

F.No.7/1(2)/Guest House/2010/Estt./CERC

Dated: 23.05.2011

Subject: Notice Inviting Tender for caretaking and catering of CERC's rest house.

Sealed quotations in the form of techno commercial bids are invited for providing caretaking and catering services at CERC's rest house at Nizamuddin East, New Delhi. The description of work and other terms & conditions are mentioned here under:-

1.0 SCOPE OF WORK: The agency shall provide caretaking and catering services round the clock i.e. 24 hours a day and 365 days a year at CERC's rest house at Nizamuddin East, New Delhi.

1.1 The following cleaning works are to be carried out daily:-

- (i) Thorough cleaning of toilets using required detergent, naphthalene balls and air purifier in all urinals, wash basins and WC area. Flushing systems of all toilets are to be checked at regular interval every day.
- (ii) Cleaning and mopping of floors, cleaning and dusting of entire partitions, walls, windows, racks, all pieces of furniture, telephones, curtains etc. with dry/wet cloth, feather brush and duster.
- (iii) Cleaning of glass panes on windows with soap/cleaning agent.
- (iv) Room fresheners in the entire house to be used daily in the morning and as and when required. Room fresheners should be of ISI Mark or of standard make.
- (v) Use of mosquito repellent if necessary.

2.0 PROVIDING CARETAKING SERVICES:

- (i) To maintain a rest house booking register and a register of occupants to be provided by CERC.
- (ii) To receive messages from the concerned person of CERC regarding booking of rest house.
- (iii) Round the clock arrangement for receiving of the guests in the rest house.
- (iv) Collections of room rents and other charges (if any) from the guests at the rate prescribed or to be prescribed by CERC and to remit the said amount to the concerned person of CERC.

3.0 CATERING SERVICES:

- (i) The agency shall depute at least one cook round the clock in the rest house to make foods and beverages available to the occupants of the rest house.
- (ii) The cook deputed by the agency should be well trained and experienced so that he is able to prepare breakfast, lunch, dinner, tea, coffee etc.
- (iii) To collect the charges for foods and beverages at the rates approved by CERC.

- (iv) The foods should be of good quality and hygienically prepared.
- (v) Utensils and crockery shall be provided by CERC on actual requirement basis.
- (vi) The agency shall keep proper account of utensils, crockery articles, equipments, furniture and other properties belonging to CERC kept or installed in the rest house and shall be responsible for their keeping.

4.0 CONSUMABLES:

- (i) The agency shall make available small sachet of shampoo, toothpaste, moisturizer, small soap, toothbrush etc. to every guest.
- (ii) Cost of cooking gas shall be borne by the agency and they shall make payment of the cooking gas bills to the agency concerned directly from the date of taking over of the rest house.
- (iii) The electricity and telephone bill and water bill shall be paid by CERC.
- (iv) All necessary cleaning materials shall be arranged by the firm.

5.0 QUALIFICATIONS OF BIDDERS

- (i) The agency desirous of participating to this tender should be a registered firm.
- (ii) The firm must have a valid PAN / TAN Number and Service Tax Registration No.
- (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 two years experience of providing caretaking and catering services to office guest house of Central Govt./State Govt./PSUs/Private Organizations of repute. The Firm must furnish certificate from such Organization in support of their experience.
- (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 adherence to Minimum Wages Act.
- (vi) The Firm should give a written undertaking in the prescribed format that they will abide by all the terms and conditions of CERC contained in the instant NIT.

6.0 MANPOWER: The firm/agency shall depute in the rest house at least one cook-cum-caretaker, one attendant at a time. Since the rest house is open on 24 x 7 x 365 basis, the firm shall depute the no. of staff accordingly.

- (i) The firm shall be responsible for the conduct/integrity of personnel deployed by them. The firm will also be responsible for any act of omission or commission of their part and vouch for their character and integrity.
- (ii) The personnel deployed under this contract shall maintain proper office decorum. The firm or its authorized representatives shall educate decorum to its personnel to be deployed to CERC's rest house.
- (iii) The firm shall conduct necessary verifications of antecedents of the personnel to be deployed to CERC's rest house and the said firm shall give a written undertaking to the effect that the personnel deployed are not involved in any criminal case. The firm shall provide proper uniform and Identity Card to all the personnel deployed by them.

- (iv) No person either as a guest or as an employee of the firm shall be allowed to stay in the rest house.

7.0 SAFETY CODE - The agency shall take necessary safety arrangements to ensure safety of the persons deployed by them. CERC shall not be responsible for any injury caused to their personnel while working in the office premises of CERC under this contract.

8.0 TOOLS & EQUIPMENTS - The agency shall arrange at his own expense all necessary tools and equipments required for cleaning of the rest house.

9.0 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 the tenure of contract, up to two spell of one year each subject to satisfactory services of the firm

10.0 The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory.

11.0 SATISFACTORY SERVICES - The decisions of Assistant Secretary (P&A), CERC or any other officer authorized by the Secretary, CERC, shall be final and binding on the firm / agency for the purpose of determining satisfactory services.

12.0 DAMAGES - Any damage caused to the property of CERC due to the negligence on the part of the agency's men will be liable to be compensated by the Agency.

13.0 PROHIBITION OF SUB CONTRACT - The firm / agency shall not appoint any sub-contract for this work under any circumstances.

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

- (a) Contract Labour (Regulation & Abolition) Act, 1970.
- (b) Minimum Wages Act (compulsory).
- (c) Workmen's Compensation Act.
- (d) Any other rules, regulations and / or statutes as may be applicable to them from time to time.

15.0 RESOLUTION OF DISPUTE - In case of dispute the decisions of Secretary, CERC shall be final.

16.0 PAYMENT - The payment shall be released on monthly basis by cheque.

17.0 DEDUCTION OF INCOME TAX AT SOURCE - Since it is a "Works Job Order", Income Tax shall be deducted as 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.

18.0 EARNEST MONEY DEPOSIT - An Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft or Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi is required to be attached with the technical bid.

18.1 The EMD is liable to be refunded after conclusion of the tendering process.

18.2 SECURITY DEPOSIT:

- (i) The successful bidder shall be required to deposit a security deposit of Rs 50,000/- (Rupees fifty thousand only) in the form of Demand Draft / Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi.
- (ii) The amount of security deposit is liable to be refunded within one month of the termination of the contract.
- (iii) No interest shall be accrued on the said security deposit.

19.0 SUBMISSION OF TENDER: The tender must be submitted in the prescribed pro-forma provided in Annexure- I and Annexure- II. Tenders not in the prescribed pro-forma are liable to be rejected.

19.1 Technical Bid - The Technical bid, in the pro-forma prescribed at Annexure-I, along with the under-mentioned documents may be kept in a sealed cover and super scribed as "Technical Bids".

- (a) Attested photocopies of PAN No., Service Tax Registration No., and Registration Certificate of the firm.
- (b) Attested photocopies of documents in support of possession of requisite experience by the firm.
- (c) Earnest money deposit as required above (para 18.0)
- (d) An undertaking to the effect that the said firm is willing to abide by the terms and conditions of CERC contained in the present NIT.

19.2 Financial Bid - The Financial bid may be furnished in the prescribed pro-forma given in Annexure -II and kept in a sealed cover super scribed as "Financial Bid".

19.3 Two separate sealed covers containing the Technical Bid and Financial Bid may be kept in another sealed cover and addressed to the Assistant Secretary, CERC. The cover should be super scribed as "**Tender for caretaking and catering of rest house**".

19.4 Last Date: The tender complete in all respects should reach the Assistant Secretary, CERC within **13th June, 2011 (up to 3.00 P.M.)**.

19.5 Opening of Tender - The Technical Bids shall be opened at 4.00 P.M. on the last day of receipt of tender. The Financial Bids of those bidders whose technical bid is found valid shall be opened on a date to be notified later.

20.0 EVALUATION OF BIDS:

- (i) Bids will be evaluated on Technical and Financial criteria. 60% weightage will be given to Technical bid and 40% to financial bid. A minimum of 50% score (out of 100) will be necessary for qualifying in technical bid evaluation and financial bids of only those bidders would be opened who score this minimum score in technical evaluation.

- (ii) Technical evaluation will be done by a Committee on the basis of the following criteria:-
- Experience in the relevant field.
 - List of clients
 - Any other parameter deemed fit to be considered by the Evaluation Committee.

21.0 INSPECTION OF SITE: Interested firms, through their authorized representative, may personally visit the premises to get a clear assessment of the scope of work before submission of tender. The date/time of such visit may be fixed with prior appointment with the Assistant Secretary (P&A) or a person authorized by him.

22.0 CERC reserves the right to reject any or all of the tenders without assigning any reason.

Sd/
(Ramanuj Dey)
Assistant Secretary

Copy to:

1. **Website of CERC**

CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC)
3rd & 4th Floor, Chanderlok Building, 36, Janpath, New Delhi - 110001

Technical Bid for providing caretaking and catering services to CERC's rest house

1. Name of the Firm _____
2. Address _____

3. Telephone No. _____ Fax No. _____
4. Date of Registration of the Firm _____
5. PAN / TAN No. _____
6. Service Tax Registration No. _____
7. List of Clients (*Additional sheet may be used if the space provided below is insufficient*):

Sl. No	Name of the Client Organization	Duration of service			Category of Personnel deployed	No of Personnel Deployed	Remarks (if any)
		From	To	Total			

8. Undertaking:

We _____ (Name of the firm) hereby undertake that we accept the terms & conditions laid down in CERC's NIT No. **7/1(2)/Guest House/2010/Estt./CERC Dated the 23rd May, 2011**

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

- (e) Contract Labour (Regulation & Abolition) Act, 1970.
- (f) Minimum Wages Act.
- (g) Workmen's Compensation Act.
- (h) Any other rules, regulations and / or statutes as may be applicable to them from time to time.

9. Earnest Money Deposit of Rs.5000/-

- 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) Attested copy of TAN/PAN No.
- iii) Attested copy of Registration No. of firm
- iv) Attested copy of Service Tax Registration No.
- v) Experience certificate from client organizations.

CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC)
3rd & 4th Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001

Financial Bid for providing caretaking and catering services to CERC's rest house

1. Name of the Firm _____
2. Address _____

3. Telephone No. _____ Fax No. _____

Sl. No.	Description	Rate quoted per month	Remarks (if any)
1	Caretaking and catering services including cost of cleaning materials and other consumables		
2	Administrative charges / service charge of the service provider(in percentage)		
TOTAL			

4. The rates quoted are exclusive of service tax. Tax applicable shall be payable by CERC in addition to the above rates quoted.
5. The rates quoted in the above table should be inclusive of contributions towards ESI, PF and any other (if any).

Dated: _____

(Signature of the authorized signatory of the Firm)

Full Name _____

Mob. No. _____

(Company Seal) _____