

File No.1/7/2016-JERC

Date: 29/05/2017

**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](http://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:-

<b>Earnest Money Deposit (EMD) (Non-Interest Bearing)</b>	Rs. 50,000/- (Rupees Fifty Thousand only) to be submitted along with the Technical Bid in the form of Demand Draft only.
<b>Last date and time for submission of Tenders</b>	19/06/2017 up to 14.00 hrs.
<b>Date &amp; Time of Tender Opening (Technical bids)</b>	19/06/2017 at 15.00 hrs.
<b>Opening of Financial Bid of Technically Qualified Bidder</b>	22/06/2017 at 15.30 hrs.
<b>Bids shall be addressed and sent to:</b>	<b>The Secretary</b> Joint Electricity Regulatory Commission (For the State of Goa and UTs) 2 <sup>nd</sup> Floor, HSIIDC Office Complex Udyog Vihar Phase-v, Gurgaon-122016

The Technical Bids shall be opened in the Commission on 19/06/2017 at 15:00 PM in the presence of the Firms representatives if any. The Financial Bid shall be opened in respect of only those firms who qualify the technical evaluation criteria.

### **Scope of Work**

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

### **Eligibility Conditions And Qualification**

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

A.

<b>Sl. No</b>	<b>Designation</b>	<b>Approximate Required Number</b>	<b>Educational Qualification</b>	<b>Nature of Job</b>
<b>1.</b>	<b>Bench Officer</b>	<b>01</b>	<b>Degree in Law</b>	<b>Judicial/Quasi-judicial legal matters including proceedings, petitions, pleadings, listing the case law etc.</b>
<b>2</b>	<b>Personal Secretary</b>	<b>01</b>	<b>Degree in any discipline with minimum 2 years experience. Preferably computer literate and proficient in Shorthand/MS office</b>	<b>Working as Secretariat Staff</b>
<b>3</b>	<b>Personal Assistant</b>	<b>03</b>	<b>Degree in any discipline with minimum 2 years experience. Preferably computer literate and proficient in MS office</b>	<b>Working as Secretariat Staff</b>

4	Office Supervisor	01	Degree in any discipline with minimum 2 years experience in administration	Looking after the administrative work of the Commission
5	Office Assistant	04	Graduate in any discipline, Minimum 2 years experience in relevant field. (Good Knowledge of Computers (MS Office, Word, Excel etc)	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
6	Accounts Supervisor	01	B.Com with minimum 2 years of experience in the area of accounts, audit etc.	Accounts related work of the Commission.
7	Stenographer	02	Graduate in any discipline. Knowledge of stenography at the speed of 80 words per minute is desirable.	Working as Secretariat Staff
8	Office Attendant	07	10 <sup>th</sup> Pass, Experience in relevant field, knowledge of photo-copying, fax operation etc	Opening and Closing of the office. He / She 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 the **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. 5.00 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 turnover from the Manpower Service duly signed by the same Chartered Accountant or CA firm who has audited the accounts 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.
10. 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 shall be refunded to the bidder, in case of non awarding of the tender.
11. Incomplete and conditional tenders shall be summarily rejected.

## **TERMS AND CONDITIONS:**

1. The successful service provider shall have to furnish a performance guarantee @ 10 % of the contract value in the form of a Bank Guarantee / Demand Draft which shall be refunded after the completing or termination the contract.
2. The Service provider shall submit complete Bio-data of the incumbents duly authenticating his / her credentials / qualifications and experience.
3. The persons engaged should be well behaved, skilful and perform their duties diligently under the directions of the officer where they will be attached. They have to work during the office hours from 09:30 am to 06:00 PM or as the case may be, on all working days of the Central Government.
4. It is imperative that the persons engaged perform their duties to the satisfaction of the officer in-charge of the JERC otherwise his / her service can be terminated with 1 (one) day notice.
5. 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/her decision shall be final on both the parties.
6. In case of any accident / untoward incident, the Service provider shall be held responsible.
7. In case of any unlawful activity / deed of the incumbent the Service provider shall be held responsible.
8. In the Financial Bid, if the service charge quoted is less than 5 % per month of the billing amount, the quotation shall be rejected outright.
9. In case of unauthorized absence a deduction of the salary shall be made for that day / days.
10. The persons engaged shall be the employees of the Service provider and the entire responsibility of the out-sourced persons regarding their leave, pay, medical etc, will be on the service provider. The service provider shall be solely responsible for their deployment and they 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.

11. Only the normal weekly off and Gazetted Holidays shall be allowed.
12. 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.
13. TDS and other statutory deductions, if applicable shall be made as per rules.
14. This contract can be terminated by giving one months notice on either side.

Sd/-  
(Keerti Tewari)  
Secretary

**Technical Bid**

Bidders profile for Providing Manpower Services

1. Name and Address of the 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, Earnest Money Deposit (EMD)  
Amount deposited with Draft No. & Date.....
8. List of existing Contract:
  - (i) Central Government.....
  - (ii) PSU.....
  - (iii) Others.....
9. Annual turnover (in crores) for the last three years
  - (i) FY 2014-15.....
  - (ii) FY 2015-16.....
  - (iii) FY 2016-17.....
10. Experience of providing the Manpower services (in years).....
11. 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.

Signature of the Bidder

## FINANCIAL BID

**Nature of Work:** Supply of Manpower for different Job / positions

**Location:** JERC (for the State of Goa and Union Territories)  
2<sup>nd</sup> Floor, Vanijya Nikunj, HSIIDC Complex,  
Gurgaon, (Haryana)

**Duty timing:** 09:30 AM to 06:00 PM- Office Assistants  
09:00 AM to 06:30 PM- Office Attendants

**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: -** Rupees. 4.5 – 5 Lacs approx

**Tentative Requirement: -** Bench Officer 01 (One), Personal Secretary 01 (One) Personal Assistant 03 (Three), Office Supervisor 01 (One), Office Assistants 4 (Four), Accounts Supervisor 01 (One), Stenographer 02 (Two), Office Attendants 7 (Seven) unskilled workers 4 (Four) The number of manpower required may vary as per the requirements of the Commission.

**EPF and ESI etc: -** As per the Government Rules.

<u>Rate of Service charge / Agency charges on the monthly billing amount</u>	<u>Service charges per month on billing amount</u> .....%
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Signature of Owner / Authorized Signatory