

CENTRAL ELECTRICITY REGULATORY COMMISSION
Ground Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001
Tel: 23353503/Fax : 23752957

F.No. 2/6(5)/2016/Estt/CERC

Dated 30th November 2016

Sub: Notice Inviting Tender for engaging manpower on outsourcing basis.

Central Electricity Regulatory Commission engages manpower at various levels through service providers. Sealed tenders are hereby invited in the form of techno commercial bids from such agencies who fulfill the eligibility conditions contained in the detailed terms & conditions as per **Annexure II** for providing appropriately skilled manpower.

2. **Scope of work**: An illustrative list of manpower proposed to be engaged through the service providers is indicated in **Annexure – I**. The list is illustrative and not exhaustive. The number of persons may vary depending on actual requirement.

3. **Manner of Submission of tender**: The tender must be submitted in the prescribed pro-forma provided in **Annexure- III** and **Annexure- IV**. Tenders not in the prescribed pro-forma shall be rejected.

3.1 **Technical Bid**: The Technical bid, in the pro-forma prescribed at Annexure-III along with the under-mentioned documents is to be placed in a sealed cover and **superscribed as “Technical Bids”**:-

- (i) Self attested photocopies of (a) PAN No., (b) TAN No. (c) Service Tax Registration No., and (d) Registration Certificate of the firm
- (ii) Self attested photocopies of documents in support of possession of requisite experience by the firm
- (iii) Earnest Money Deposit.
- (iv) Other documents as required in **Annexure II**.

3.2 **Financial Bid**: The Financial bid is to be furnished in the prescribed Proforma given in Annexure –IV and placed in a sealed cover **superscribed as “Financial Bid”**.

3.3 Two separate sealed covers containing the Technical Bid and the Financial Bid should be placed in another sealed cover and addressed to the Assistant Chief (Admin), CERC. The cover should be **superscribed as “Tender for Engaging Manpower on Outsourcing Basis”**.

4. **Last date of receipt of tender**: The tender, complete in all respects, should reach the Assistant Chief (Admin), CERC, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi-110001 by **12.00 noon, Monday, the 16th January, 2017**.

5. **The Tender shall be opened at 2.30 PM on the same date.**

Sd/-
(Kamal Kishor)
Assistant Chief (Admin)

ANNEXURE – I

Illustrative List of Manpower to be Engaged through Service Providers

Non-Technical Posts:

Category	Approx. No.	Approx. emoluments range (INR)
Administrative Officer	01	30000-40000
Executive Secretary	01	30000-40000
Hindi Officer	01	28000-38000
Sr. Executive (to be deployed in different Divisions of CERC)	06	17000-31000
Executive Steno	14	13000-19000
Jr. Executive (Data Entry)	02	13000-19000
Jr. Executives (to be deployed in different in Divisions)	21	13000-19000

Technical posts:

Category	Approx. No.	Proposed Pay range (INR)
Sr. Associate (Technical)	02	30000-40000
Sr. Associate (Engg)	05	30000-40000
Associate	02	17000-31000
Associate (Systems/Networking)	01	17000-31000
Associate (Software)	01	17000-31000
Gym Trainer	01	17000-31000

Note 1. The wages/remuneration of the personnel quoted in the above table are inclusive of contributions towards ESI, PF and any other statutory contributions (if any).

Note 2. The above list is illustrative not exhaustive.

Note 3. The no. of personnel may vary depending on prevailing requirements.

Note 4. The remuneration shown in the above Table is indicative only and shall be subject to approval of the competent authority in CERC.

Note 5. The selection of manpower shall be done by CERC as per functional requirements.

ANNEXURE – II Terms & Conditions

2.0 Qualification of Bidders:

- (i) The agency desirous of participating in this tender should be registered with the appropriate registration authority and should have its registered office in Delhi/NCR.
- (ii) The firm must have a valid (a) PAN No., (b) TAN No. (c) Service Tax Registration No., and (d) Registration Certificate of the firm.
- (iii) The Firm should have been registered with ESI and PF Authorities for depositing ESI and PF contributions.
- (iv) The Firm must have at least five years' experience of providing manpower to Central Government/ State Govt. / PSUs / Private Organizations of repute.
- (v) The Firm should be agreeable to abide by all statutory obligations relating to deployment of man power, deposit of subscription of ESI and PF etc. and to the Minimum Wages Act.
- (vi) The firm shall submit a copy of (a) Income Tax Returns for at least last three years; (b) Service Tax Returns for at least last three years; (c) Proof of depositing PF contributions with the concerned agency at least for last three years (d) Proof of depositing ESI contributions with the concerned agency at least for last three years; (e) Proof of depositing Service Tax contributions with the concerned agency at least for last three years and (f) The Firm should be agreeable to abide by all the terms and conditions of CERC contained in the instant NIT as indicated in **Annexure III.**

2. (i) **Technical Bid evaluation:** After bid opening, Technical bids submitted by those Bidders who have furnished the EMD shall be evaluated by a committee constituted by CERC. The bids which are determined as substantially responsive shall be evaluated by the committee for technical compliance. Technical evaluation will be done by a Committee on the basis of the following criteria:-

- Experience in the relevant field (40 points)
- No. of Government clients for providing manpower other than housekeeping/pantry/security staff/MTS (15 points)
- No. of PSU clients for providing manpower other than housekeeping/pantry/security staff/MTS (15 points)
- No. of organizations of repute in private sector for providing manpower other than housekeeping/pantry/security staff./MTS (Peons/Office boy/attendant etc.) (15 points)
- Total No. of candidates whose data is available with the firm. (15 points)
- Any other parameter deemed fit to be considered by the Evaluation Committee.

2(ii) **Financial Bid Evaluation:** Bidders qualified after Technical evaluation shall be notified of financial bid opening date and time. Representative of qualified bidders desirous of attending the financial bid opening may join the same at scheduled date and time at CERC. Financial bids of only those bidders shall be opened whose technical bids shall be found responsive and accepted by the Competent Authority in CERC.

2(iii) The bidder, whose overall quoted rate in Financial Bid-Annexure-IV, is found lowest, would be selected as the successful bidder subject to the condition that the quoted rates are not below the minimum benchmark charged fixed by CERC. In case there is any tie in the rates, the bidder whose score is higher in Technical bid shall be selected.

3.0 Before opening of the bids, the Bid Evaluation Committee shall be at liberty to fix any minimum percentage of administrative charge/service charge to be allowed to the outsourcing agencies considering all relevant aspects including business feasibility, practicability to sustain, quantum of income tax.

4.0 CERC reserves its right to split the Contract and create a Panel of service providers in the interest of competitiveness and reliability of service, availability of more and experienced manpower. The bidder who stands at Number L-2 may be asked to match the rates quoted by L1 bidder. However, the number of service providers on panel shall not be more than two.

5.0 **Earnest Money Deposit:** An Earnest Money Deposit of Rupees 3,00,000/- (Rupees three lakhs only) in the form of a demand draft drawn in favour of Assistant Secretary, Central Electricity Regulatory Commission, New Delhi, may be submitted, failing which the bid will not be considered valid.

6.0 The firm / agency shall be responsible for compliance with the provision of the following major Labour laws:-

- i) Contract Labour (Regulation & Abolition) Act, 1970.
- ii) Minimum Wages Act.
- iii) Workmen's Compensation Act.
- iv) The Bonus Act as amended from time to time.
- v) Any other rules, regulations and / or statutes as may be applicable to them from time to time.

7.0 Normal working hours would be 9.30 A.M to 6.00 P.M (05 days week) including half -hour lunch break. The personnel may be called on Saturday, Sunday and other gazetted holidays, and asked to sit beyond normal working hours in case of exigency of office. They may be paid extra for additional duties as per the rates approved by the office.

8.0 There will be a provision of 15 days leave in a calendar year (in addition to the gazetted holidays applicable in CERC office) subject to prior sanction.

9.0 The personnel deployed under this contract shall maintain proper office decorum.

10.0 The deployment under this contract will be purely on contract basis through service providers. There will be no employee-employer relationship between the deployed person and CERC. The person so deployed shall have no claim for regular appointment in CERC due to his/her services under this contract.

11.0 CERC may require the service provider to dismiss or remove any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.

12.0 The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

13.0 CERC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.

14.0 The service provider shall conduct necessary verifications of antecedents of the personnel to be deployed to CERC.

15.0 **Non-disclosure**: The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.

16.0 **Security Deposit**

16.1 The successful bidder shall be required to deposit a security deposit of 5% of the total value of Contract in the form of Demand Draft / Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi.

16.2 The amount of security deposit is liable to be refunded within one month of the termination of the contract.

16.3 No interest shall accrue on the said security deposit.

16.4 CERC reserves the right to deduct from the above cited security deposit if any loss caused to the CERC's property by persons deployed by the agency or in case the agency fails to abide by the terms & conditions of the contract.

17.0 **Tenure of Contract**: The tenure of the contract shall ordinarily be one year. However, the competent authority in CERC, may at his discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the service provider.

17.1 The competent authority reserves the right to terminate the contract at any time without giving any notice or without assigning any reason whatsoever before completion of the tenure in case the services of the service provider are found to be unsatisfactory.

17.2 The decisions of Assistant Secretary (P&A) /Assistant Chief (Admin) CERC or any other officer authorized by Secretary shall be final and binding on the service provider for the purpose regarding satisfactory or unsatisfactory standard of work.

18.0. **Damages:** Any damage caused to the property/records of CERC due to the negligence of the personnel deployed by the service provider is the responsibility of the service provider and the service provider will be liable to compensate CERC.

19.0 **Prohibition of sub-contract:**The service provider shall not appoint any sub-contractor for this work under any circumstances. During the currency of the Contract, the selected Agency shall not transfer its right to any other party/firm except with the prior permission of CERC. CERC reserves its right to reject any such request without assigning any reason.

20.0 **Resolution of Dispute:** In case of dispute the decisions of Secretary, CERC shall be final.

21.0 **Payment:** Payment shall be released on monthly basis through RTGS/ECS. For release of payment, pre-receipted bills along with attendance sheet of the deployed personnel are required to be submitted by the agency at the end of every month.

22.0 **Deduction of Income Tax at Source:** Since it is a "Works Job Order", Income Tax shall be deducted at source from all the accepted payment to be made, in accordance with the provision of Income Tax Act, 1961 as amended from time to time.

8. Undertaking:

8.1 We _____ (Name of the firm)

hereby undertake that we accept the terms & conditions laid down in CERC's NIT No. No. 2/6(5)/2016/Estt/CERC dated 29th November 2016

8.2 Further, we also undertake that we shall comply with all statutory obligations regarding deployment of man power, for example:

- (i) Contract Labour (Regulation & Abolition) Act, 1970.
- (ii) Minimum Wages Act.
- (iii) Workmen's Compensation Act.
- (iv) The Bonus Act as amended from time to time.
- (v) Any other rules, regulations and / or statutes as may be applicable to them from time to time.

9. Earnest Money Deposit of Rs. 3,00,000/-

- i) DD / Banker's Cheque No. _____
- ii) Issuing Bank & Branch

Dated: _____ (Signature of the authorized signatory of the Firm)

Full Name _____

Mob. No. _____

Company Seal

List of Enclosures:

- (i) DD / Banker's cheque for EMD.
- (ii) Self attested copy of TAN/PAN No.
- (iii) Self attested copy of Registration No. of firm
- (iv) Self attested copy of Service Tax Registration No.
- (v) Experience certificate from client organizations.
- (vi) The firm shall submit a copy of the following documents:

- (a) Income Tax Returns for at least last three years; (b) Service Tax Returns for at least last three years (c) Proof of depositing PF contributions with the concerned agency at least for last three years; (d) Proof of depositing ESI contributions with the concerned agency at least for last three years

Annexure – IV

CENTRAL ELECTRICITY REGULATORY COMMISSION
Ground Floor, Chanderlok Building, 36, Janpath,
New Delhi – 110 001

Financial Bid

1. Name of the Firm _____
2. Address _____
3. Telephone No. _____ Fax No. _____
4. _____

Administrative charge to be charged by Outsourcing agency (bidder) % of the total remuneration payable to persons deployed on outsourcing basis.
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Note: (i) Administrative charge of the agency is to be quoted in percentage of the wages/remuneration of the staff deployed.

(ii) Applicable Taxes, if any, shall be payable by CERC.

Dated: _____ (Signature of the authorized signatory of the Firm)

Full Name _____

Mob. No. _____

(Company Seal) _____