



सत्यमेव जयते

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भारत सरकार
GOVERNMENT OF INDIA
भाभा परमाणु अनुसंधान केन्द्र
BHABHA ATOMIC RESEARCH CENTRE
प्रगत भारी पानी प्रभाग
ADVANCED HEAVY WATER REACTOR DIVISION

ट्रॉम्बे,
मुंबई - 400 085,
HALL No. 7,
TROMBAY,
MUMBAI - 400 085

Ref: AHWRD/PSN/MF/2022/ P37911

April 01, 2022

To,
All Parties Concerned

Sub: Minor Fabrication - Invitation to quote

Dear Sirs,

1. Sealed quotations are invited by undersigned for and on behalf of the President of India for the work as per the requirements given in Technical Specification (enclosed as Annexure-I).
2. The quotation must reach Head, Advanced Heavy Water Reactor Division, BARC Mumbai at given address on or before 15/04/2022 by 16.00 Hrs. The envelope should be superscribed "Minor Fabrication – Project Management work related to AHWR" and should indicate this office Ref. No. and due date of opening clearly. The envelope should be sealed.
3. The quotation should be sent by **speed post/registered post/ordinary post** through Indian Postal Services only. Address for sending quotation is as following:

Head, AHWRD,
Engineering Hall No.7,
Bhabha Atomic Research Centre
Trombay Mumbai 400085
(Kind attention: Shri P. Suryanarayana, AHWRD, Tel no. 25591531)

1. Scope of the work:

The scope of work involves data processing work related to Project Management in MS Excel. Reports have to be generated in MS Word and MS PowerPoint as per requirement. Hence, a thorough knowledge of MS Excel is required. The work also involves preparation of any documents in MS Word or PowerPoint or in spreadsheets as required by the client. Complete scope of work requires typing/ formatting /generating approximately 4500 A4 size sheets, coordination with different design groups/ engineers to acquire input for the work and also to get it reviewed by respective the corresponding group/ engineer.

The work is proposed to be carried out at BARC, Trombay and at AHWR-EDC, NRB Building, Anushakti Nagar as per Technical Specifications. Sitting arrangement of persons along with computers will be arranged by client to execute work at respective places.

2. Free Issue Materials:

No free issue materials for this work order.

3. Duration of work:

It is estimated that 6 months by 5 persons will be required to complete this work.

4. General Instructions:

- a) In this document, the agency/supplier on whom the work order will be placed is referred to as the "Supplier". The agency executing/issuing this work order will be referred to as the "Client".
- b) The bidders should quote the Lump-Sum basic price for the entire work. Taxes shall be quoted separately.**
- c) The bidder should confirm the items offered vis. a vis. the requirements specified. Any deviation from the requirements mentioned in this specification should be highlighted in the quotation.
- d) GST: Since the goods are to be supplied against the work order meant for research purpose of a research organization under DAE, Govt. of India, the applicable GST for such cases shall apply. These should be quoted separately.
- e) Place of work for persons will be BARC, Trombay, Mumbai-400085 and AHWR-EDC, NRB Building, Anushaktinagar, Mumbai - 400094.**
- f) The persons deputed by supplier shall have to maintain the area assigned to him for the work very clean and shall follow the instructions of Engineer in-charge from the client side in this regard. At end of each day, all material / papers shall be kept at safe storage place before leaving the workplace.
- g) In case any extension in the job completion period is required, the supplier has to write to the client, giving proper justification for the delay. The decision to approve the extension rests with the client. No extra cost will be paid to the supplier for this extension of time.
- h) With the offer, bidders should please furnish the detailed information regarding whether an ex-employee of BARC is working in your organization or whether any of your relatives is working in DAE/BARC or you are an ex-employee of DAE/BARC. In absence of such information or wrong information, the quotation or contract is likely to be rejected / cancelled.
- i) The offer shall be kept valid for a period of 60 days from the date of opening of the quotation.
- j) The client reserves the right to alter the quantity while placing the order.
- k) The client reserves the right to accept or reject any or all the quotations received without assigning any reasons whatsoever.

5. Commercial Terms:

- a) Payment will be made at the end of the completion of the full scope of work.
- b) Release of advance or interim payment cannot be considered.
- c) Payment will be made by ECS after satisfactory completion of the work as per Government rules.
- d) At the time of settlement of claims, the Supplier has to submit bills/ Invoice in triplicate, advanced stamped receipt, work completion certificate from the Client and Bank Details of the supplier to the Client.
- e) In the event that the full scope of supply has not been completed by the Supplier for any reason, on the expiry of the term of contract, the payment shall be made on a pro-rata basis for the work carried out for fully completed, reviewed and accepted documents only. Payment will not be made for work which has not been fully completed or found unacceptable by the client.
- f) Income tax @ 2% and applicable surcharge will be deducted from your bill. TDS certificate to that effect will be issued by BARC, if so desired.
- g) Bidder should note that BARC is final consumer of the goods/services procured and does not intend to make any outward supply. BARC will not avail the benefits of input tax credit and hence, the good can be supplied without quoting the GSTIN of BARC, Mumbai on invoice. The invoices taxed under GST, as per rates applicable under the GST schedule of rates, will be admitted for payment.

- h) GSTN Invoice: The invoice raised by the registered supplier of taxable goods/services along with other details specifically indicating: GSTN, PAN, Location of supply, tax component to be separately indicated.
- i) An undertaking shall be furnished by the registered supplier that the GST has been promptly deposited with the authorities.
- j) Recovery of TDS @ 1% on GST in case of payment of invoices for supply under contract exceeding Rs.2.50 Lakhs.

6. Option:

After the placement of the work-order, the Client reserves the right to terminate the contract by giving a notice of one month and without any financial obligation on the part of the client. In the event of cancellation of the contract for any reason, the payment for work carried out will be on the basis of work that has been fully completed. Payment will not be made for work which has not been fully completed and found un-acceptable after review by the client.

7. Confidentiality:

- a) No party shall disclose any information to any third party concerning the matters under this contract generally. In particular, any information identified as proprietary in nature by the disclosing party shall be kept strictly confidential 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 the party with equal force.
- b) Restricted information categories under section 18 of the Atomic Energy Act, 1962 and "Official Secrets" under section 5 of the official secret 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.
- c) 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, radio, T.V. or Internet without prior approval of BARC.

8. Intellectual Property & Copyright:

All work covered in the scope of supply, shall remain as an intellectual property of the client. The supplier shall not make any claim for copyright or intellectual property right at any point of time.

9. Safety:

- a) All the persons deployed by the supplier at site shall be physically and mentally fit.
- b) All applicable industrial & safety precautions shall be taken by the supplier in respect of their personnel working at site.
- c) Above work calls for adherence to safe work practice. BARC shall not be responsible for any damage, injury, death etc. of any supplier's personnel under any circumstances. No compensation claim shall be admitted in this regard.
- d) Refer clause related to "Industrial safety and Hygiene" in Technical specification.

10. Security Instructions:

- a) The bidder should note that entry inside BARC is restricted and it is compulsory for supplier to get police clearance (*as prescribed by security section of BARC*) for all his staff who will be entering the work premises.
- b) The supplier has to follow strictly the security regulations prevailing in BARC from time to time especially in regard to working hours, movement of materials and entry permits.

- c) Mobile phones, CD, Pen drive, Laptop, camera or any other type of electronic devices are not allowed to take inside the BARC premises.
- d) Vetting of the firm will be carried out by the security section of BARC.
- e) Identity cards for the supplier and supplier's persons (employees / consultants) will be issued after verification of their antecedents.
- f) It will be the responsibility of the supplier to produce police verification certificate (from commissioner's office) for his persons before seeking permission to commence any work inside BARC premises.
- g) Police verification certificate submitted with respect to an individual will be treated valid only for one year from the date of issue and on expiry of one-year period, a fresh police verification certificate will have to be arranged by the Supplier. Entry of personnel without a valid PVC is not permissible.
- h) Local address (Mumbai) is required for preparation of photo identity cards at BARC.
- i) For working on weekends and late hours even though permission will be accorded by Engineer-In-Charge of the Client, the supplier will have to make application to the BARC security also and keep them informed well in advance.
- j) The work can be carried out on all working days (Monday to Friday) between 9.00 hrs to 18.00 hrs excluding Govt. declared holidays.

11. Enclosures:

- 1) Annexure-I: Technical Specifications

Sd/-
(N. K. Maheshwari)
Head, AHWRD

Technical Specifications

1. Scope of work:

The scope of work involves data processing work related to Project Management in MS Excel. The reports have to be generated in MS Word and MS Power Point as per the requirement. Hence, a thorough knowledge of MS Excel is required. The work also involves preparation of any documents in MS Word or Power Point or in spreadsheets as required by the client. The complete scope of work requires typing / formatting / generating approximately 4500 A4 size sheets and coordination with different design groups / engineers to acquire input for the work and also to get it reviewed by respective the corresponding group / engineer. It is estimated that around 6 months by 5 persons will be required to complete this work.

The work is proposed to be carried out at BARC, Trombay and at AHWR-EDC, NRB Building, Anushakti Nagar. Sitting arrangement of the persons along with computers will be arranged by client to execute the work at respective places.

2. Terms Used:

In this document, the agency / supplier on whom the work order will be placed is referred to as the "Supplier". The agency executing / issuing this work order will be referred to as the "Client".

3. General guidelines for Project Management work:

- a. The personnel deputed by Supplier for this work are expected to make the required documents / reports / etc., using suitable computer software in consultation with the clients identified personnel as per the inputs provided.
- b. The personnel deputed by Supplier shall be well trained in MS office and a thorough knowledge of MS Excel is a must and shall have at least two years of prior experience with these softwares.
- c. The data processing related to project management and reporting in word documents or in power points have to be prepared by the supplier's personnel based on inputs provided by the Client. These inputs could be in the form of digital format, handwritten reports or any other form depending on availability.
- d. The documents / reports / data sheets etc., prepared by the supplier's personnel shall be subjected to review by the client. After each stage of review, the client will provide the supplier's personnel with their review comments marked on the hard-copy / soft copy of the document. The comments, suggestions, modifications etc., marked by the client will have to be incorporated by the supplier's personnel in the respective set of documents before they are submitted for the next stage of review. Total three stages of review will be carried out the by the client before treating the document set as final.
- e. Before submitting the documents / reports etc., for review, the Supplier's personnel shall perform self-review the same for any error, mismatch w.r.t. inputs provided to them.
- f. Draft print of the document for review shall be arranged by the supplier personnel.
- g. The client will provide the review comments within 5 working days of receiving the document for review.
- h. The final reviewed document shall be printed and submitted to the client. Binding of the document shall be done if required.

4. Place of work & Infrastructure Provided:

- a. All work covered in the scope of supply, is to be carried out at the client's premises at BARC, Trombay, Mumbai-400085 and AHWR-EDC, NRB Building, Anushakti Nagar, Mumbai. The Supplier will not be permitted to take the work (in any form) out of the client's premises.
- b. The Client will arrange for necessary hardware (PC, printer) & software for carrying out the job. The

Supplier will not be permitted to bring any hardware or software into the client's premises.

- c. The Client will arrange seating arrangement for the personnel.
- d. The Supplier's personnel will be provided infrastructure for printing and binding of the documents.
- e. Canteen facility is available at the Clients premises. The supplier's personnel may avail this facility on payment basis.
- f. Private transport is not allowed within the Client's premises. Bus-Shuttle services are available as a part of the Client's infrastructure for transport from the BARC entry Gate to the Clients work premises, free of cost to the Supplier.
- g. Mobiles, Cameras, Lap-Tops, Tablets, USB-Drives, tools, CD etc. are not allowed to be carried into the Clients premises. Locker/Deposit facility is not available at the gate and hence, such items are not to be carried by the Supplier's personnel.
- h. The Supplier's Personnel will be issued a pass to enter a specified set of the client's buildings. These personnel should not loiter around within the campus of the client.
- i. Email, SMS & Internet facility will not be accessible to the Supplier's personnel.
- j. Inter-com facility available at sitting place of Supplier's personnel can be used to contact the designated coordinators of the client within the Campus.
- k. External (Mumbai) telephone calls may be arranged for the Supplier's personnel through the coordinators of the client to address work or emergency related issues.

5. Work Requirements:

- a. The Supplier shall deploy qualified personnel having around 2+ years of work experience of related work.
- b. In case the Supplier's personnel are found unsuitable by the client for the assigned job, the supplier shall provide a replacement acceptable to the client within one week from the date of written communication issued by the client to the supplier. The resulting loss of time, if any, will be on the Supplier at no cost to the client.
- c. The Supplier's personnel will work on BARC's working days (Monday to Friday excluding BARC declared Holidays) from 09:00 AM to 6:00 PM. Modification in working hours & working days will be in scope of the client.
- d. The work order to supplier is placed on continuous engagement basis hence the supplier's personnel shall report to designated place of work on all working days of BARC. Not more than two days of absent / leave per month will be allowed. Prior intimation about absent / leave shall be given to the client's representative. Any leave / absent longer than this will call for replacement / substitution of the client personnel.
- e. All personnel of the supplier who will work at the client's premises, should necessarily have identity documents issued by the supplier, valid identity documents like Aadhar-Card, PAN Card etc. & Police Verification Certificate. All necessary documents required by BARC Security, including the foregoing need to be arranged by the Supplier at no expense to the client.

6. Vendor Qualification & Technical Demonstration:

- a. At the time of bid-evaluation, the offers received will be technically evaluated on the basis of the technical merit of the team proposed by the bidder / supplier to be deployed for this work.
- b. A one-hour trade test will be arranged by the client at their premises with necessary resources at Anushakti Nagar, Mumbai-40094 as a part of this Technical evaluation.
- c. The vendor shall arrange the availability of their proposed personnel for this test at no cost to the client.
- d. As a part of this exercise, a typical set of input documents will be shared by the client with the vendor's team. This will be discussed & explained to the Vendors team. During this time, the vendors' personnel

will be introduced to the hardware & software to be used. In the next one hours, the personnel of the Vendor will have to create the necessary sheets / documents. The work output shall be rated based on its quality, quantity and adherence to instructions.

- e. The personnel of the Vendor are expected to be trained in these respective softwares used.
- f. These qualifying personnel alone will be considered for executing the final work. If a vendor wants to replace such a qualified-personnel with a new one, at any stage, these personnel will first have to quality the trade test. The loss of man-days due to such an effort after the order is placed, will rest on the supplier.
- g. At the time of their offer/bid submission, the bidders must submit a list of work-orders executed by them in the past 2 years, similar to the present scope of supply. They should also list the value of such orders, the name and contact details of the relevant parties. The Bidders should have no reservations if the client will contact these parties for the vendor feedback.
- h. In case bidder / supplier not able to meet these requirements, their offer will be considered technically rejected.

7. Material used:

All materials required for the scope of work will be issued by the client.

8. Industrial Safety & Hygiene

The personnel shall follow safe industrial safety & hygiene practices during this work and keep the work area neat and clean. Adherence to these responsibilities lies with the supplier.

9. Substitution / Replacement of Personnel

Suppliers may please note that only those personnel who are approved during the Technical Evaluation stage will be allowed to be finally placed for work. If the supplier's personnel are not available for any longer period, the supplier has to arrange a replacement personnel who shall have to pass the trade test and the security requirements of the client.

10. Insurance of personnel

The supplier shall ensure that their personnel are covered by industrial, health safety and accident insurance cover applicable for such work. The client shall not be responsible for any incidents arising during the work which may have implications on the personnel on the aforementioned accounts. No compensation in any case will be paid to the supplier or their personnel.

11. Security clearance of Personnel

All the personnel proposed to be placed by the supplier for the work will require to meet the security requirement of the client. These personnel are necessarily required to have a PVC, proof of identity etc. Acquiring the necessary clearance from the client's security agency shall rest with the supplier.

12. Security clearance of Supplier

The supply agency if not already vetted by the client's security agency will need to be cleared. The supply agency will be required to apply and arrange the same at their own behest.

13. Start of Work

Once the supplier is awarded the work order, it may take 1 to 3 months for getting the necessary security clearance and issue of entry permits. The supplier should note that the period of work shall start from the

day all the personnel have acquired the entry permit from the Client's security agency and have started joining the work.

If the supplier is unable to obtain the necessary clearances from the security agencies due to reasons attributed to the supplier within a period of 3 months from the date of placement of the work order, the Client may cancel the work order without any reason and without any liability to the Client.

14. Daily Work Assignment

The personnel of the supplier shall report daily to the identified representative of the client (Officer-In-Charge) who shall assign the work to these personnel. After completion of the assigned work the personnel shall report back to the identified Office-In-Charge for further directive.

15. General Requirements:

It is the discretion of the Client to allot work to the personnel in any of the offices in BARC, Trombay and AHWR-EDC (NRB) in Anushakti Nagar depending upon the need. The personnel, depending on the need will have to shuttle AHWR-EDC in Anushakti Nagar to BARC, Trombay premise or vice versa for executing the jobs. The personnel shall strictly adhere to the code of conduct of BARC and behave accordingly as responsible and shall work with discipline.

16. Delivery:

All documents covered in the scope of supply prepared by the Supplier's personnel shall be delivered to the Client as softcopies and in the form of hard bound report if asked by the client. Hard copies/ soft copies as required by the client for review at any intermediate stage of preparation of documents/ reports/ data sheets shall be arranged by the Supplier's personnel. The material and infrastructure for printing and binding of the reports will be provided by the client at free of cost.