



Request For Proposal (RFP)

Empanelment of Contractors for Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural Steel Work etc. at Joint Electricity Regulatory Commission

INVITATION TO BIDS

Reference Number: 50/58/2017/Empanelment-I



**Joint Electricity Regulatory Commission
(For the State of Goa and Union Territories)
Head Quarter: HSIIDC Complex, 2nd Floor,
Vanijya Nikunj, Udyog Vihar-V, Gurgaon**



DETAILS FOR PUBLISHING TENDER

Name of the Organization	Joint Electricity Regulatory Commission (for the State of Goa & Union Territories)
Type of Organization	Statutory body under the Ministry of Power
Tender Ref. No.	50/58/2017/Empanelment-I
Tender Title	Empanelment of Contractors for Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural Steel Work etc. at Joint Electricity Regulatory Commission, HSIIDC Complex, 2nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon
Product Category	Miscellaneous Works
Tender Type	Open
Location	Gurgaon
Tender Documents	Available on Website i.e, www.jercuts.gov.in , https://eprocure.gov.in/epublish/app
Sector	Udyog Vihar-V
State	Haryana
For further Information Contact :	
Name :	Smt. Keerti Tewari, Secretary
E-mail :	Secy-jerc@nic.in
Phone Office	0124-2875302
Address :	Joint Electricity Regulatory Commission HSIIDC Complex, 2 nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon

**Joint Electricity Regulatory Commission
(For the State of Goa and Union Territories)
Head Quarter: HSIIDC Complex, 2nd Floor,
Vanijya Nikunj, Udyog Vihar-V, Gurgaon**

INVITATION TO BID

Ref. No. 50/58/2017/Empanelment-I

Date: 30.06.2017

- 1.0 Tenders are invited on behalf of the Joint Electricity Regulatory Commission (JERC) for Empanelment of Contractors for Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural Steel Work etc. at the Commission's Headquarters at HSIIDC Complex, 2nd Floor, Vanijya Nikunj, Gurgaon.
- 2.0 Interested bidders may obtain further information from the Office of the Secretary, Joint Electricity Regulatory Commission, HSIIDC Complex, 2nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon
- 3.0 Bids shall be received up to **15:00 hrs. on 31/07/2017**. **Technical Bids** shall be opened on the same day at 15:30 hrs (IST). JERC shall not be responsible for any postal delay whatsoever. The time table for bid process is as follows:

Issue of RFP (Internet)	30/06/2017
Last Date & Time for receipt of Bid	31/07/2017 upto 15:00 hrs
Date & Time of Opening of Technical Bids	31/07/2017 at 15:30 hrs
Date & Time of Opening of Price Bids	N.A.
Place of submission of Bids	Joint Electricity Regulatory Commission HSIIDC Complex, 2 nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon Tel-0124-2875302
Place of Opening of Bids	At JERC office, Gurgaon
Address for communication	Smt. Keerti Tewari, Secretary Joint Electricity Regulatory Commission HSIIDC Complex, 2 nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon, Tel-0124-2875302



Empanelment of Contractors for Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural Steel Work etc. at Joint Electricity Regulatory Commission

SECTION I & SC

INFORMATION & SPECIAL CONDITIONS

Reference Number: 50/58/2017/Empanelment-I



Joint Electricity Regulatory Commission

(For the State of Goa and Union Territories)

Head Quarter: HSIIDC Complex, 2nd Floor,

Vanijya Nikunj, Udyog Vihar-V, Gurgaon



SECTION I&SC

INFORMATION & SPECIAL CONDITIONS

1. SCOPE OF WORK

Joint Electricity Regulatory Commission is having its headquarter in a rented building at HSIIDC Complex, 2nd Floor, Vanijya Nikunj, Udyog Vijar-V, Gurgaon. The office is on the 2nd floor comprising of 8820 sq ft area. Miscellaneous civil, sanitary, electrical repair/ maintenance/ Modification works are being carried out at regular intervals to maintain the ambience of the area. To carry out the said miscellaneous Interior, civil, electrical works etc. the Commission would like to select and empanel the eligible Agencies/contractors. The work shall be carried out as per the Commission's requirement as and when required & will be executed at the relevant CPWD rates.

The works have to be completed within the stipulated time frame without obstructing the functioning of the office. The works have to be carried out usually after office hours or on weekends i.e. Saturday, Sunday or on gazetted holidays. The work has to be completed to the entire satisfaction of the Officer-In-Charge of the work of the Commission.

2. Tenders for the above-mentioned work are invited from specialized eligible reputed Contractors who meet the following minimum qualifications:

- A. The tenderer should have their office in Delhi or NCR region. The tenderer shall submit copies of VAT, PAN & Service Tax certificates.
- B. Should not have incurred any loss and must have an average annual financial Turnover not less than Rs. 20 Lacs during each of the financial years i.e. 14-15, 15-16 & 16-17. Information to be supported by copy of Income Tax Return, Audited / Certified by Chartered Accountant balance Sheet and Profit & Loss account statements for the said financial years.
- C. Should have a valid financial solvency of Rs. 5.00 Lacs (Solvency certificate issued by a scheduled bank within the last 6 months ending Empanelment bid ending date).
- D. Have satisfactorily completed, one '**similar work**' (in single contract) costing not less than the amount equal to Rs 08 Lakh or two similar works costing not less than an amount equal to Rs. 5.00 Lakh in Central Govt./Autonomous bodies/PSUs/Corporate/Private Companies during the period from 01/04/2015 to 31/03/2017.

Having experience categorically in the work relating to Execution/Renovation/Repair/Civil/Interior/InternalElectricalWorks/Plumbing/Sanitary/Woodwork/Minor Structural Steel Work etc. in Central Govt./Autonomous Bodies/PSUs/Corporate/Private Companies.

- E. Submit certificate of proof from the appropriate authority i.e. the Commission, of having satisfactorily completed the similar work as mentioned at D above.
3. Submit Schedules/ Format- A to C duly filled-in with certified supporting documents and credentials along with other information/ data according to Check List enclosed to prove/ establish Pre-qualification for participation in the Tender.
 4. No further discussion/ interface will be granted to bidders whose bids have been disqualified. JERC reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
 5. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
 6. This Invitation to bid shall form a part of the contract document.
7. Evaluation Criteria for Empanelment:

For the purpose of Empanelment applicants will be evaluated by scoring method on the basis of details furnished by them, as per Annexure – I, and the applicant's eligibility for Empanelment shall be determined.

Even though an applicant may satisfy the above requirement, he would be liable to be disqualified if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - b. Has a record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
8. JERC reserves the right to accept or reject the Empanelment bid of any Tenderer without assigning any reasons and liability. JERC's decision shall be final and binding. No claim/ representation of any kind in this regard shall be entertained.

Section-2

1.0 GENERAL INSTRUCTIONS

Joint Electricity Regulatory Commission (hereinafter called Commission) invites Bids in respect of Empanelment of Contractors for Renovation, Repair and Petty Civil and Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural Steel work etc. at Head quarters at "HSIIDC Complex, 2nd Floor, Udyog Vihar-V, Gurgaon. All bids shall be prepared and submitted strictly in accordance with these instructions.

The Commission reserves the right to itself to accept any Bid or reject any or all Bids or cancel/withdraw Invitation to Bid without assigning any reason for such decisions. Such decisions by the Commission shall bear no liability whatsoever consequent upon such a decision.

2.0 INSPECTION OF SITE

- 2.1 The Bidders are at liberty to visit the site and examine the surroundings and satisfy themselves before submitting the tender. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges contingent or any misunderstanding or otherwise shall be allowed.

3.0 FORMAT AND SIGNING OF BID

- 3.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.
- 3.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- 3.3 Bids by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person or persons authorized to bid on behalf of such Corporation/Company in the matter.
- 3.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- 3.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.



4.0 SEALING AND MARKING OF BIDS

- 4.1 The envelope shall indicate the name and address of the Bidder to enable the envelope to be returned unopened in case it is declared “late” or “rejected”. The envelope should be super scribed as “Empanelment of Contractors for Renovation, Repair and Petty Civil and Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural Work etc.” – Due on 31/07/2017 at 15.00 P.M.”
- 4.2 The envelope shall be addressed as below:

**The Secretary
Joint Electricity Regulatory Commission
HSIIDC Complex, 2nd Floor, Vanijya Nikunj,
Udyog Vihar-V, Gurgaon– 122016**

- 4.3 The outside of the envelope should also clearly indicate the name and address of the Bidder.
- 4.4 If the Bid is not sealed and marked as required under Clause 5.2 above, the Commission will assume no responsibility for misplacement and / or premature opening of the Bid.

5.0 OPENING OF THE BIDS BY THE COMMISSION

- 5.1 The Bids shall be opened by the Commission on any date after the last date fixed for Bid receipt as specified in the Invitation of Bids or in the case any extension has been given thereto, after the extended Bid submission date notified to all Bidders.

6.0 PRELIMINARY EXAMINATION

- 6.1 The Commission will examine the Bids to determine whether they are complete, whether Bidder fulfils the qualifying requirements and whether the Bids are generally in order.



- 6.2 Prior to detailed evaluation, the Commission will determine the substantial responsiveness of each Bid with reference to the Bidding documents. A substantial responsive Bid is one, which confirms to all the terms and conditions of the Bidding documents without material deviation. The Commission's determination of Bids responsiveness will be based on the contents of the Bid itself.
- 6.3 A bid determined as not substantially responsive will be rejected by the Commission and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 6.4 The Commission may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation. The decision of the Commission with regard to the deviation being material or not shall be final and binding.

7.0 EVALUATION OF BIDS

- 7.1 The Commission will evaluate and compare the Bids previously determined to be substantially responsive pursuant to Clause 6.0.
- 7.2 The enlistment of a contractor in JERC shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on his either to be necessarily issue the tender papers or for award of work
- 7.3 The Bids submitted by the Bidders which do not meet the qualifying requirements as per Clause 2.0 Section I&SC will be treated as non-responsive and will be rejected .
- 7.4 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

- Encl:** 1. Formats for application of Empanelment bid
2. Check list for submission of documents
3. Format Schedule- **A to C**, Annexure to Schedule A

For and on behalf of the Commission

**Sd/-
(Keerti Tewari)
Secretary**



CHECK LIST OF DOCUMENTS TO BE SUBMITTED IN ANNEXURES

1. Application by Tenderer on his Letter Head in the prescribed format.
2. Power of Attorney of signatory of the document.
3. True copies of following documents duly self-attested by the Tenderer:
 - a) Certificate of incorporation in case of Pvt. Ltd./ Company
 - b) Affidavit if proprietary firm
 - c) Partnership Deed if applicable
 - d) Solvency Certificate of Rs. 5.00 Lakh from a Scheduled Commercial Bank issued within last 6 months ending Empanelment bid opening date.
 - e) True copies of certificate in respect of PAN, Service Tax, ESIC Cert and VAT.
 - f) IT Return, Audited/ certified by chartered accountant Balance Sheet & Profit & Loss statements for the financial years 2014-15, 2015-16 & 2016-17.
4. Schedule A to C and Annexure to Schedule A duly filled & signed.



FORMAT FOR EMPANELMENT

(To be submitted by Tenderer on his Letter Head)

Joint Electricity Regulatory Commission
HSI IDC Complex, 2nd Floor, Vanijya Nikunj,
Udyog Vihar-V, Gurgaon– 122016

Subject: Application for Empanelment of Contractors for Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Masonry Woodwork, Minor Structural, Steel Work etc. at Joint Electricity Regulatory Commission, HSI IDC Complex, 2nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon

Dear Sir,

1. Having examined the details given in the Pre-qualification criteria mentioned in the Notification and specified in the RFP document for the above work, including scope of work and time frame, I/ We hereby submit all the necessary information, data, credentials and relevant documents as required for pre-qualifying me/ us for empanelling us for the above mentioned works.
2. I/ we hereby undertake that the statements made herein and the information given in the Schedules and Annexures to Pre-qualifying document are true and correct in all respect and in the event of any such statement or information being found to be wrong, misrepresented or concealed at any stage, I/ We shall abide by the decision of JERC for any action in this regard.
3. I/ we are duly authorized on behalf of ___ in the capacity of _____ to submit the RFP (Empanelment) Bid Document.

Necessary document, as admissible in law in respect of the authority assigned to me/ us on behalf of the organization for completion of the Pre-qualifying document is attached herewith.



4. I/ we understand that Joint Electricity Regulatory Commission (JERC) reserves the right to accept or reject any pre-qualification of any Tenderer without assigning any reasons. JERC's decision in this regard will be final and binding. I/ We also authorize JERC to approach individuals, employers, firms and corporations to verify our competence, general reputation and particulars furnished by us.

Yours faithfully

Signature_____

Name_____

Designation_____

Name of organization _____

Place:

Date:

SEAL AND SIGNATURE OF THE TENDERER

Encl:-

1. Schedule **A to C** and Annexure to Schedule A
2. Evidence of Authority to sign
3. Detail of other enclosure:-



SCHEDULE- A

Name of Tenderer Organization _____

STRUCTURE AND ORGANISATIONAL DETAILS

1. Name of the Tenderer :
2. Address
 - a) Registered Office :
 - b) Head Office :
 - c) Regional Office :
3. a) Telephone Number :
b) E-mail :
c) Website address :
4. Fax Number :
4. Applied for : Contactors
5. Status of the Firm : A copy of certificate of incorporation in case of (Individual/ Partnership/company/ private ltd., affidavit if proprietary firm, Company/ Pvt. Ltd.) Indicate and a copy of partnership deed in case of partner-Whether the business ship be attached. Partnership is registered
6. Year of Incorporation/ Establishment of the Company :
7. Name of Partners/ Directors as applicable :
8. Name of the Govt. / Semi-Govt. and other organization of repute with which the Company is working/ worked :
9. Value of large and single Order successfully completed during the period 01.04.2014 to March,2017 : Rs.

Signature : _____
Name : _____
Designation : _____
Name of Organization : _____

SEAL AND SIGNATURE OF THE TENDERER



SCHEDULE- B
FINANCIAL DETAILS

Name of Tenderer Organization _____

1. Name(S) & Address of the Bankers :
 - a)
 - b)
 - c)

2. Solvency Certificate of Rs. 5.00 Lakh (Rupees Five Lakh) from a scheduled bank : (Enclose attested true copy of the solvency certificate issued within Six months from Date of Opening of the Bid).

3. Income Tax Return, Audited/Certified by Chartered Accountant Balance Sheet and Profit & Loss Statements for the financial Year 2014-15, 2015-16 & 2016-17 : **Attach attested true copies**

4. Service tax, PAN, CIN & Contract VAT Certificate : (Enclose documentary evidence of valid certification)

5. Is the firm organization registered with Micro Small & Middle Enterprises (MSME) (If yes pl. furnish the registration no. & submit the photocopy of Certificate)

6. Whether the firm Commission/ proprietor belongs to SC/ ST Categorization:- YES/ NO

7. Annual value of works undertaken for each of the given 3 financial years. :
 - 2014-2015
 - 2015-2016
 - 2016-2017

Signature : _____
Name : _____
Designation : _____
Name of Organization : _____

SEAL AND SIGNATURE OF THE TENDERER



SCHEDULE-C

WORK EXPERIENCE

Name of the Tenderer organization _____.

Tenderer to provide the following information/ details pertaining to similar works completed during the period from 01.04.2014 to 31.03.2017 to fulfill the qualification criteria. Attach separate sheets for each work Enclose copy of the completion certificate and work order issued by the Commission for each work.

1. Name and Full address of Employer/ Client :
2. (a) Nature of Work (Work description) : Attach copy
(b) Work order reference
3. Location
4. Name of Supervising Agency
5. Contract Value
6. Contractual date of commencement of construction work
7. Stipulated date of completion
8. Actual date of start
9. Actual date of completion
10. Reasons for delay if any
11. Details of disputes/ failure/ litigation if any
12. Completion certificate from the Employer/Organization : Attach copy

Signature : _____
Name : _____
Designation : _____
Name of Organization: _____

SEAL AND SIGNATURE OF THE TENDERER



Annexure to Schedule A

DETAILS OF SIMILAR WORKS DONE BY THE TENDERER FROM 01 APRIL 2014 TO 31.03.2017.

S. NO	Description of Works	Value of Contract	Completion time as stated in the (Month)	Actual Completion time(Months)	Year of Completion	Full postal address of Client & Name of Office –in-charge	Tender

SEAL AND SIGNATURE OF THE TENDERER

