

Sub: Housekeeping Services- Tender Notice

Joint Electricity Regulatory Commission (JERC) is a statutory body constituted by Ministry of Power, invites application from reputed firms in sealed cover for housekeeping services in the office of the Commission, as detailed under:-

1. Cleaning of whole office floors (9000) sq. Ft. Premises including toilets, washrooms, staircases and terraces
2. Cleaning windows & glasses from inside and outside
3. Cleaning of furniture such as table, chairs, sofas, carpets, computers, printers, fax machines etc.
4. Cleaning of tube lights and fans etc.
5. Attending damaged property, disposal and repair thereof
6. Preparation and service of tea and snacks to the staff and officers of the Commission.
7. Providing clean towels, tissue papers, liquid soap, and all connected material in all toilets
8. The firm shall have to provide a copy of contract labour licence under section 12 of contract labour (Regulation and Abolition) Act, 1970 along with their Tenders
9. Material required for proper cleaning will have to be provided by the firms
10. The persons to be provided as housekeeping staff should be physically fit and their medical fitness certificate be furnished
11. The Housekeeping staff should be in proper uniform
12. The detailed breakup of salary payable to the housekeeping staff showing the service charges, insurance, employees provident funds may be furnished.
13. The payment will be made on production of bill after the completion of month on rendering satisfactory services with the details as per Para-12 above
14. The rates will be given as per NCR rates of minimum wages for skilled/unskilled labour for housekeeping of above said area
15. The propose contract shall valid be for a period of one year which is extendable / curtail able
16. The firm shall be responsible for discipline, payment of salary and other statutory dues of the personnel deployed by the firm to the Commission
17. In case on 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
18. 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

19. The firm will be responsible for overall control and supervision of its staff
20. 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
21. The firm shall be responsible for any contingency happens to the staff of the firm while performing official duty
22. The firm shall provide Housekeeping 8 hours service (5 days a week) if required housekeeper would be called on Saturday/Sunday also to the JERC, 2nd floor, Vanijya Nikunj, udyog vihar phase-V, Gurgaon.
23. 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.
24. Personnel of the firm shall not be prompted to join any union/mix up with the staff of the JERC for unwarranted / undesirable activities
25. Interested firms may send their bids to Director (F&L) Shri. Anish Garg, giving full details of their terms and condition including experience latest by 28/09/2012, till 03:00 PM and bids will be opened as 03:30 PM on the same day. The firms may send their representative to Commission's office at the time of opening the bids.

Your faithfully


Anish Garg
Director (F&L)