

Sub: Housekeeping Services-Tender Notice

Joint Electricity Regulatory Commission (JERC) is a statutory Body constituted by Government of India, invites application from interested firms in sealed envelope for housekeeping services in the office of the Commission, as detailed under:-

1. Cleaning whole office floors (approx. 9000 sq. ft. premises) including toilets, washrooms, staircases, lobbies and terraces.
2. Cleaning windows & glasses from inside and outside
3. Cleaning of furniture's such as tables, chairs, sofas, carpets, computers, printers, fax Machines etc.
4. Cleaning of fans and tube lights etc.
5. Providing clean towels, tissue papers, liquid soaps, and all connected material in all toilets.
6. The firms shall have to provide a copy of Contract Labour License under Section-12 of Contract Labour (Regulation and Abolition) Act, 1970 along with their Tenders.
7. Material required for proper cleaning will have to be provided by the firms.
8. At least two persons must be provided as housekeeping staffs. Who should be physically fit and their medical fitness Certificate be furnished.
9. The housekeeping staffs should be in proper uniform
10. The detailed breakup of salary payable to the housekeeping staffs showing the service charges, Insurance, Employees Provident funds should be furnished.
11. The payment will be paid on production of bill after the completion of month on rendering satisfactory services.
12. The proposed Contract shall be valid for a period on One year which is extendable / curtail able
13. The firm shall be responsible for discipline, payment of salary and other statutory dues of the personnel deployed by the firm to the Commission.
14. In case of non-payment of genuine dues by due date i. e. 7th of every month, the Commission shall pay from its own and will recover from the bills of the firm.
15. Any dispute arising in relation to this agreement shall be referred to arbitration as per Indian Arbitration Act, 1996 and the Secretary, JERC or his Nominee shall Act as sole arbitrator and his award will be final binding on the both parties.
16. The firm will be responsible for overall Control and supervision of its Staff.
17. The firm shall be responsible for any loss, damages to property of the Commission and the firm shall make good such loss. However, the Commission shall not be responsible for any loss caused to the properties of the Commission for reason such as natural calamities, robberies, earthquakes due to force majeure etc. or not directly attributable to the firm's personal.
18. The firm shall be responsible for any contingency happens to the staff of the firm while performing official duty.
19. The firm shall provide Housekeeping service 8 hours per day (5 days a week) However, if required housekeeper would be called on Saturday / Sunday also to the JERC, 2nd floor, Vanijya Nikunj, udyog vihar phase-v, Gurgaon.

20. The firm will be responsible for discipline, salaries and other statutory dues of the personnel deployed by firm to the JERC. However, the personnel of the JERC shall not, under any circumstances be deemed employees of the JERC and shall not claim from the JERC or anything arising out of their normal employment /duty under the present agreement.
21. Personnel of the firm shall not be prompted to join any union/mix up with the staff of the JERC for unwarranted/undesirable activities.
22. Interested firms may send their bids to Secretary, JERC, giving full details of their terms and Condition including experience latest by 27/12/2013, till 03:00 PM and bids will be opened at 3:30 PM on the same day. The firms may send their representative to Commission's Office at the time of opening the bids.

Yours faithfully



Rajeev Amit
Secretary, JERC