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Notice Inviting Tender

Tender No.: TMPL INST FTS-001

Name of Works & Plant: File Tracking System at Uranium Ore Processing Plant, Tummalapalle.

Nature of Tender: Two Part Tender

1. Earnest Money Deposit : Rs 4000/- (Rupees Four Thousand only)
2. Cost of Tender : Rs.500/- (Rupees Five Hundred only)
3. Issue Date of Tender Document : 15-05-2017
4. Close of Sale of Tender : 30-05-2017
5. Last date of receiving of completed Tender : 02-06-2017 at 5.00 PM
6. Tender Opening Date : 03-06-2017 at 3.30 PM

Tender document can be obtained from the Office of the Addl. Manager (Personnel), UCIL, Tummalapalle Processing Plant, Mill Division, P.O. – Mabbuchintlapalli, Vemula (Mandal), Kadapa, Distt.: YSR, Andhra Pradesh, Pin – 516349 on payment of cost of the Tender document fixed thereon (non-refundable) in cash or Bank Draft in favor of Uranium Corporation of India Limited, payable at State Bank Of India, Pulivendula Branch, Code No. 0989. The Tender Documents shall be available on all working days except Sundays and Holidays as per timing specified below.

Monday to Saturday : From 8.00 AM To 12.00 Noon and 03.00 PM To 5.00 PM

Alternatively, the tender documents may be downloaded from our website- www.ucil.gov.in. In such a case, the tender document fee and other documents as prescribed above should be enclose the same in the envelope containing technical proposal bid document.

The tenders are to be submitted in Single parts i.e. Part-IA, Technical & Commercial Terms & Conditions and Part-IB, Price proposal, to the Addl. Manager (Personnel), Uranium Corporation of India Limited, Tummalapalle Processing Plant, Mill Division, P.O. – Mabbuchintlapalli, Vemula (Mandal), Kadapa, Distt.: YSR, Andhra Pradesh, Pin – 516349 reach him on or before the date & time fixed for receiving the bid. Telex, telegraphic or email bids will not be entertained. The sealed outer cover
should contain two envelopes each sealed and marked with NIT no. closing date and
general description of work tendered for and type of bid. One sealed envelope should
contain technical proposal and commercial terms and conditions and the other sealed
envelope price proposal; both envelopes should be enclosed in an outer sealed cover
which should be super-scribed with NIT No. and general description of the work quoted
for.

Tenders (only the Technical Proposal) will be opened on due date as mentioned above
by the Corporation's authorized representative (s) in the presence of Tenderers who are
present.

Tenders received without earnest money are likely to be rejected. Tenderer shall
enclose the Draft/ Bank Guarantee of the public sector Banks for the Earnest
Money in separate envelope and shall enclose the same in the envelope
containing technical proposal.

The Corporation reserves the right to accept or reject any or all tenders either in full or
part thereof or to split up the work or regroup the packages among more than one
contractors if necessary without assigning any reasons whatsoever. Purchase
preference shall be applicable as per Govt. of India directives.

for Chairman & Managing Director
Uranium Corporation of India Limited
PRE-QUALIFICATION CRITERIA OF THE TENDER

1. The firm should have minimum 5 years experience in Development and maintenance of software applications.

2. The firm should have experience in handling minimum 3 to 5 projects in Government Departments and reference work orders need to be provided.

3. Provide at least 2 clients references for which File Tracking System application developed & Implemented.

4. Bidder has to submit the Tender fee and EMD as mentioned.

GENERAL INFORMATION AND GUIDANCE FOR CONTRACTOR

The information given below is only for the Tenderer’s general guidance and shall not relieve him of the responsibility for fully detailed first hand site investigations of his own before tendering:

1. Since it is two part tender, the bidder has to fulfill the Pre-Qualification Criteria. Upon fulfillment of Pre-Qualification Criteria, then only the price part will be opened else it will be rejected.

2. The bidder has to send separate covers mentioning on cover that Technical Evaluation & Price Part.

3. Rates: The tenderers are required to quote the rates against all items of the schedule of quantities in words and figures clearly in Duplicate (One copy shall necessarily be Xerox/carbon copy of the original). Failure to submit in duplicate, the tender shall be treated as incomplete.

4. If any clarifications regarding specifications, conditions of contract etc. or schedule of quantities is required, the same can be obtained by the Tenderer from the Uranium Corporation of India Limited.

5. In the event of the tender being submitted by a firm (Partnership) it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing him, to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the India Partnership Act.
6. Receipts for payments on account of a work when executed by a firm (Partnership) must also be signed by the several partners except where the contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners, or by some other persons having authority to give effectual receipts for the firm.

7. **Payment terms**: 50% Payment will be released after completion and handover of the project. The performance of the system will be checked for 1 month. The balance 50% will be released after checking the performance of one month.

8. **EMD**: Rs 4000/- (Rs Four Thousand only) either in cash or Bank Draft, in favor of Uranium Corporation of India Limited, payable at State Bank Of India, Pulivendula Branch, Code No. 0989 shall be submitted along with offer.

9. The Earnest Money will be refunded to unsuccessful tenderers within a reasonable time without any interest. The Earnest Money deposited by the successful tenderer will be retained towards the security deposit for the due fulfillment of the contract but shall be forfeited if the contractor fails to deposit the requisite security money, execute the agreement/or start the work within reasonable time (to be determined by the Corporation after written acceptance of his tender).

10. Upon acceptance of tender, the successful tenderer shall have to deposit an amount towards security deposit with in ten days of written acceptance of work order. Total amount of security deposit shall be limited to 10% of the awarded value of work. Five percent (ie 5% of the awarded value) of this amount shall have to be deposited as initial security deposit at the time of execution of agreement including the amount deposited as earnest money. In addition to the above, further amounts to extent of 5% of the cost of the work will be deducted from the running monthly bills by way of percentage deductions, such percentage deduction shall be at 10% of the running bills till the full amount of security deposit is released/retained by the Corporation.

11. If after the tender has been accepted, the tenderer fails to pay the security deposit as specified above, after written notice to him of such acceptance, the sum deposited by him as Earnest Money may be forfeited. The tenderer shall be not allowed to increase/withdraw his tender within two months from the date of opening of the tender and if he does so the Earnest Money deposit may be forfeited.

12. The officer inviting tenders shall have the right to reject all or any of the tenders, and will not be bound to accept the lowest.
13. The memorandum, the form of tender and the schedule of materials to be supplied by the Corporation at their issue rates should be filled and completed in the office of the Corporation before the Tender Form is issued. If a form is issued to an intending tenderer without having been so filled in, an complete he shall request Corporation to have this done before he complete and delivers his tender.

14. The contractor must have service tax number and the same shall be provided.

15. The tender form must be filled in English and all entries must be made by hand written in ink. All the rates must be filled both in words and figures. If any of the documents is missing or unsigned the tender will be considered invalid. All erasures and alternations made while filling the tender must be attested by dated initials of the tenderer. Over writing of figures is not permitted to comply with any of these conditions will render the tender invalid. No advice of any change in rate or conditions after the opening of the tender will be entertained.
TECHNICAL SPECIFICATIONS

Scope of Work:

- Creation of new File using barcode stickers.
- Generation of Acknowledgement on File Creation.
- Provision to outward the file to concern officer.
- Provision to inward the file by the concern officer.
- Provision to outward / inward the files multiple times till the file closes.
- Provision to merge the existing files.
- Provision to link the existing files.
- Provision to close the file and capturing the file placed details like in which rack the file is stored.
- Provision to reopen the file if required.
- Provision to create Unlimited Users.
- Advanced Search page for searching the files.
- Generation of Reports.
- Generation of Dashboards.
- Hosting of the Application in licensed servers.
- Maintenance and support for one year during Implementation through Helpdesk / Mail / Phone.
- Providing User Manuals.
- Training to Staff.
GENERAL CONDITIONS OF CONTRACT

1. **Nature of Tender**: Two Part

2. **Commencement of work**: Work will commence within one week from the date of issue of work order. Contractor will report to the Engineer In charge, UCIL immediately on receipt of work order for further instructions for carrying out the job. A letter duly signed under contractor’s official seal as a token of acceptance of all terms & conditions of work order must reach in the office within two days of receipt of the order. The work order no. & date as well as name of work must be quoted in all correspondences.

3. **Work Measurement & Inspection / Work Instructions**: It is to be done jointly as per schedule of items & scope of work, etc. by the Engineer-In-charge, UCIL and the Contractor. The measurement thus taken will be final and acceptable to both parties. Time to time detailed work instructions will be given by the Engineer-in-charge, UCIL.

4. **Jurisdiction / Dispute**: Any action / dispute arisen out of or from this work order shall be subject to the jurisdiction of court of law at Kadapa only, irrespective of anything to the contrary mentioned in the tender / quotation. Any statutory obligation has to be made by the contractor. Tenderer will extend all help.

5. **Force Majeure**: In case of closure / breakdown / strike / lockout or any other causes beyond control of the corporation preventing normal operation, the corporation shall be at liberty to extend the time for completion or cancel the order without any financial liability whatsoever.

6. **Safety Rules & Regulations for contractor’s employees**: UCIL’s Safety Rules & Regulations for contractor’s employees will be complied strictly during the execution of various works at site. **Contractor shall ensure the use of safety appliances during the work at site.** Contractor will take full safety measures and arrange the necessary safety gadgets / appliances, tools & tackles, helmet, gumboot, safety belt, shock proof shoe, safety suit / uniform, goggles, gloves, apron, ladders, bamboos, rope, machineries, scaffolding, etc required for the work by their own so as to ensure that no damage, loss or injury to corporation’s personnel, contractors’ personnel, third party or equipment are caused due to the work being carried out by contractor. **UCIL shall not provide any safety appliances and tools & tackle under any circumstances.** Contractor has to follow the Safety Rules & Regulations as per Indian Electricity Rules to do the electrical works. Contractor must report in writing (duplicate) to the Engineer-In-charge or Safety Officer (Mill) - UCIL immediately on becoming aware of any accident at their site.

7. **Safe Transportation / Storage of Materials**: Contractor will have to make their own arrangement for to and fro transportation of men, material and machine,
etc. including loading and unloading at their own expense under this contract. Contractor will also be responsible for safe keeping of materials at their own cost issued by UCIL either free of cost or chargeable basis. The contractor shall be provided space to keep their spares required to execute the contract. Contractor will provide and maintain a register and duplicate / triplicate books also at his own cost to maintain the material issue to them as per direction of engineer in charge. Tenderer will transport all material from UCIL – Stores / Godown to contractor's work site in safe custody.

8. **Price Escalation**: No escalation on any account shall be payable and price quoted shall be firm till completion of the work under this contract. *Offers with price variation clause will be out rightly rejected.*

9. **Insurance**: The contractor shall ensure & maintain insurance against his liability for accident or injury to workmen or machineries used for the work and shall submit two copies of the policy & receipts of premiums paid or satisfactory evidence of insurance coverage at their own cost valid for whole working / contract period at a time for all the persons to be engaged to the Engineer Incharge, UCIL before the commencement of work. Contractor shall also submit the proof of the renewal of the same policy at least two days before the expiry date of the previous policy to the Engineer Incharge-UCIL. The contractor will not be allowed to carry out any activity without necessary insurance coverage (mentioning working height depend upon the job requirements and as per insurance rules) of their persons. Insurance policy shall also indemnify UCIL against any claim raised by the injured / affected workmen or his family.

10. **Temporary work closure**: - If the work site is required to be suspended for some days / period because of any reason, contractor may close the site temporarily under written intimation *in triplicate* to the Engineer–Incharge, UCIL. During the above period, the contractor will be in touch with the Engineer Incharge- UCIL for further instructions, if any. No extra claim against any idling of contractor’s site crew / staff & machineries, etc. will be entertained.

11. **Material(s) Supply by UCIL and Contractor**: - The Corporation will not provide any accommodation, tools and tackles, men, material, machineries, transport, etc. for this work. *No facility / supply other than mentioned in special conditions, scope of work and schedule of items will be provided by UCIL as free or on chargeable basis. If Any other materials / facilities that are not covered under this tender but are required to complete the work, will have to be arranged by the contractor / party at their own expense. No extra claim shall be entertained against the materials that are not covered under this contract. But* contractor shall submit free samples (materials) for approval, if required and materials approved by the Engineer Incharge, UCIL shall only be used. UCIL reserves the right to reject goods which are not as per specification and in case of rejection contractor shall have to replace material free of cost. Any
deviation from the tender shall be clearly mentioned in the Part-I (Techno Commercial Bid & EMD) under the heading “Deviation”.

12. **Contract Agreement**: Contract Agreement should be executed in prescribed format on a non-judicial stamped paper before commencement of work within one week from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.

13. **Submission and Opening of Tender**: Tender / quotation / bid shall be submitted in a manner asked strictly in accordance with the tender terms & conditions laid down in the Enquiry / Tender document giving full details necessary for assessing their offer. Contractor shall sign and stamp on each pages of this tender document. Canvassing in any form is strictly prohibited and disqualify the tenderer for the tender submitted for. Tenders will be rejected, if sealed tender envelopes are not super scribed on the top as per instructions given. Tenders will not be received after due date and time. Tenders will not be accepted by Fax. Tenders submitted without earnest money deposit will be summarily rejected. If any of the date under this contract is declared holiday, the event scheduled on that day will be automatically shifted on the next working days.

Sealed tenders / quotations in duplicate should be submitted in two parts as given below (or as mentioned in our enquiry letter) to the Competent Authority-UCIL. The above envelopes shall be super scribed on the top as Techno Commercial Bid and E.M.D. and Price Bid respectively with NIT / Enquiry No. & Date / full name of the work / Tender Opening Date / Name & Address of the tenderer.

*a. Techno Commercial Bid and E.M.D* envelope shall contain papers

- Tenderer’s covering letter in duplicate, scope of work, special conditions.
- General conditions of contract.
- Statement / zerox copies regarding previous three years experience and present status mentioning the value of work in detail, list of tools & tackles, technical personnel, transports and other equipments,.
- Balance sheet, income tax clearance certificate copy for last three financial years, if any and any other documents as deemed necessary (duly signed and stamped on each page).

&

*b. Price Bid* envelope shall contain papers of duly signed and stamped price / rate proposal only in Triplicate along with tenderer’s covering letter in Triplicate.
Finally both envelope shall be inserted into a third cover. And this third envelop shall also be sealed and properly superscribed as Name of the work on the top with Tender/Enquiry Number & Date / Tender Opening Date/ Name and Address of the Tenderer, etc. The tenders after receipt shall be opened on the stipulated date and time by the Chairman and Managing Director or his representative in presence of the intending bidders.

14. **Visit of Site and Locality prior to quote rate(s)**: Before submission of tender, the tenderers are advised to make themselves fully conversant with the SCHEDULE OF ITEMS, SCOPE OF WORK, SPECIAL CONDITIONS, GENERAL CONDITIONS OF CONTRACT (ANNEXURE-A), if any. They are also advised to physically visit the site to understand the site working conditions, nature of jobs prior to quote for the same. Also requested to inspect the site and equipments covered under present tender etc.

15. **Rate(s) in figures and words**: The tenderer should mention their price / item rates in figures as well as in words. In case of any dispute / ambiguity, the price / rate mentioned in words shall be considered as final. Insertions, postscripts, additions and alterations shall not be recognised unless confirmed by the tenderer's signature. **Tenderer shall be submitted schedule of items(s) and rate(s) in triplicate duly signed and stamped on each page.**

16. **Tax & Duties**: The quoted rate should be inclusive of all taxes and duties including service tax, if applicable. And imposition of any new taxes / duties by the State Govt. or Central Govt. during the contract execution period will also be paid by the contractor. Hence, no other taxes, duties and royalty, etc. would be paid extra.

17. **Variation in Quantity of items**: The quantity mentioned under the “schedule of item(s)” of this tender is tentative. The actual quantity may vary from that indicated in the tender document due to actual conditions of the site or due to other reasons. The contractor shall carry out all additional work upto the total variation of ± 10 % of the awarded value. The other terms & conditions and rates shall remain firm within this limit.

18. **Validity**: The offer should remain valid for a minimum period of three months from the date of opening of the final price part. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does so the earnest money deposit and security deposit may be forfeited.

19. **Indemnity**: Contractor will fully indemnify the corporation against all responsibility and whatsoever arising out of accident / injury to contractor's workmen, third party or to corporations’ personnel and properties.

20. **Documents not transferable**: Tender documents are not transferable. These tender documents are the property of corporation. Contractor shall keep one copy of the documents at the site in good order and same shall be available for inspection and use by the Engineer Incharge, his representative or by other
inspecting officer. None of these documents shall be used by the contractor for any purpose other than that of this contract.

21. **Award of Contract** :- The Corporation reserves the right to accept or reject any or all tender either in full or part or to split up the work, if necessary, without assigning any reasons therefore.

22. **Medical facilities** :- The contractor shall be fully responsible for any first aid / emergency treatment or serious medical treatment to his employees. UCIL will provide medical facilities on chargeable basis to contractor’s employees.

23. **Security Rules & Regulations and Entry Passes** :- The contractor will have to submit the details of the persons to be employed for this work within two days of award of work. **The contractor will be allowed to start the work only after submission of the details in prescribed verification forms (in duplicate) along with four nos. passport size photograph for each labourer separately to the Competent Authority, UCIL.** Contractor will make necessary Entry Passes from concerned officials of SPF Unit, UCIL sufficiently in advance. Contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by UCIL time to time. Entry to the works premises is strictly restricted and only bonafide pass (permission) holders are allowed.

24. **Labour Acts & Rules** :-

The contractor shall (in respect of labourers employed by him) strictly comply with provisions of the following Act & Rules made there under in regard to all matters provided therein or any modifications thereof or any other law relating thereto from time to time.

i) **Workmen Compensation Act-1923**,  
ii) **Payment of wages Act-1936**  
iii) **Employees Liability Act,1938**  
iv) **Industrial Dispute Act,1947**  
v) **Minimum Wages Act,1948**  
vi) **Employees State Insurance Act,1948**  
vii) **Mines Act, 1952**  
viii) **EPF & MP Act, 1952**  
ix) **Maternity Benefit Act,1961**  
x) **Contract Labour (Regulations & Abolition) Act, 1970**  
xi) **All statutory provisions of Atomic Energy Regulatory Board**
## Annexure - B

**PRICE FORMAT**

### File Tracking System Estimation

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<td>Hosting of MIS with 2GB space with 50 MBPS bandwidth for one year</td>
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<td>Maintenance and support for one year</td>
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