

CENTRAL ELECTRICITY REGULATORY COMMISSION
3rd & 4th Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001
Tel: 23353503/Fax : 23753920

F.No.2/2(13)/2010/CERC/OS

Dated: 23 .02.2010

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

Sealed tenders are invited from reputed outsourcing agencies for engaging some personnel on outsourcing basis subject to terms & conditions mentioned hereunder.

2. **Scope of work:** Details of manpower requirement are indicated in Annexure – I.
3. **Terms & Conditions:** As indicated in Annexure – II.
4. **Qualification of Bidders:** The agency should have its registered office in Delhi and should have not less than 3 years' experience in supplying manpower. The agency should be registered with concerned authorities like ESI, PF etc. and should have a PAN/TAN and Service Tax Registration Number.
5. **EMD:** An Earnest Money Deposit of Rs. 5,000/- 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. **Submission of Tender:-**
 - (i) The tender should be submitted in two sealed covers. The first sealed cover should be super-scribed "Techno-Commercial Bid for Supply of Manpower" and should contain (i) Technical Bid in the format prescribed in Annexure III, and Demand Draft for EMD and other documents mentioned therein and (ii) second sealed cover containing the "Financial Bid".
 - (ii) The Second Sealed envelope Super-scribed as "Financial Bid" should be in the format prescribed in Annexure IV. In this part of the bid the bidder is to quote only the administrative charges to be charged by the agency in terms of percentage of the total remuneration payable to the deployed staff. The remuneration for the staff shall be decided by CERC depending on their qualifications, experience etc.
7. **Last date of receipt of tenders:** The tenders complete in all respects should reach Assistant Secretary, CERC, 4th Floor, Chanderlok Building, 36, Janpath, New Delhi-110001 by 3.00 PM of 17th March, 2010. The tenders will be opened at 4 P.M. of that day in the presence of participating bidders.

Sd/-
(Ramanuj Dey)
Assistant Secretary

Enclosed : Annexure I to IV.

ANNEXURE – I to NIT No. F.No.2/2(13)/2010/CERC/OS dated 23rd February, 2010.

Category	Approx No.	Essential Qualification	Desirable Qualification	Age limit	Approx. Remuneration*
Stenographer (English)	07	(i) 12 th Pass (ii) Speed in Stenography 80 w.p.m. (iii) Speed in Typing 60 w.p.m. (iv) Proficiency in Computer (MS Office)	(i) Graduate (ii) Two years experience as Stenographer in an Organization of repute.	21-45yrs	Rs.10,000 to Rs.13,000 per month depending upon qualification, experience etc.
Record Keeper	07	(i) 10 th Pass (ii) Proficiency in Computer (MS Office)	(i) 12 th Pass (ii) One years experience in handling/keeping accounts of official documents in an Organization of repute. (iii) Ability to handle routine clerical job	21-45 yrs	Rs.5,000 to Rs.7,000 per month depending upon qualification, experience etc.

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

Terms & Conditions:

1. The agency should be registered with the concerned Govt. Authorities under the Companies Act, ESI Act & Service Tax under Central Excise Act and a copy of the registration may be submitted. The Agency should provide an undertaking that they will comply with all relevant statutory norms.
2. Evaluation of bids: Financial bids shall be opened only when the technical bids are qualified. 60% weightage shall be given to technical bids and 40% to financial bids. Final position shall be decided based on the combined score of technical bids and financial bids.
3. The successful bidder shall furnish a security deposit of Rs.25,000/- (Rupees twenty five thousand only) before awarding of the contract. The Security Deposit shall be liable to be forfeited in case the agency fails to comply with the terms and conditions of the contract or the supply of manpower is delayed beyond the stipulated period or frequent absence from duty/misconduct on the part of manpower supplied by the agency. The Security Deposit is refundable on successful completion of the contract. No interest shall accrue on such security deposit.
4. Tenure of the contract is one year with a provision of extension for another two years on year to year basis provided the services of the agency are found satisfactory. However, the contract is liable to be terminated at the discretion of the competent authority with one month's notice in case the agency fails to comply with any of the terms & conditions mentioned hereunder or its services are found to be not satisfactory.
5. CERC may require the service provider to dismiss or remove from the site of work, 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.
6. The service provider has to provide the 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.
7. All services shall be performed by persons qualified and skilled in performing such services.
8. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
9. Office 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.
10. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

11. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
12. 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.
13. The service provider shall be solely responsible for compliance with statutory obligations like provisions of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970 etc. All claims arising from the personnel deployed by the service provider under any existing Act/Rule/Regulation shall be settled by the service provider without any implication to CERC.
14. The person deployed shall not claim any employee-employer relationship against this office.
15. The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving licence, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
16. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
17. The service provider shall engage the necessary person as required by CERC from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month.
18. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to CERC.
19. Working hours would be normally 8 ½ hours per day between 9.30 A.M to 6.00 P.M during working days including half -hour lunch break.
20. The personnel may be called on a Saturday, Sunday and other gazette holidays, if required. They may be paid extra as per the rates approved by the office.

Annexure – III NIT No. F.No.2/2(13)/2010/CERC/OS dated 23rd February, 2010

**CENTRAL ELECTRICITY REGULATORY COMMISSION
3rd & 4th Floor, Chanderlok Building, 36, Janpath, New Delhi – 110 001**

Technical Bid

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			

Contd...2/

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.2/2(13)/2010/CERC/OS dated 23rd February, 2010.
- 8.2 Further, we also undertake that we shall comply with all statutory obligations regarding deployment of man power, for example:
- (a) Contract Labour (Regulation & Abolition) Act, 1970.
 - (b) Minimum Wages Act.
 - (c) Workmen's Compensation Act.
 - (d) 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.

Annexure – IV to NIT No. F.No.2/2(13)/2010/CERC/OS dated 23rd February, 2010

CENTRAL ELECTRICITY REGULATORY COMMISSION
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Financial Bid

1. Name of the Firm _____
2. Address _____

3. Telephone No. _____ Fax No. _____
- 4.

Administrative charge to be charged by the Outsourcing agency (bidder) % of the total remuneration payable to the persons deployed on outsourcing basis.
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5. Taxes applicable shall be payable by CERC.
6. Administrative charge of the agency is to be quoted in percentage of the wages/remuneration of the staff deployed.

Dated: _____

(Signature of the authorized signatory of the Firm)

Full Name _____

Mob. No. _____

(Company Seal) _____