

**TENDER ENQUIRY**

Ref.: AFD/ESAS/TE/2022/1/13449

Feb. 02, 2022  
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**Sub: Tender enquiry for “eOffice work on computer, documentation work etc. at AFD eOffice and electronics related work of plant equipments as per specifications for a period of one year”.**

Sealed quotations are invited for and on behalf of The President of India for eOffice work, documentation work on computer etc. at AFD eOffice and electronics related work of plant equipments as per specifications for a period of one year. The scope of work, general specifications, terms & conditions are as follows.

**A) Scope of Work and Specifications:**

**a. Electronics work scope:**

1. Soldering/ De-soldering of Electronics components on PCB
2. Troubleshooting of faulty component on control card and replacing the same
3. Routine backup of PLC and SCADA program
4. Preparation of cables and connectors as per the requirement specification
5. Following Preventive maintenance schedule for special machines like EBW, EBM, Cold Crucible, Ext Press, etc.
6. Tracing of wires and cables as per the drawing for troubleshooting of Machines and Equipments
7. Installation and replacement of control cards and rewiring as per the requirement
8. Preparation of housing and enclosure for housing electronics cards
9. Calibration of various sensors as per the requirement specification
10. Tuning of PID controller as per the instruction
11. Replacement/ Repair of electronics module or devices as per the drawing and rewiring the same
12. Replacing of sensors or actuators as per the drawing
13. Maintenance of PC based control system of various machines
14. General maintenance of Industrial PCs
15. Making PCB layout from the circuit drawing
16. Routine maintenance of Security system like Key Dispenser, Turnstile gate and CCTV System

**b. Office work related to eOffice:**

1. Working knowledge of Computer, Word and Excel
2. Generating eOffice file numbers
3. Dispatching of Physical Files
4. Creating eFiles as per eOffice Procedure
5. Maintaining eOffice Login of Staff
6. Scanning and uploading documents to eOffice portal
7. Sorting of procurement Files as per the purchase route and processing
8. Typing of letters/application for employees etc.

**B) General Technical Requirements:-**

1. For execution of the above work as mentioned, contractor shall provide **at least 02 skilled persons (01 PC operator + 01 electronics technician) on daily basis on all working days for a period of one year.** Personnel working shall have minimum 3 years of working experience in any mechanical/electrical/electronic industries or engineering workshops.

2. Person working as electronics technician shall be suitably qualified having valid courses in electronics with hands on experience in similar field in any engineering industry or workshops.
3. Person working as computer operator should be min. 12<sup>th</sup> std. pass with proficiency in using basic computer software and applications. Person with valid MSC-IT certificate will be preferred. He/she shall be well conversant with MS-Word, MS-Excel, MS-PowerPoint etc., with typing speed 30 wpm. He/she shall be good in spoken and written English, soft spoken and well behaved.
4. A trade test and an interview will be performed for all the personnel coming for work. Only after satisfactory performance in test, the personnel will be allowed to work at the site.
5. Fresh candidates shall not be deputed in any case for carrying out the above work. Working hours shall be min. 8hrs. on all working days and can be extended beyond normal working hours whenever required by the department.
6. No personal or medical insurance charges will be borne by the department. No transport allowance, vehicle allowance etc will be borne by the department. Hence, it is the responsibility of the supplier to provide necessary arrangements to their personnel.
7. All the works shall be carried out at AFD, BARC, Trombay, Mumbai. Damages of equipments, accessories etc of any kind shall be liable for penalty.
8. Contractor's personnel shall report to office-in-charge and shall perform the task under his supervision.
9. Absenteeism, irregularity and punctuality in attendance of contractor's personnel shall be strictly reviewed. Proportionate amount shall be deducted from contractor's bill for absenteeism of its personnel.
10. Contractor shall arrange for suitable alternative manpower in case of frequent absenteeism /unsatisfactory performance/ misbehavior of any worker involved in this work so that the scheduled work shall not hamper.
11. All personnel will be required to report to Health Physicist, AFD, before commencement of work and after completion of work every day.
12. Personnel involved in this works contract shall have to use TLD badges provided by divisional HP whenever required.
13. The personnel shall undergo detailed training in radiation protection including emergency procedures applicable to the plant.
14. The upkeep/cleaning of work place and surrounding is the responsibility of contractor. It is required to maintain safe and hygienic work environment at all time.
15. **Site Visit:-** The contractor shall have to visit the site to comprehend the scope of work and equipment conditions. The same will be arranged by the undersigned. The site can be visited strictly on 11/02/2022 between 10.00 hrs to 14.00 hrs on working days. However, prior intimation of at least three working days is necessary. For site visit, undersigned may be contacted (ph. 25594869/4614, email: [pjpatil@barc.gov.in](mailto:pjpatil@barc.gov.in)). Complete details of the firm, name of visitors, occupation/designation, identity proof, PVC details, date of visit etc. are required for approval of visit.  
Contractor shall have to carry valid Photo identity card (Driving licence/passport/adhaar card) while visiting this premises. Contractor should not carry any type of electronic items such as mobile, pen drive, camera etc with him/her at the time of visit.  
**The quotations submitted without site visit will NOT be considered.**
16. Contractor should have previous experience of similar type of work and shall have to produce documentary evidences of the same for site visit clearance.
17. Contractor shall obtain **police verification certificate (PVC)** for all his employees including his supervisors and workers engaged in the work.
18. The contractor shall deploy the manpower at AFD, BARC within 3 weeks after issue of work order. Work order will be communicated to the contractor through email also.
19. Work order will be cancelled, if the contractor fails to deploy the required manpower within 1 month from the date of issue of work order. Further, the contractor will not be permitted to bid against future tender enquiries raised by AFD, BARC.

**C) Terms & Conditions:-**

1. Taxes, GST, if any, shall be specified separately.
2. Work completion period is **ONE YEAR** from the date of issue of the work order.



3. Supplier should **clearly and separately** mention the basic cost of supply, GST, work completion period etc in the offer.
4. Quotation shall be **lump sum for entire work** mentioned in the enquiry. Quotations received on per person basis or individual work basis will not be considered.
5. Any delay which is attributable to the contractor is liable for penalty @ ½ % per week (max. 10%) to be imposed on the contractor.
6. In case of delay in work completion, supplier may send request letter to concerned authority for extension in work completion period with proper justification for delay in work. Concerned authority may or may not give extension with or without penalty depending on the justification for delay.
7. Income tax @2% and GST TDS @2% will be deducted from the Suppliers bill.
8. Supplier should give guarantee for a minimum period of **One Year** for the workmanship.
9. Contractor must furnish their **PAN no. & GST Registration Certificate**.
10. Supplier shall submit GST undertaking as per format and will be liable for GST exemption as per prescribed rate if found in order.
11. The offer should also contain the work completion period.
12. 100% payment will be arranged after satisfactory completion of work at AFD and on submission of:
  - a) Bills in triplicate, b) Advanced stamped receipt, c) Delivery Challan, d) Guarantee Certificate,
  - e) GST undertaking, f) ECS payment form, g) Work Completion Certificate, h) ITR undertaking
13. In case of award of work order, the supplier shall give his acceptance through email or letter within 15 days of issue of work order.
14. Contractor working inside BARC is subjected to security clearance by BARC security, before or during the period of contract. Security instructions and guidelines must be followed strictly by the contractors.

**D) Confidentiality clause:-**

I. Confidentiality:-

No party shall disclose any information to any third party concerning the matters under this contract generally. In particular, any conformation identified as "Proprietary" in nature by the disclosing party shall be kept strictly confidentiality by the receiving party and shall not be disclosed to any third party without the prior written consent of the original disclosing party. This clause shall apply to the sub-contractors, consultants, advisers or the employees engaged by a party with equal force.

II. "Restricted information" categories under Section 18 of the Atomic Energy Act 1962 and "Official Secrets" under Section 5 of the Official Secrets Act 1923. :-

Any contravention of the above-mentioned provisions by any contractor, sub-contractor, consultant adviser or the employees of a contractor will invite penal consequences under the aforesaid legislation


III. Prohibition against use of BARC's name without permission for publicity purposes. :-


The contractor or sub-contractor, consultant, adviser or the employees engaged by the contractor shall not use BARC's name for any publicity purpose through any public media like Press, T.V. or Internet without the prior written approval of BARC.

- Quotations are to be in printed letter head / quotation format which should consists of **GST registration no., PAN of the firm** etc. Quotations that are received in computer generated form will be considered as invalid & rejected.
- Sealed quotations must be forwarded by **Registered or Speed Post ONLY**. Quotations forwarded through any other routes will not be considered.
- Sealed quotations should be super scribed on the envelope with the "*Reference number and Due Date*" of this tender enquiry and should be addressed to and reached by **(21-02-2022 by 16.00 hrs.)**

**TO:**

Shri P.J. Patil,  
SA/E, Engg. Services & Automation Section,  
Atomic Fuels Division, Bhabha Atomic Research Centre,  
Trombay, Mumbai-400085.

  
 (P. J. Patil)  
 SA/E, ESAS, AFD

  
 (Sufendra Kumar)  
 Head, ESAS, AFD

(For & on behalf of The President of India)