



## JOINT ELECTRICITY REGULATORY COMMISSION

(FOR THE STATE OF GOA & UNION TERRITORIES)

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12279-88

Date: 15/03/2016

To

List of Address Enclosed:-

**Sub:- Notice Inviting Tender for Housekeeping Services**

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

Last date & time of receipt of Quotations	11/04/2016	03:00 PM
Date & time of opening of Quotations	11/04/2016	03:30 PM

### Terms and Conditions

1. Cleaning whole office floors (approx 9000 sq. ft. premises) including toilets, washrooms, staircases, lobbies and terraces
2. Cleaning window & glasses from inside and outside
3. Cleaning of furniture such as table, chairs, sofas, carpets, computers, printers, fax Machines etc.
4. Cleaning of fans and tube lights etc.
5. The firms shall have to submit a copy of Contract Labour License, PAN No and Service Tax No. along with their Tender.
6. Material required for proper cleaning shall have to be provided by the firms

7. At least two persons must be provided as housekeeping staff, who shall be physically fit
8. The housekeeping staff shall be in proper uniform
9. (a) The agency shall submit the monthly bill is duplicate duly giving the detailed breakup of salary payable to the Housekeeping staff showing the service charges, Insurance, Employees Provident funds, etc enclosing the proof of submission of PF and ESI, which shall got certified by the officer in charge and the same shall be paid through online transaction or crossed A/c payee cheque in favour of Agency.
  - (b) Contractor shall comply with the Minimum Wages Act, the statutory provisions of other relevant Acts and relevant rules and regulations. The Commission shall take appropriate action if the statutory compliance has not been followed by the contractor
  - (c) Contractor shall make the payment of monthly wages / salary in this office in front of a designated officer to the housekeeping staff.
10. The payment shall be made on production of bill immediately on payment to its staff deployed in the JERC after the completion of month on rendering satisfactory services.
11. The proposed Contract shall be valid for a period of Two years which shall be extendable or can be terminated without assigning any reason, without prior notice if the Commission is dissatisfied with the working or if the Commission is satisfied that workers deployed are unfit to continue reason of ill health.
12. In case of non-payment of genuine dues by due date i.e. 7<sup>th</sup> of every month, the Commission shall pay the staff on its own and shall recover from the bills of the firm.
13. In case of difference of opinion / dispute arising out of or in connection with the agreement, the same shall be settled mutually and non-settlement thereof, the same shall be decided by the Commission JERC, whose interpretation / decision shall be final.
14. The firm shall be responsible for overall control and supervision of its Staff.
15. The firm shall be responsible for any loss, damages to property of the Commission and the firm shall make good such loss. However, the firm 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 which are not directly attributable to the firm's personnel.
16. The firm shall be responsible for any contingency that happens to its staff while performing official duty.

17. The firm shall provide Housekeeping service 8 hours per day (5 days in a week), however, if required the services would be called on Saturday / Sunday by the Commission.
18. The firm shall be responsible for salaries and other statutory dues of the personnel deployed by it at JERC. The personnel of the firm shall not, under any circumstances be deemed as employees of the JERC and shall not have any claim from the JERC whatsoever or anything arising out of their normal employment / duty under the present agreement.
19. Personnel of the firm shall act in a disciplined manner and shall not be prompted to join any union / join the Staff of the JERC for unwarranted undesirable activities.
20. A demand Draft of Rs. 15,000/- (Rupees Fifteen Thousand only) shall be payable in favour of the Secretary, Joint Electricity Regulatory Commission, Gurgaon towards earnest money deposit which shall be returned to the unsuccessful bidders, after the finalization of the contract. The successful bidder shall have to furnish a performance guarantee of the prescribed amount and his EMD shall be returned only after he furnishes a performance guarantee.
21. Interested firms may send their bids to Secretary, JERC, in Annexure-I, giving full details of their terms and conditions.

  
15/3/16  
(Keerti Tewari)  
Secretary