oil and other materials in the shop floor using manual mopping. / Cleaning with Ride on scrubber/ Single Disc Scrubber for removing the complete oil/graphite/chemicals from the surface wherever applicable as directed by shopfloor in-charge. Suitable cleaning agent shall be used as per instruction of Engineer In-charge.

c. The area covered with carpet shall be cleaned daily with brush and vacuum cleaner and manual mopping in other areas at least once in a day as per the timings specified with detergent solution, scented phenyl etc.,

d. Dust control on morning-evening basis.

e. All common areas shall be cleaned and mopped at least once daily and also at frequent intervals as required to remain sparklingly clean.

f. Change Room Tables, benches and chairs shall be cleaned thoroughly using approved methods. Tables, chairs and sofas shall be cleaned thoroughly using approved methods. The carpets shall be cleaned using Vacuum Cleaners. Air fresheners are to be sprayed at frequent intervals on days of meeting.

g. All furniture like tables, chairs, sofa-sets, racks, Almirahs, cupboards, office equipment should be cleaned daily by using cloth dusters and kept neat. Frames, panels, railings, glasses and cabin partitions, Aluminium glazed doors, windows shall be cleaned daily with cleaning agent. Cleaning with soap-oil or liquid cleaners wherever required.

h. Removal of stains from entire premises including stairs, area of office cabins, reception, change rooms, toilets etc. and stain removing of the furniture and equipment.

i. Air-freshener spray in all areas as directed.

j. Cleaning (Manual & Vacuum Cleaning) of computer systems and furniture daily with duster cloth and glazed Table tops shall be cleaned with cleaning agent. Cleaning and dusting of computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the site.

k. Toilets, washbasins, sinks and sanitary appliances and fittings & tiles to be cleaned at least twice a day, i.e. Morning and after Lunch and as required at other times. Mirrors in the toilet shall be cleaned with appropriate cleaning agents and kept clean and neat. Stocking and refilling the toiletries, cleaning/scrubbing of toilets/ Commodes/ urinal stands/cubicles / wash basins/mirrors etc. of all the toilets daily in the morning and afternoon and on call or as required basis.

l. Cleaning/dusting of planters paintings/ posters/ notice boards/ name plates. Dusting of Models, Exhibits and other Fixtures as and when required.

- m. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators, behind windows, on machine premises etc. as and when required on the walls or shopfloor, machines premises, etc. as and when required. Cleaning of skirting, pillars, walls, etc.
- n. The biodegradable/non-biodegradable and wet/dry waste shall be segregated and disposed on day-to-day basis at the places as directed by Engineer-In-Charge.
- o. Thorough cleaning of toilets, urinals and wash basins using disinfecting treatment at least once in a day and whenever required.
- p. Floor / Shop floor and side walls to be cleaned daily to clear off all the stains and maintain the hygenity and glaziness. Extreme care shall be taken while cleaning inside to take care of the machinery, instruments, materials, etc.,
- q. Shifting of materials like PCs and peripherals, furniture, etc., from one place to another as and when required.
- r. Wiping and cleaning of wood and glass surfaces, window sills and frames and removal of stagnant water.
- s. Cleaning of entire floor space, glasses with detergents or suitable cleaning agent as directed.
- t. Sweeping of open areas/corridors twice a day and also as and when required.
- u. Cleaning of water cooler areas.
- v. Cleaning / disinfecting of all the brooms, brushes etc., used in the day.
- w. Removal of garbage from dustbins and other places on morning and evening basis. No garbage shall be left uncollected overnight. Watering to potted plants in and around the building shall be carried out atleast once every day or as per requirement.

**ii. Daily industrial Housekeeping jobs :**

- a. Cleaning (sweeping, mopping and special cleaning) of Shop Floor with oil/graphite/chemicals once in a day basis.
- b. Cleaning of Machineries, scraps and any other cleaning work instructed by building in charge.
- c. Cleaning with Ride on scrubber/ Single Disc Scrubber for removing the complete oil/graphite/chemicals from the surface wherever applicable as directed by shopfloor in-charge. Suitable cleaning agent shall be used as per instruction of Engineer In-charge.
- d. Suitable Signature Board ("Wet Area – Caution) shall be kept in suitable positions before commencement of work.
- e. Utmost care shall be taken while working near machinery, equipment, control panels etc.
- f. The area cleaned shall be properly wiped to remove the water to from the shop floor. The wiped water shall be collected by vacuum cleaners or other suitable methods as soon as the cleaning is complete for smoother shop floor operations.
- g. Ride on scrubber shall be used where feasible.

- h. Scrubbing shall be carried out with minimum time and maximum cleanliness for uninterrupted shopfloor working.
- i. Removal of bird droppings and other dirt's on the walls or shopfloor, machine premises, etc. as and when required. Cleaning of skirting, pillars, walls, etc in shopfloor.
- j. The biodegradable/non-biodegradable and wet/dry waste shall be segregated and disposed on day-to-day basis at the places as directed by Engineer-In-Charge.
- k. Shop Floor and side walls to be cleaned daily to clear off all the stains and maintain the hygenity and glaziness. Extreme care shall be taken while cleaning inside to take care of the machinery, instruments, materials, etc.
- l. Cleaning / disinfecting of all the brooms, brushes etc., used in the day.
- m. Removal of garbage from dustbins and other places on morning and evening basis. No garbage shall be left uncollected overnight.

### **iii. Weekly jobs:**

- i. The areas like Offices, Corridors and Lobbies shall be cleaned/mopped with scrubber machine wherever possible at least once a week. Areas mentioned by the building in-charge shall be cleaned / mopped with scrubber machine wherever possible least once a week.
- ii. Pipe fittings, glazed tiles and other type of floors to be cleaned meticulously using soaps and detergents and kept spick and span, wiped with cloth.
- iii. The dust and waste if any from the windowsills and sun shade out side and inside shall be removed with least disturbance to the personnel working in the office premises. Window and door sponging from inside/ outside with proper cleaning of frames/ pictures on walls, cleaning of blinds, minimum once a week.
- iv. Glass panes of the windows, doors and partitions shall be cleaned with appropriate detergent meant for cleaning the glass. There should not be any scratch on the glass panes and shall present a neat look all the time.
- v. Frames of doors, windows, partitions, shutters shall be cleaned with appropriate detergent meant for cleaning.
- vi. Cleaning of buckets, mugs, mirrors, taps, etc. in the toilets.
- vii. Ceiling fans, wall mounted fans, pedastal fans, tube lights & all other fittings shall be cleaned with cloth dusters. Venitian blinds to be dusted.
- viii. Thorough brushing, vacuum cleaning of chairs/ sofas/ filing cabinets/cupboards etc. Dusting/ cleaning of all furniture, wet & drying/ mopping with cleansing agent. Vacuum cleaning of plenum space below false flooring.
- ix. Dusting of walls, roofs etc. from top downward and removal of cobweb.
- x. Removal of poster, banners and hoardings inside and outside as directed by Building-In-Charge.

### **15. Collection of Domestic Waste**

16.1 Contractor is responsible for Collection of garbage/domestic/kitchen/Pantry/office/canteen waste from all over the plant. The material shall be shifted to Waster material storage building, segregate the

wastes in degradable and non-degradable waste. Segregation of domestic waste into dry and wet waste shall be ensured and done at source of collection.

## **16 PAYMENT OF BILLS:**

### **16.1 Raising bills:**

i. The payment shall be made on monthly basis for which the agency shall have to raise a bill. It is the obligation / responsibility of the agency to obtain attendance/duty certificates of its employees in time and to claim bill. Payment will be released after ascertaining satisfactory performance of contractual responsibility carried out in the previous calendar month, verification of proof of PF, ESI, and payment of minimum wages to personnel deployed.

ii. No advance payment claims or running bills will be entertained.

### **16.2. Certificates and Proofs:**

i. Certificates with regard to payment made in accordance with the latest Minimum Rates of Wages as fixed from time to time as per the RLC(C) / CLC (C) whichever is higher from time to time. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along-with bills and Form-B and Form-D. The documentary proof of payment of ESI and EPF shall also be submitted for payment of Bills. Failure to comply with the Statutory payments by the Contractor, will not entitle the contractor to receive any payment from NFC till such obligations are met by contractor.

ii. Contractor should pay the labor wages timely as per provision of The Code of Wages, 2019 act or any other applicable labour law. If the salaries/wages are not paid to the personnel within the stipulated time, the same will be paid by NFC and recovered from the contractor with appropriate penalty as deemed fit.

**iii. Contractor shall pay EPF & ESI of contract workers to concerned Department. The ESI and EPF contribution on part of employer in respect of these contract shall be paid by the contractor. These contributions on the part of employer paid by the contractor shall be reimbursed by the EIC to the contractor on actual basis. The applicable and eligible amount of ESI and EPF shall be reimbursed on submission of documentary proof of payment, provided same are in order.**

iv. The contractor shall compulsorily issue salary slip with all relevant details to every housekeeping personnel & supervisor. A record of the same shall be maintained and submitted as per requirement of NFC for review.

v. The contractor shall submit copy of appointment letters issued to the workers to EIC.

### **16.3 Deductions:**

i. Payment will be made after adjusting any cost borne by NFC due to any penalties, damages / unfavorable situations caused by the contractor or his employees.

ii. Income tax and GST as applicable will be recovered as TDS from bills paid to the contractor.

iii. Any other taxes /cess as per Government directives shall be deducted from each bill paid to the contractor, from time to time.

## **17. NO LIABILITY OF NFC:**

17.1 NFC does not hold any liability in respect of but not limited to the following points:

- i. Accommodation will not be provided by NFC.
- ii. Cooking or lodging in office premises is not allowed.
- iii. The persons engaged by the contractor will not be on the employee rolls of NFC and they should not claim any status. Further, they shall not claim any parity of wages with NFC employees. They shall not claim for absorption in NFC as employees and they shall continue and remain as Contractor's employees only. Any claims, damages or counter claim of such employees shall be met or defended by Contractor at his cost and risk.
- iv. NFC will not be responsible for any accident, injury or death caused to the employees engaged by the contractor at site which may arise during the course of their duty. NFC would not be responsible/ liable to pay damage or compensation to such persons. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by NFC in this regard.
- v. The agency/Contractor should at all times indemnify and keep NFC indemnified against all claims which may be made under Workmen Compensation Act, any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman while in our premises or during course of their duty.

## **18. SPECIAL CONDITIONS OF CONTRACT:**

18.1 The following additional conditions are to be noted for compliance:

- i. The contractor has to submit labour license before commencing the work.
- ii. All supervisors and workers should be available in their respective shifts. In failure to do so, proportionate payment will be deducted from the bills as per clauses of contract.
- iii. In case the contractor fails to deploy the required manpower in 2<sup>nd</sup>/subsequent shift as per schedule and same manpower of 1<sup>st</sup>/previous shift are made to continue in 2<sup>nd</sup>/subsequent shift, the contractor has to pay wages as per applicable labour laws, however the measurement and payment to the contractor will be made as per area cleaned per person and no compensation for extra wages paid as per labour laws will be made by NFC.
- iv. In case the workers / supervisors performs duty only for half day, appropriate deductions in area cleaned will be made from total area cleaned.
- v. The contractor shall submit proof of labour wages of previous month before 10<sup>th</sup> of current month for verification by EIC or his representative. In failure to do so, it will be assumed that labour wages are not paid for the month and appropriate action will be initiated as per conditions of the contract.
- vi. The contractor shall submit the RA (Running Account) bill in predefined format along with required documents in soft and hard copy by third week of every month.
- vii. Security deposit (SD) shall be released after payment of final bill or three months after submission of completion certificate (Form VII or any other relevant form as per labour law) duly obtained from Regional Labour Commissioner (RLC), Hyderabad whichever is later.
- viii. Empty chemical cans/ tins/ containers for the consumables supplied by the contractor in NFC shall be taken out once in three months. In failure to do so, the empty cans/ tins/ containers be removed by NFC at risk and the cost of the contractor.
- ix. Two pair of uniforms & safety shoes & Helmet will be issued to every worker working in non-active areas which will be used by the worker during the work.

- x. Consumables to be supplied by first week of every month. Deviation in the supply of materials will not be entertained.
- xi. NFC will not be liable for any loss or damage or theft of materials and machineries inside NFC premises during storage, transit or work execution.
- xii. The contractor will be responsible for their workers and their character, conduct and antecedent for anything wrong while inside the NFC premises.
- xiii. While execution of job/any activities, if there is any deficiency in safety/lack of safety or inadequate supervision is found, contractor is liable to be penalized as per discretion of Engineer-in-charge. Accident if any, will attract heavy penalty.
- xiv. In case of incomplete sweeping/cleaning of the areas as per the directions given by the Building-In-Charge the Engineer-in-Charge has the power to impose necessary deductions in running account bills proportionate to the volume of work not performed / completed.
- xv. No space belonging to NFC shall be occupied by the contractor without written permission of NFC.
- xvi. All record should be maintained and all supporting records need to be furnished while raising running bills.
- xvii. Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof.
- xviii. Tenderers are advised to understand the magnitude of the job involved before submitting their bids.
- xix. Tender document is not transferable.
- xx. All the required information shall be furnished strictly in prescribed schedules/forms/annexure only.
- xxi. As per the security procedure in force in NFC, Hyderabad, the successful bidder shall be vetted by the Security Section of NFC before award of the work.
- xxii. Security regulations shall be followed.
- xxiii. No modifications in the offer shall be allowed after opening of Part –I.
- xxiv. The contracting agency shall not transfer the contract to any other person in any manner. Sub-contract the work the work fully or partly is not permitted.
- xxv. Successful tenderer should indemnify NFC against any claim by any authority. In the event NFC has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only should pay such claim/damages and even if NFC is called upon to pay such damages / penalties, the Contractor will reimburse the same. This is subject to the condition that NFC complies with various requirements in respect of the laws applicable to it. Any payment to be made by NFC to any statutory authority due to non-adherence of the stipulated norms should be borne by the agency.
- xxvi. The payment of minimum wages as notified by the State/Central Government and implementation of all regulations under contract Labour (Regulations and Abolitions) Act 1970 (Central) and Central Rules 1971 and the rules and orders issued there under from time to time as amended upto date. The minimum wages for the labor are increased twice in a year i.e., FIRST APRIL & FIRST OCTOBER respectively and payment shall be made accordingly to the labor by contractor. Contractor invariably has to pay to the labor the applicable wages as per the declaration of the wage revision by the RLC.

xxvii. Necessary books of account, labour records, log book, wage registers, attendance registers, ESI and PF Registers and other document for the purpose of ensuring compliance to all applicable laws and acts as may be necessary shall be maintained and shall allow inspection of the same by a duly authorized representative of Government and further such other information/document shall be made available to the Engineer-in-charge as may be required.

xxviii. The contractor shall, take immediate steps to get a license under Contract Labour (R&A) Act, 1970 and Hyderabad Works Contract Act of Government of Telangana State.

xxix. List of PPE proposed to be brought to site for use at site shall be submitted after award of work and all the PPE shall be brought to site before start of work.

xxx. Record of safety compliance to be maintained.

xxxi. Following all the safety and security rules and regulations as required by the Department without exception. Contactor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precaution in each and every activity etc. as may be required for safe and satisfactory execution of contract.

xxxii. The contractor shall take all precautions to avoid accidents by exhibiting caution boards, red flags, red lights and providing necessary barriers and all other measures required from time to time.

xxxiv. Contractor has to follow the procedure envisaged in Special instructions to the contractors for entry and exit of men and materials or as per latest criteria envisaged by security Personnel.

xxxv. Contractor shall go through NFC safety, quality and environmental policies and other conditions and shall follow and plan the works to meet the policies of NFC like ISO 9001, ISO 14001 & 45001.

xxxvi. The work place is in a restricted area and the contractor and his staff should follow security regulations in force as amended from time to time.

xxxvii. In addition to the activities listed, any activity not listed but required to be done for satisfactory execution of the given work is to be carried out with out any extra cost.

xxxviii. The contractor has to pay the following payments to the labor: a) Applicable minimum wage as declared by RLC / CLC whichever is higher twice in a year, NFC reserves the right to accept the whole or only part of the offer and the tenderer shall be bound to perform the same at the rates quoted.

xl. For any reason whatsoever, NFC may at its sole discretion extend the last date and time of submission of the bid. NFC is under no obligation to extend the last date and time of submission of bid at the request of bidder(s).

xli. The bidder whose bid is accepted will be required to furnish either copy of applicable licenses/registration or proof of applying for obtaining labour licenses.

xlii. In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of NFC.

xliii. The contractor shall be responsible to arrange at his own cost all necessary tools, machinery, materials etc., required for execution of the work.

xliv. The contractor shall be responsible for the watch and ward of the material provided by him against pilferage, loss and breakage.

xlv. Department shall not be responsible for any loss of material used by the contractor at site.

xlvi. The contractor is to execute the housekeeping work for all floor, heights & levels for which nothing extra shall be paid over & above the quoted rates for different items as per schedule of quantities.

xlvii. If for any reasons, any area in whole or part of work is not available for work, the agreed execution schedule shall be suitably modified. However, under no circumstances the contractor shall be entitled to any claim of financial damages, whatsoever, on this ground & he shall re-organize his resources to suit the revised schedule within the stipulated time of completion.

xlviii. It is the sole responsibility of the contractor to insure his materials, equipment, workmen etc., adequately and appropriately, so as to meet any obligation in any eventuality.

xlix. The security Deposit shall be refunded after three months from the date of completion of the work or payment of final bill whichever is later.

**MINIMUM MANPOWER REQUIRED****(KEY REQUIREMENT)**

<b>SL. NO.</b>	<b>PERSONNEL AND ESTABLISHMENT</b>	<b>Nos. Required</b>	<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>
1.	Supervisors –Semiskilled	03	Intermediate (10+2) With 3 (Three) years' experience in similar nature of housekeeping work.
2.	Unskilled (Workers) for housekeeping works	20	No qualification required & must have knowledge about housekeeping work.
3.	Unskilled (Workers) for machinery operation and housekeeping works	32	10 <sup>th</sup> pass or as decided by EIC & must have knowledge about housekeeping work.

**Note: If required manpower as per NIT is not deployed on any day due to less requirement by department or deficiency in deployment by the contractor, area cleaned will be reduced by 1554 sqm for absence of each worker for each day/shift from the measured area cleaned.**

In addition to this, following penalty will be imposed in case of non-completion of housekeeping work for scheduled quantity of area.

<b>Description</b>	<b>Penalty</b>
Greater than or equal to 90% of the scheduled stipulated area is cleaned in a month.	No Penalty
Less than 90% but greater than or equal to 80% of the scheduled stipulated area is cleaned in a month.	1% of the monthly bill
Less than 80% but greater than or equal to 70% of the scheduled stipulated area is cleaned in a month.	5% of the monthly bill
Less than 70% of the scheduled stipulated area is cleaned in a month.	10% of the monthly bill

**Note: - The penalty is not applicable in case, less requirement for housekeeping area to be maintained as per schedule, as directed by EIC/Building-in-charge for a particular/complete time period.**

**PLANT, EQUIPMENT & MACHINERY**

<b>SL. NO.</b>	<b>PLANT &amp; EQUIPMENT as per BOQ</b>	<b>Nos. Required</b>
1.	Ride on Scrubber Drier	02
2.	Walk Behind Automatic Scrubber Drier	10
3.	Wet and dry Vacuum cleaner	10
4.	Single Disk scrubber	10

**Note: 1) The machines mentioned in BOQ shall be deployed at site within 15 days of issue of LOA. The period of deployment of machinery may be extended with approval of EIC, but not beyond 30 days from issue of LOA. Failure of non-deployment of machinery beyond 15 to 30 days will attract penalty of Rs 510/- per machine per day.**

**2) Failure or downtime or non-deployment of equipment/machinery after initial deployment during contract period for more than three working days will attract penalty of Rs 510/- per day per machine for each day from the fourth day onwards.**

**FINANCIAL INFORMATION**

**Name & Address of The Bidder :- .....**

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the bidder to the Income Tax Department (Copies to be attached).

**TURNOVER ON WORKS CONTRACTS/SERVICE CONTRACTS FOR LAST FIVE FINANCIAL YEARS**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Gross Annual Turnover on Works Contracts/ Service Contracts (Rs. In Lakhs)</b>	<b>Profit/Loss (Rs. In Lakhs)</b>	<b>Remarks</b>
1	2024-25			
2	2023-24			
3	2022-23			
4	2021-22			
5	2020-21			

**Signature of Chartered Accountant with Seal**

**Signature of Bidder**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK  
[Solvency Certificate]**

**Name & Address of The Bidder :- .....**

This is to certify that to the best of our knowledge and information that M/s./Sh .....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the Bank

- NOTE (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.  
(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C"  
(FOR ALL QUALIFYING JOBS)**

1. Name of work/Project & location:
2. Name & address of Contractor:
3. Agreement No.:
4. Awarded Cost :  
(As per Work Order)
5. Final Completion Value :  
(As per Completion Certificate)
6. Date of start of Work
7. Date of Completion of Work
  - i. Stipulated date of completion (As per Work Order)
  - ii. Actual date of Completion
  - iii. Extension granted, if any, up to (Specify date)
  - iv. In case of Extension, with or without levy of penalty or  
Applicability of penalty not yet decided
8. Amount of compensation levied for delayed completion, if any
9. Amount of reduced rate items, if any
10. Performance report
 

i. Quality of work	Very Good/Good/Fair/Poor
ii. Financial Soundness	Very Good/Good/Fair/Poor
iii. Technical Proficiency	Very Good/Good/Fair/Poor
iv. Resourcefulness	Very Good/Good/Fair/Poor
v. General Behaviour	Very Good/Good/Fair/Poor

Certification of satisfactory will be considered as Good

Dated: \_\_\_\_\_ Executive Engineer/Project Manager or Equivalent or above

**Note: 1. Performance certificate(s) for the similar work shall be submitted preferably in this format only.**

LETTER FOR SUBMISSION OF BID

(To be submitted by bidders on their letter head)

Date: -----

To,  
DCE(CED,PD & EP),  
Civil Engineering Division, 2<sup>nd</sup> Floor  
Sarathi Building, Nuclear Fuel Complex,  
ECIL Post, Hyderabad-500062, Telangana, India

Our Ref. : \_\_\_\_\_

**General and Industrial Housekeeping and sanitation services for upkeep of Z-Group areas and buildings at Nuclear Fuel Complex, Hyderabad.**

**TENDER NOTICE NO.: C/1429/2026**

Dear Sir,

Please find herewith our Bid for the subject work **in two Envelopes (Envelope-I: Pre-qualification and Techno-commercial Bid, Envelope-II: Financial Bid)** in line with the requirement of the Tender Document. We confirm that:

1. **Our Bid contains two (2) covers. One cover consists of EMD, Processing fee for Tender Transaction. The other cover includes documents related to pre-qualification/qualification criteria and techno-commercial as per para 9.1.1 of NIT.**
2. **We have submitted a no-deviation bid.** We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever in the BIDDING DOCUMENT for the subject work. We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) **or** in the event of our taking any deviation, **our bid shall not be recognized and shall be treated as null and void.**
3. We have submitted **our Bid as an Individual** \_\_\_\_\_ for execution of the work of \_\_\_\_\_ with our direct project management and financial control.
4. We further confirm that **we will not change the above said arrangement in the event of award of work** to complete the work in totality as agreed and confirmed as per terms and conditions of the Tender document.
5. Our Bid is in complete compliance with all technical as well as commercial requirements of Tender document including Addendum/Corrigendum No. \_\_\_\_ (if applicable) and there is no technical or commercial deviation in the Bid.
6. We also confirm that our price shall remain FIRM for the entire Contract period, unless there is specific provision for adjustment in price as per terms and conditions of the Tender document.
7. We have submitted all documents as stipulated in NIT and various sections of the Tender document/ Technical specifications.
8. The validity of our Bid shall be **210 Days from the date of opening (extended due date in case of time extension) of Envelope-I (Techno-commercial Bid).**

9. We also confirm that if our bid validity period is to be extended on a later date for a reasonable period, on written request from NFC, we shall suitably extend the bid validity period without any financial implication until there is change in terms and conditions/Scope of work etc.
10. We also confirm that in the event of award of work to us, we shall submit performance bank guarantee for execution of work including the defect liability period as per terms and conditions of the Tender document in NFC approved format.
11. We also confirm that in the event of award of work to us, we shall faithfully execute the Contract as per terms and conditions of the Tender/Contract document.

We declare that all statements made and information submitted by us in our Bid is true and complete to the best of our knowledge and belief and nothing is concealed.

Bidder's signature :

Name :

Designation :

Mobile (with STD Code):

Email :

Full Address (for all future communication):

Company Seal :

**Note:** Bidder to note that:

1. All the pages of bids are to be signed by the authorised signatory (having power of attorney (POA)).
2. All correspondence with NFC shall be made by the POA holder.

**Undertaking related to Intellectual Property Rights**

*(To be given on letterhead of Contractor/Bidder)*

Tender No.: C/1429/2026

Name of work: General and Industrial Housekeeping and sanitation services for upkeep of Z-Group areas and buildings at Nuclear Fuel Complex, Hyderabad.

I/We, M/s \_\_\_\_\_ (Name of Contractor), having our registered office at \_\_\_\_\_, hereby undertake that all drawings, designs, technical data, specifications, and other documents made available to us by the Department in connection with the above work shall remain the exclusive property of the Department.

We further undertake the following:

1. We shall treat all drawings, documents, designs, data, and information provided by the Department as strictly confidential.
2. We shall not reproduce, copy, share, transmit, disclose, or use such information for any purpose other than the execution of the contracted work, without the prior written permission of the Department.
3. We shall ensure that our employees, sub-contractors, engaged for this work are bound by similar confidentiality obligations.
4. Upon completion or termination of the contract, we shall return or securely destroy all such confidential information and confirm the same to the Department in writing.
5. Any breach of this undertaking shall constitute a violation of the contractual conditions and may invite action such as termination, forfeiture of performance security, and debarment, in addition to legal proceedings as per applicable laws.

We fully understand that the ownership of all designs, drawings, and documents including any modifications, as-built drawings developed during the course of work, shall rest solely with the Department and we shall have no claim, copyright, or usage rights over them.

**Authorized Signatory**

**(Signature with date)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_

FORMAT FOR PRE BID QUERIES .

Sl. NO	SECTION	PAGE NO	CLAUSE	SUBJECT	DESCRIPTION OF CLAUSE	CLARIFICATION SOUGHT	NFC RESPONSE

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING**

**PART A: GUIDELINES FOR E-TENDERING :- Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**1. REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal(URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sift/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their User ID / password and the password of the DSC/e-Token.

**2. SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**3. PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejected of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

*Note : My Documents Space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

#### **4. SUBMISSION OF BIDS**

1. Bids shall be submitted online only at CPPP website : <https://eprocure.gov.in/eprocure/app>
2. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
3. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
4. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
5. Bidder should prepare the EMD per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/ any other accepted instrument, physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
6. The agency shall download the pre-bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e-tender portal.
7. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the SKY BLUE coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
8. Tenderers are advised to upload their documents well in advance, to avoid last minutes rush on the server or complications in uploading. NFC in any case shall not be held

responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.

9. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
10. The server time(which is displayed on the bidder's dash board) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
11. Submission of tender documents after the due date and time (including extended period) shall not be permitted.
12. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subject to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
13. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
14. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all the other relevant details.
15. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
16. Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/modification in the tender will be intimated through this website only by corrigendum/addendum/amendment.

## **5. ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.