



**MERC**

# **MAHARASHTRA ELECTRICITY REGULATORY COMMISSION**

**TENDER DOCUMENT FOR OUTSOURCING SERVICES OF CLERKS AND PEON FOR 3  
YEARS AND EXTENDABLE UP TO TWO YEARS ON CONTRACT BASIS IN  
MAHARASHTRA ELECTRICITY REGULATORY COMMISSION (MERC), MUMBAI.**

**Date: 11.11.2024**

**World Trade Centre, Centre No.1, 13<sup>th</sup> Floor,  
Cuffe Parade, Mumbai-400005**

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

### **1.1 Invitation for Bids (IFB)**

Maharashtra Electricity Regulatory Commission (MERC) 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 *'outsourcing of tentative 5 clerks and 2 peons for 3 years on contract basis in 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 <https://mahatenders.gov.in> / /nicgep/app, unless already registered.

To participate in the online 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/Financial 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 online 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	Tender document for outsourcing services of 5 Clerks and 2 Peons on contract basis in Maharashtra Electricity Regulatory Commission (MERC), Mumbai.
2.	Period of Contract	Initially 3Years and contract further Extendable up to two years on satisfactory services and work performance of staffs.
3.	Tendering Authority	Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 13th Floor, Cuffe Parade, Mumbai-400005
4.	Cost of Tender Document	Rs. 500/- (Rupees Five Hundred 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)
5.	EMD Amount	Rs.5,000/- (Rupees Five thousand Only) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay EMD)
6.	Bid Validity	180 days from the Bid submission deadline date.
7.	Mode of Bid Submission	Online through e-Tendering system at - <a href="https://mahatenders.gov.in/nicgep/app">https://mahatenders.gov.in/nicgep/app</a>
8.	Last date of Submission of Queries	<b>18<sup>th</sup> November 2024</b> Pre-Bid Queries can be submitted at 'tenderqueries@merc.gov.in' as per format enclosed at <b>Annexure -VI</b> in Tender document.
9.	Date ,Time and Place of Pre Bid Meeting	On <b>19<sup>th</sup> November 2024</b> @ 1500 hrs in the office of Deputy Director (Admin & Finance), Maharashtra Electricity Regulatory Commission, World Trade Centre, Centre No.1, 12 <sup>th</sup> Floor, Cuffe Parade, Mumbai -400005.
10.	Last Date of Submission of Bids	<b>2<sup>nd</sup> December 2024</b> upto 1500 hours
11.	Date and Time and Place of Opening of Bids	<b>03<sup>rd</sup> December 2024</b> @ 1500 hours Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 12 <sup>th</sup> Floor, Cuffe Parade, Mumbai-400005.
12.	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/financial 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.  
of proposal.