



JOINT ELECTRICITY REGULATORY COMMISSION
(FOR STATE OF GOA & UNION TERRITORIES)

2nd Floor, HSIIDC Office Complex, Vanijya Nikunj Complex, Udyog Vihar,
Phase-V, Gurgaon – 122016, Haryana

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Ref. No. 1/7/2016-JERC

Dated: 09.11.2016

Tender Notice for Supply of Manpower

Joint Electricity Regulatory Commission (for the State of Goa and Union Territories), a statutory body under the Ministry of Power, intends to invite sealed quotations (two bid system i.e. Technical Bid and Financial Bid) from suitable Manpower Supplying Agencies for supply of workforce for different positions at its Head-quarters at Gurgaon. The detailed terms and conditions may be downloaded by the interested parties, from the Commission's website www.jercuts.gov.in The Tenders are required to be submitted in the prescribed format / (s) in sealed separate envelopes superscripted as "Technical Bid" and "Financial Bid" as follows:-

Earnest Money Deposit (EMD) (Non-Interest Bearing)	Rs. 50,000/- (Rupees Fifty Thousand only) to be submitted along with the Technical Bid in the form of Demand Draft only.
Last date and time for submission of Tenders	30.11.2016 up to 14.00 hrs.
Date & Time of Tender Opening (Technical bids)	30.11.2016 at 15.00 hrs.
Opening of Financial Bid of Technically Qualified Bidder	02.12.2016 at 15.30 hrs.
Bids shall be addressed and sent to:	The Secretary Joint Electricity Regulatory Commission (For the State of Goa and UTs) 2 nd Floor, HSIIDC Office Complex Udyog Vihar Phase-v, Gurgaon-122016

The Technical Bids shall be opened by the Committee Members of the Commission on 30/11/2016 at 15:00 PM in the presence of the Firms representatives. The Financial Bid shall be opened in respect of only those firms who qualified the technical evaluation criteria.

Scope of Work

The Agency / Firm / Company shall provide Manpower at JERC for Goa and UTs by deploying adequately trained and well-disciplined personnel having fair command on Hindi & English as per the details given below:

Eligibility Conditions And Qualification

The Designation/ Number of Posts/Educational Qualification/Experience/Minimum Consolidated Remuneration/ Job Description etc. as given in the table are indicative only. These may be amended/ changed by JERC as per requirement.

A.

Sl. No	Designation	Approximate Required Number	Educational Qualification	Nature of Job
1	Office Assistant	07	Graduate in any discipline, Minimum 2 years experience in relevant job. (Good Knowledge of Computers (MS Office, Word, Excel.)	Maintenance of files in the prescribed manner- File Register typing work- Dispatch & Diary Work- Office records- placing of PUC's, docketing them etc. Scrutiny of cases & noting and drafting of the files to facilitate the officer to take a decision. Up- to-date maintenance of various rules /orders
2	Office Attendant	05	10 th Pass Experience in relevant field knowledge of photo-copying, fax operation etc	Opening and Closing of the office. Will be on duty half an hour before the working hours of the office and leave half an hour after office hours. Will look-after of distribution of office dak & files of general nature among the officers/sections. Will do such other duties as may be allowed to him by the responsible personnel/officers.

ELIGIBILITY CRITERIA

Sealed tenders are invited under **Two Bid** system (Part-1: Technical Bid and Part-II: Financial Bid) from approved and registered Manpower Supply Agencies meeting the following criteria:-

1. The bidders should have above 12 years experience in the area of supply of Manpower (workforce for different positions / category) contracts with central Government departments / State Government Departments / PSUs / Autonomous Organizations etc. Copies of the work orders and satisfactory performance report from such organizations must be furnished along with the tender.
2. The Agency providing Manpower services must have valid registration under concerned / Governing Act / Law to operate in Delhi / NCR.
3. The Agency must have the license under Contract Labour (Regulation & Abolition) Act. 1970.
4. The Agency must be registered with EPFO, ESIC and having Service Tax registration.
5. The Agency must have annual turnover of **Rs. 1.00 Crore or more** from Manpower Services during the last three financial Years [2013-14, 2014-15 and 2015-16] in the books of accounts. A Specific certificate about the Turn Over from the Manpower Service duly signed in by the same Chartered Accountant or CA firm who has audited the account of the bidder during 01.04.2013 to 31.03.2016 must be furnished.
6. The bidder must submit an undertaking that the Manpower agency has not been blacklisted by any Government Department/Autonomous bodies and/or any Institutions
7. The bidders shall submit a copy of PAN card under the Income Tax Act.
8. The bidders must submit copies of all documents required, duly self-attested, along with the technical bid of the tender.
9. All the certificates, testimonials desired in our tender as per the eligibility criteria will be verified with the original documents to be presented by the firms/agencies on the date of opening of the Technical bids.

TERMS AND CONDITIONS:

1. Dues of the Agency pertaining to last month of contract shall be released only after submission of proof of timely payment pertaining to wages/Salary, EPF, ESI contributions in respect of all outsourced personnel engaged by the Agency for the Commission.
2. TDS and other statutory deductions, if applicable shall be made as per rules.
3. In case of any accident / untoward incident, the Service provider shall be held responsible
4. In case of any unlawful activity / deed of the incumbent the Service provider shall be held responsible.
5. In case of unauthorized absence a deduction of the salary shall be made for that day / days.
6. The Service provider shall submit complete Bio-data of the incumbent duly authenticating his / her credentials / qualifications and experience.
7. In case of any dispute between the service provider / any person supplied by the service provider and JERC relating to wages / arrears or any other matter, the Secretary, JERC shall be the sole Arbitrator and his decision shall be final on both the parties.
8. The person engaged should be well behaved, skilful and perform his duties under the direction of the officer where he will be attached and will have to work during the office hours from 09:30 am to 06:00 PM on all working days of Central Government.
9. It is imperative that the person engaged performs his duties to the satisfaction of the officer in-charge of JERC otherwise his / her service can be terminated with 1 (one) day notice.
10. Only the normal weekly off and Gazetted Holidays will be allowed.
11. The entire responsibility of the out-sourced persons regarding their leave, pay, medical etc, will be on the service provider. The service provider will be solely responsible for the deployment of persons who will be working for and on behalf of the service provider and would be on the service providers rolls irrespective of their attendance being taken by JERC. JERC will not own any responsibility of their employment or otherwise.

12. The successful service provider shall have to furnish the performance guarantee @ 10 % of the contract value in the form of a Bank Guarantee / Demand Draft which will be refunded after the completing or terminating the existing contract.
13. The bidders must submit Rupees 50,000/- through a demand draft in favour of the Secretary, Joint Electricity Regulatory Commission at the time of submitting the bids, as earnest money deposit (EMD) which will be refunded to the bidder, in case of non awarding of the tender.
14. This contract can be terminated by giving one months notice on either side.
15. Incomplete and conditional tenders shall be summarily rejected.
16. The Service Provider shall engage the necessary persons as required by our office from time to time. The said persons engaged by the Service Provider shall be the employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month in time. There is no Master & Servant relationship between the employees of the Service Provider/Agency and this Commission. Further the said person(s) of the Service Provider shall not claim any benefit from the Commission. The Service Provider should not stop the payment of salary on account of delays not attributed to the engaged persons

Sd/-
(Keerti Tewari)
Secretary

Technical Bid

Bidders profile for Providing Manpower Services

1. Name Address of Firm / Agency :
and Telephone Numbers

2. Registration of the Firm / Agency:

3. Name Designation Address &
Telephone Number of Authorized Person.....

4. Provident Fund Account Number:.....

5. ESI Number.....

6. Licence Number under Contract Labour (R&A) Act.....

7. Details of BID Security (EMD)
Deposited Amount Draft No. & Date.....

8. Annual Turnover (in Lakhs) for Last Three years.....

9. Experience of running Manpower services (in years).....

10. Copies of the work orders and satisfactory performance report from such organization
must be furnished along with the tender.

Sl. No	Year	Name of Organization	No. of workforce provided to Organization	Name(with designation) and e-mail id of Concerned person

Declaration by the bidder:

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves abide by them.

FINANCIAL BID

- Nature of Work:** Supply of Manpower for different position
- Location:** JERC (For the State of Goa and Union Territories)
2nd Floor, Vanijya Nikunj, HSIIDC Complex.
(Haryana)
- Duty timing:** 09:30 AM to 06:00 PM
- Working Days:** 5 days a week
(Saturday and Sunday off. In case of urgency, the Commission can call any employee on Saturday / Sunday without any extra payment)
- Period of Contract: -** One Year which may be extended or curtailed
- Estimated Cost: -** Present total billing of the outsourced staff excluding service charges and service tax is estimated as Rupees 3 - 3.50 Lakhs per month.
- Tentative Requirement:-** Office Assistant 7 (Seven) and Office Attendant 5 (Five). The number of manpower required may vary as per the requirements of the Commission.
- EPF and ESI etc: -** As per the Government Rules.

Complimentary service by any firm is not acceptable. If any firm quotes the administrative service charges below 2 % it shall be treated as an invalid quote and shall result in summarily dismissal of the financial bid even though the firm may qualify technically.

Rate of Service charge / Agency charges on the monthly billing amount	Service charges per month on billing amount%
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