

1. Invitation for Bids (IFB) and Notice Inviting Tenders (NIT)

1.1 Invitation for Bids (IFB)

Maharashtra Electricity Regulatory Commission invites electronic Bid Proposals from reputed, competent and professional service providers who meet the minimum eligible criteria as specified in this Request for Proposal (RFP) for e-Tender for providing Housekeeping Services at MERC office on 11, 12 and 13 Floors of Maharashtra Electricity Regulatory Commission (MERC).

The complete (RFP) document is published on the Government of Maharashtra's e-Tendering website <https://mahatenders.gov.in>

Bidders who wish to participate in the bidding process must register on the website <http://mahatenders.gov.in/nicgep/app>, unless already registered.

To participate in the on-line Tendering process, the bidders must procure Digital Signature Certificates (DSC: class II or class III) in accordance with the IT Act 2000. Bidders who already have a valid DSC need not procure a new DSC.

The bidding process would follow two stage bidding system and accordingly separate technical and commercial bids will be submitted.

The bidder shall submit the offer in electronic formats both for technical and commercial bids. EMD and Tender fees should be submitted online, as prescribed in NIT, along with the technical bid.

MERC will not be responsible for any delay in on-line submission by bidders due to any reason. For this, bidders are requested to upload the complete bid well within time so as to avoid any unforeseen problems.

No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal Contract is signed and executed between the Tendering Authority and the successful bidder.

MERC disclaims any factual/or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein is intended only to help the bidders to prepare a logical bid proposal.

1.2 Notice Inviting Tenders (NIT)

Sr. No.	Particulars	Details
1.	Name of the Work	Appointment of Service Provider for Housekeeping Services at Maharashtra Electricity Regulatory Commission (MERC).
2.	Period of Contract	2 Years The contract shall be initially for 2 years and extendable upto next 1 year depending upon the performance of the contractor of the previous year/s.
3.	Tendering Authority	Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 13th Floor, Cuffe Parade, Colaba, Mumbai-400005
4.	Estimated Cost of Tender	Rs.6,50,000/- (Rupees Six Lacs Fifty Thousand approximately) per annum. (exclusive of GST) If the contract is extended, upto 10% rise will be considered every year.
5.	Cost of Tender Document	Rs. 2,000/-(Rupees Two Thousand Only) (Non Refundable) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay Cost of Tender Document)
6.	EMD Amount	Rs.10,000/-(Rupees Ten thousand Only) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay EMD)
7.	Performance Security	10% of the value of the contract to be submitted within 10 days of issue of work order to the successful bidder. (Refundable without interest) (Entities covered as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department; GoM. will pay performance security as per the GR.)
8.	Bid Validity	120 days from the Bid submission deadline date.
9.	Mode of Bid Submission	Online Thorough e-Tendering system at http://mahatenders.gov.in/nicgep/app
10.	Last date of Submission of Queries	6 th November , 2017 Pre-Bid Queries can be submitted at 'tenderqueries@merc.gov.in' as per format Enclosed at Annexure -VI in Tender document.
11.	Date ,Time and Place of Pre Bid Meeting	On 8 th November, 2017 at 1500 Hours in the office of Dy. Director (Admin & Finance), Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 12th Floor, Cuffe Parade, Mumbai-400005.
12.	Last Date of Submission of Bids	10 th November, 2017 upto 1800 Hours
13.	Date and Time and Place of Opening of Bids	14 th November, 2017 at 1500 Hours Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 12th Floor, Cuffe Parade, Mumbai-400005.
14.	e-Tendering Helpline	24 x 7 Help Desk Number 0120-4200462,0120-4001002 Mobile no 8826246593 Email –support-eproc@gov.in

**Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial tenders shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.*

Note:-

The Office of Maharashtra Electricity Regulatory Commission has reserves right to accept or reject any or all tenders without giving any reason thereof.