

Open item rate tenders in the prescribed forms and in sealed covers super scribed with the tender number and title of work are invited from experienced Contractors who have executed similar works and of sound financial standing, by the Dy.General Manager (Construction), FEDO, Udyogamandal-683501 (Phone :0484-2568786) for the following work:

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|----|---|--|
| 1. | Tender number | : 08001/2016-2017/16166 |
| 2. | Title of work | : Hiring of skilled draftsman for FEDO |
| 3. | Earnest Money Deposit (EMD) | : Rs.12,000/- |
| 4. | Period of Completion | : ONE YEAR |
| 5. | Fee for tender document(Original) | : Nil |
| 6. | Validity of tenders | : One Month |
| 7. | Last date & time of receipt of tenders: | 20.03.2017 , 14:00 hrs. |
| 8. | Date &time of opening of tenders | : 20-03 -2017, 14:30 hrs |

Tender documents can be obtained from the Office of the undersigned during working hours on all working days between 04-03-2017 to 20-03-2017. Also available at our website www.fact.co.in

A DD towards EMD for ₹12,000/- drawn from Nationalised Banks/Scheduled Banks in favour of FEDO/ FACT, Payable at Ernakulam shall be submitted along with the tender document.

Note:

1. The right to accept the lowest or any other tender rests with FACT.
2. All bidders shall be registered under the Kerala Value Added Tax Act and shall furnish the Registration Number in their bids. Bids of parties not registered are liable to be rejected without assigning reasons.
3. The bidders shall furnish Service tax Registration no. and comply with the prevailing statutory PF / ESI regulations. All bidders shall indicate their PAN number and submit the "Master Data Required for Online Payments(RTGS/NEFT/Fund Transfer)", with a **cancelled cheque leaf**.
4. Tenders without EMD will be rejected.

Date : 04-03-2017



DEPUTY GENERAL MANAGER (CONSTRUCTION)

Experience & Past Performance:

The Service Provider should have successfully completed similar works during the last 3 years ending on last day of month immediately preceding the month in which last date of bid submission falls, as given below:

- i) Three completed Service Contract Work of Technical Man Power Supply of nature mentioned in the tender condition for contract value amounting to INR. 4.00 Lakhs. Each.

OR

- ii) Two completed Service Contract Work of Technical Man Power Supply of nature mentioned in the tender condition for contract value amounting to INR. 5.00 Lakhs. each .

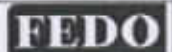
OR

- iii) One completed Service Contract Work of Technical Man Power Supply of nature mentioned in the tender condition for contract value amounting to INR 8.00 Lakhs.

Copy of the Work Order and Completion Certificate to prove the above shall be submitted along with the tender

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SL. NO. (1)	ITEM CODE	DESCRIPTION OF ITEM (2)	UNIT (3)	QUANTITY (4)	RATE (Rs) (5)		Total AMOUNT(Rs) (6)
					Fig.	Words	
1		Providing Skilled Drafts - Man for different Departments of FEDO on contract basis for drafting work in AutoCAD	Man Days	750			
		Total					
		Service tax (if any)					
		Total including Service Tax (in words)					

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1.0 INTRODUCTION :

- 1.1 FACT ENGINEERING AND DESIGN ORGANISATION (FEDO) is the Engineering and consultancy Division of Fertilizers And Chemicals Travancore Limited, (FACT) a Govt. of India Enterprise under the Fertilizer Ministry with Head office at Udyogamandal, Kochi, Kerala. It is involved in the Design, Engineering, Procurement, Construction and Commissioning of process plants in the fields of Fertilizers, Refining, Petrochemicals, and Environmental Engg., and Offsite facilities. It also involved with various infrastructure projects within and outside Kerala.
- 1.2 This document form part of the contract and is to be read in conjunction with the other conditions of contract attached. Wherever the provisions under SPECIAL CONDITIONS OF CONTRACT are in conflict with any of the provisions under any other contract conditions, provisions in the SPECIAL CONDITIONS OF CONTRACT shall prevail.
- 1.3 FEDO is planning to entrust a Service Provider for the supply of qualified Draftsman for engineering drafting works in AutoCAD at different department of FEDO on contract basis.

2.0 SCOPE OF WORK of Contractor / Service Provider :

- 2.1 The Contractor / Service Provider shall supply sufficient number of Draftsman to FEDO Design office as and when requirement is informed officially by mail / phone / letter.
- 2.2 The Contractor / Service Provider shall have sufficient number of Draftsman in their muster roll so that they can be released to FEDO with a notice period of one week.
- 2.3 All the draftsman shall have sufficient experience for using Auto CAD. Their experience shall be from any of the Engineering Design Consultancy / Organization in India or Abroad, Private or Govt. Sector.
- 2.4 The maximum allowable age limit of Draftsman to be deputed to FEDO shall be 65 Years.

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2.5 The Service Provider has to work in close co-ordination with the FEDO to allot personnel, based on priorities fixed on a day-to-day basis.

3.0 **UNIT for Measurement of Work :**

3.1 The unit followed for measurement of work shall be MAN-DAYS.

4.0 **QUANTITY :**

4.1 The total estimated man-days for all departments of FEDO for various types of drafting jobs are **750 Man-days / Year.**

5.0 **DUTY CONDITIONS :**

5.1 The drafting jobs are to be done in FEDO Design Office only and also at various sites of FEDO if the situation warrants. Required computer and other facilities for doing the drafting job will be provided by FEDO.

5.2 The Draftsman has to work in close co-ordination with the FEDO engineers for detailed engineering works allocated to them, based on priorities fixed on a day-to-day basis.

5.3 FEDO reserves the right to arrange / re-arrange drafting jobs among the different Departments activities based on priorities and other considerations.

5.4 The normal working hours of FEDO shall be from 9:00 AM to 4:30 PM with an interval of half an hour in the afternoon for lunch except Saturday. However, if situation warrants, the person shall be willing to work extra hours on normal days and on holidays. Payments for working such extra hours / holidays shall be at the same rate of normal working days for actual hours worked computed on a prorate basis.

5.5 The normal working hours of FEDO on Saturday shall be from 9:00 AM to 12:00 Noon and shall be counted as half Man Days only. However, if situation warrants, the person shall be willing to work extra hours on Saturdays also. Payments for working such extra hours on Saturday shall be at the same rate of normal working days for actual hours worked computed on a prorate basis.

6.0 **QUALITY OF WORK :**

- 6.1 The quality / skill of Draftsman deputed shall have to be ensured by the Service Provider by engaging experienced personnel.
- 6.2 The Draftsman deputed to FEDO shall have a minimum qualification of Diploma in any engineering discipline and shall have minimum of 5 Yrs drafting experience in AutoCAD.
- 6.3 The Draftsman shall have Multi disciplinary skills in drafting, ie they shall have experience in drafting of Civil, Mechanical, Electrical, Instrumentation drawing preparation in Auto CAD and shall be ready to work in any Department.
- 6.4 The Service Provider has to provide immediate suitable replacements, if any of the draughtsmen provided is not meeting the quality and quantity of drafting work required by FEDO at any stage.

7.0 **PERIOD of CONTRACT :**

- 7.1 Period of contract shall be TWELVE MONTHS from the zero date mentioned in the work-to- proceed notice.

8.0 **PENALTY :**

If the Service Provider fails to supply Manpower within the stipulated period of one week, penalty will be imposed at the rate of Rs.1000/- per person per day of delay. Such penalty amount will be deducted from his subsequent bills.

9.0 **OTHER CONDITIONS :**

- 9.1 All the applicable Taxes & Duties are extra over the Man-Month rate and is paid based on the prevailing rates imposed by Govt. of India.
- 9.2 In case the personnel deputed to FEDO by the Service Provider for the drafting works in FEDO are not insured under statutory Insurance body / ESI, they shall be insured appropriately against any compensation whatsoever related to their engagement in FEDO.

- 9.3 The personnel deputed to FEDO by the Service Provider can avail the canteen facility for lunch on normal working days by using the coupons issued from FEDO-Administration on subsidized rates as applicable to all employees in FEDO.
- 9.4 The Contractor / Service Provider shall give a declaration that they have not been blacklisted / debarred by any State / Centre Public Sector, Government of India in the past 5 years. Affidavit that the firm has not been blacklisted for business by any Government Department, PSU and that in last three years to be reckoned from date of invitation of tender there has not been any work cancelled against them for poor performance.
- 9.5 If any of the documents is found missing in the submitted bid, the bid will be rejected without any further evaluation. No clarification shall be sought from the applicants.
- 9.6 Permanent Account Number (PAN), Service Tax Registration Certificate, ESI, EPF details of staff etc of the Service Provider shall be submitted.
- 9.7 Service Provider shall submit Work order copies & Completion / Performance certificate or any document indicating successful completion of project executed by them.
- 9.8 The Service provider shall have registered under Contract Labour (Regulation and Abolition) Act'1970 and a valid labour license under this Act.
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Name of work : Hiring of Draftsman from Service Providers for FEDO

1.0 SCOPE OF WORK

The scope of work under this tender/contract is as per scope given in Special Conditions, the Notice Inviting Tender, Schedule of Rates and the attachments herewith.

2.0 CONTRACTOR TO INFORM HIMSELF:

The Contractor / Service Provider is deemed to have gathered a clear idea of the nature and extent of Service requested, working hours, wages, benefits, terms of services, etc. No claim on the grounds of ignorance of above conditions or change in above conditions will be entertained by FEDO at any stage. Additional information may be collected from the Engineer-in-charge of the work before quoting, if required. Contractor / Service Provider are also deemed to have examined specifications, schedules, special conditions and all other attachments.

3.0 RATES

3.1 The accepted rates shall be for all the requirements as per schedule of work and shall be inclusive of all labour charges such as daily wages, holiday wages, overtime wages, leave wages, canteen subsidy, bonus retrenchment benefits, incidental charges and profits, overheads etc. Rates shall also include elements of accident and medical expenses of labour, if required.

3.2 The rates shall be firm till the completion of the work including extended period, if any and no claim for revision of rates on any account will be entertained. Also no claim due to any variation of quantities of individual items will be entertained. Contractor shall execute work at agreed rates upto +/- 25% of the initial contract value, if required.

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4.0 EARNEST MONEY DEPOSIT

- 4.1 Earnest Money Deposit (EMD) for the work shall be as per the NIT and a DD drawn in favour of Fertilisers and Chemicals Travancore Limited and attached with the tender. On the successful tenderer remitting the Security Deposit, EMD of all bidders will be released. Bids submitted without EMD are liable to be rejected.

5.0 PAYMENT TERMS

- 5.1 Quarterly payment will be based on the number of Mandays actually spent in FEDO for drafting work and quarterly charge for the same will be paid after each quarter and shall be based on the certification by the authorized signatory of FEDO-FACT.
- 5.2 The Contractor / Service Provider shall furnish a Bank Guarantee from any Nationalized Bank for a value equivalent to 10% of the Work Order value towards Security Deposit (SD) for the faithful performance of the contract. This BG shall be as per our format and shall be valid for the entire contract period. Instead of BG, 10% of the Work Order value can be retained with FACT for the entire contract period from the first quarterly bill upon request from the Contractor / Service Provider.

6.0 LAWS RELATING TO LABOUR

- 6.1 The deputed personnel shall observe the safety / security regulations of FEDO and any loss or damage incurred by FEDO on account of his failure or that of his employees to observe the safety / security regulations shall be on Contractor's account.
- 6.2 The Contractor / Service Provider shall be responsible for all the payments to his workmen including Employee's State Insurance, Provident Fund benefits etc. if any. FEDO will not make any payments to the Contractor / Service Provider other than the rates agreed for the work. All extra payments if any, to be made to the deputed persons during the course of contract period will have to be borne entirely by the Contractor / Service Provider.
- 6.3 The Contractor / Service Provider shall strictly comply with all provisions of Labour law and other statutory requirements which are in force and applicable from time to time.
- 6.4 The possession of Identity Card issued by FACT-CISF to enter the FEDO unit is essential for entry into the work place for the deputed draftsman for FEDO.

6.5 Female workers are not permitted to work in FEDO after 17.30 hrs.

7.0 LIABILITY OF EMPLOYMENT

7.1 The personnel deputed for the work shall remain as the employees of the Contractor / Service Provider and all statutory liabilities in respect of their employment shall be met by the Contractor / Service Provider. Under no circumstances shall FEDO be liable for special, direct, indirect or any other damages to the persons deputed by the Contractor in connection with or arising out of the furnishing, performance or rendering of services for deliverables provided to FEDO in connection with the work.

7.2 Also this work will not in any way directly or indirectly confer any right to the deputed persons, for appointment in FACT / FEDO or any of its constituent units, subsidiaries or branches.

8.0 CONFIDENTIALITY

8.1 All deliverables, as well as information, including advice, recommendations, observations and comments transferred by FEDO to the deputed personnel of the Contractor will be for the sole and exclusive use of FEDO. The Contractor and the deputed personnel will not disclose the said-transferred items to any other person or organization.

8.2 The Contractor shall take all reasonable steps to ensure that the deputed personnel having access to the deliverables or any material relating thereto will refrain from disclosure, duplication or any reproduction in any form.

9.0 NON-DISCLOSURE OF INFORMATION

9.1 The documentation made available by FEDO will be for the sole and exclusive internal use of FEDO. The Contractor shall not disclose the contents of the documents for transfer such knowledge of FEDO's operations as revealed to the Contractor during the course of the assignment or later, to any other organization.

10.0 DISPUTES

10.1 In case of any dispute regarding rates for extra items or any other claim, it shall be referred to the General Manager of FEDO and his decision shall be final and binding on both parties.

- 11.0 The contractor shall sign all the pages of documents and the tender shall be submitted to the authority who has issued the NIT.
- 12.0 The contractor shall produce Income Tax clearance certificate and Sales tax clearance certificates if asked for.
- 13.0 FEDO reserves the right to accept or reject any offer in whole or part without assigning any reasons. Incomplete, unsolicited or late bids are liable to be rejected.



Master Data required for Online Payments

(RTGS / NEFT / Fund Transfer)

To

The Fertilisers and Chemicals Travancore Ltd
FACT Engineering and Design Organisation.
Udyogamandal, Kochi,
PIN 683 501.

(Attach a cancelled cheque leaf)

1	Code, Name	
2	Income Tax PAN No	
3	Name of the Bank	
4	Address of Bank Branch	
5	City & State	
6	IFS code of the Bank branch	
7	Name of the Bank branch	
8	Bank Account No	
9	Account holder's Name	
10	Email address	

For

Signature & Seal of the
Authorized signatory

Verification by the Bank

We hereby certify that all the above particulars relating to Bank Account are verified and found to be correct as per the records of the Bank.

Signature and seal of the Authorized signatory of the Bank

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