

Notice Inviting Tender (NIT) No: TGERC -NIT-A-01/2026

Background:

- Telangana Electricity Regulatory Commission (TGERC) is constituted by the Government of Telangana under the provisions of Section 82 of Electricity Act, 2003 having the authority to regulate the Electricity industry in the state of Telangana.
- Office of the TGERC is located at “Vidyut Niyantan Bhavan”, GTS Colony, Kalyan Nagar, Hyderabad – 500 045 The complete office building has an approximate built-up area of 7500 Sq Mts.
- TGERC inviting bids for providing “ **Integrated Building Services** such as house keeping, services for protection of the assets, premises etc (security), Technical maintenance of building equipment and Gardening services including pest control, etc. for the Vidyut Niyantan Bhavan building located at G.T.S. Colony, Kalyan Nagar, Hyderabad 500 045 and also at the residences of the Hon’ble Chairman and Members as per their entitlements.
- Amendment(s)/corrigendum/clarification(s) if any, with respect to this Tender shall be uploaded on the website of www.tgerc.telangana.gov.in. The Bidders should keep themselves updated by regularly visiting the website for any amendment/corrigendum/ clarification including cancellation issued in regard to this Tender. Such amendments and addendums shall be part and parcel of the bidding document.

Note:

1. TGERC reserves the right to reject any or all the tenders at any stage without assigning any reasons thereof. TGERC reserves the right to modify, amend, cancel, vary, or supplement this document including all formats and Annexures. The Bidders shall check the website www.tgerc.telangana.gov.in for amendments, if any, upto one day prior to the date of Bid opening. The amendments shall be binding on the Bidders.
2. While this document has been prepared in good faith, neither TGERC nor their employees or advisors make any representation or warranty, express or implied directly or indirectly, or accept any responsibility or liability, whatsoever, in respect of any statements concessions or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations and or notifications if any as to the accuracy, reliability or completeness of this tender document, even if any loss or damage is caused by any act or omission on their part.

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**TELANGANA ELECTRICITY REGULATORY COMMISSION (TGERC)
HYDERABAD – 500 045**
INVITATION FOR BIDS (IFB)

| | | |
|----|------------------------------------|---|
| 1 | Department Name | Telangana Electricity Regulatory Commission |
| 2 | Tender Notice No. | TGERC -NIT-A-01/2026 |
| 3 | Work site | Vidyut Niyantran Bhavan”, GTS Colony, Kalyan Nagar, Hyderabad – 500 045 (Major works) and at the residences of the Chairman and Members of the Commission (Minor works). |
| 4 | Scope of the Work | Integrated Building services such as house keeping, services for protection of the assets, premises etc (security), Technical maintenance of building equipment and Gardening services including pest control, rodent control, termite control, cockroach control and silver fish control in the piles of books, files, etc. for the Vidyut Niyantran Bhavan building located at G.T.S. Colony, Kalyan Nagar, Hyderabad 500 045 and also at the residences of the Chairman and Members as per their entitlements. |
| 5 | Period of Contract | 2 Years (One more year extension based on performance and mutual agreement) |
| 6 | Tender evaluation criteria | Tender is evaluated under QCBS, giving due weightage to the Quality of work, which is as follows: Two stages on Quality and Cost based solution (QCBS) Stage – 1: 60% weightage for their premier services rendered to various clientele, as per the eligibility criteria mentioned at page no. Stage – 2: 40% weightage for the rate quoted. |
| 7 | Bidding Type | Open |
| 8 | Bid call (Nos.) | First |
| 9 | Tender Category | Services |
| 10 | Type of bid | Open rate quoted |
| 11 | Bid Processing Fee | No bid processing fee is levied. |
| 12 | Earnest Money Deposit (i.e., EMD) | Rs.50,000/- (Rupees Fifty thousand Only). Demand draft or Banker's cheque drawn in the name of “TGERC FUND” , payable at SBI, Hyderabad is accepted. Payment of EMD is exempted for MSMEs, upon submission of valid certificate. |
| 13 | Bid Submission | Offline |
| 14 | <u>Important Dates:</u> | |
| | Pre-requisites for Pre-bid meeting | All the intending bidders are required to send an email to tsercnetzerobuilding@gmail.com on or before the date specified in the first few pages of the NIT clearly mentioning the required clarifications. |

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| | | <p>It is a must that those who are interested to take part in the pre-bid meeting should send their queries to tsercnetzerobuilding@gmail.com (online) on or before 11-01-2026 by 12.30 pm, so as to take a decision on the queries.</p> <p>Responses / Clarifications/ Decisions, as may be necessary on the pre-bid queries will be communicated in the pre-bid meeting.</p> |
| | Pre-Bid meeting | 12-01-2026 @ 11.30 AM |
| | Bid submission Opening date & Time | 20-01-2026 @ 2.30 PM |
| | Declaration of those who are qualified | 20-01-2026 @ 5.00 PM |
| | Bid Submission Closing date & Time | 19-01-2026 by 5.00 PM |
| | Technical Bid evaluation by committee including Financial bid Date | 24-01-2026 |
| | Declaration of successful bidder on website. | 24-01-2026 @ 5.00 PM. |
| 15 | Procedure for bids opening or Stages: | <p>First, the pre-qualification bids will be opened on the notified date and time. Those who are interested can witness the process. Those who are qualified will be notified on the same day in the website and also to those who are present.</p> <p>Thereafter, Technical bids (including financial bids) of those who are qualified in the pre-qualification will be opened and will be evaluated by a committee. Since technical evaluation consumes considerable time, result of such evaluation will be placed in the website.</p> |
| 16 | Bid Validity Period | Three months from the date of submission |
| 17 | <u>Other Details:</u> | |
| | Tender Inviting Authority | Commission Secretary, TGERC |
| | Address & contact details: | TELANGANA ELECTRICITY REGULATORY COMMISSION , Vidyut Niyantran Bhavan', G.T.S. Colony, Kalyan Nagar, Hyderabad 500 045." |
| | Bid opening Authority | Commission Secretary, TGERC |
| | Place of Opening of Tenders: Telephone: | TGERC office located at "Vidyut Niyantran Bhavan", G.T.S. Colony, Kalyan Nagar, Hyderabad 500 045 |

| | |
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| 18 | <p>Procedure for bid submission:</p> <ul style="list-style-type: none"> a. Intending bidders should download the tender document. Read it thoroughly. Follow the instructions therein scrupulously. b. Bidders are to submit their bids in three separate sealed envelops, all put together in one big envelop. c. First envelop should contain a sheet in due compliance of the pre-qualification criteria. First index sheet invariably should have the page nos duly indicating the corresponding document referred. d. Second envelop should also have an index sheet duly indicating the pages nos indicating the corresponding document claiming marks under that category. e. Third envelop is the rate quoted – One page. f. Intending Bidders are requested to visit the Office during working hours and working days to ascertain the scope of work. g. The Bidder shall sign on all pages of the documents, statements, relevant certificates, owning responsibility for their correctness/ authenticity and submit the same in three separate envelopes as envisaged. <p>Note: Each document submitted shall mandatorily include a proper index and continuous page numbering to facilitate verification and reference. A bunch of numerous documents are submitted without clearly showing which document is meant for claiming which mandatory clause in the tender are considered as invalid. Therefore, It is the responsibility of the bidder to declare that each document that he submits is towards claiming the concerned mandatory clause in the Tender. Bids shall be submitted in accordance with the procedure stipulated in the tender. Bids which are not submitted in accordance with the terms specified in the tender notice shall be considered invalid and rejected.</p> <ul style="list-style-type: none"> h. The TGERC will not take any responsibility for any delay in receipt/non-receipt of the same. Bidders should not have any objection in allowing verification of the documents for establishment of genuineness of the certificates/documents submitted by the Bidder. i. If any successful Bidder fails to submit the required documents, his bid is treated as unresponsive and will be set aside. |
| 19. | <p>Statutory Requirements:</p> <p>It is the responsibility of the responsible bidder to meet all statutory requirements and TGERC absolves its responsibility in this regard.</p> |

Commission Secretary

First Envelope:

Pre-Qualification criteria
Please enclose relevant documents duly numbering

| Sl. No. | Item description | From Page No. | To Page no. |
|----------------|---|----------------------|--------------------|
| 1 | Tender submission letter (Refer page no. 18) | | |
| 2 | <p>Proof of Legal Constitution: Submit any one of the following valid documents:</p> <p>a) Certificate of Incorporation issued by the Registrar of Companies (for Companies); OR b) Registration Certificate issued by the Registrar of Firms (for Partnership Firms); OR c) LLP Agreement and Certificate of Incorporation issued by the Registrar of Companies (for LLPs); OR d) Valid Contractor Registration/License issued by the Government of Telangana or any Indian State/Central Government Department.</p> <p><i>For Sole Proprietorships, a copy of the GST certificate and PAN in the proprietor's name, along with a notarized affidavit confirming the proprietorship, shall be accepted.</i></p> | | |
| 3 | E.M.D. DD or Banker's cheque drawn in favour of TGERC Fund. Payment of EMD is exempted for MSMEs upon submission of valid certificate. Proof of either payment of EMD or MSME certificate is enclosed. | | |
| 4 | Solvency certificate of not less than 50% of the bid amount (from Nationalized Banks, etc). Such certificate should have been issued not earlier than 12 months prior to the date of bid opening. | | |
| 5 | A declaration (on the letter head of the bidder) stating the litigations preferred / contemplated, if any, along with the status for the past five years is to be submitted. If no such history exists, the same may be indicated. | | |
| 6. | Labour license from labour department of Telangana for atleast 30 persons | | |
| 7 | A copy of the valid GST certificate. | | |
| 8 | A copy of the valid EPF registration certificate along with proof of EPF payment of the employees for the FYs2022-23,2023-24 and 2024-25. | | |
| 9 | A copy of the valid ESI registration certificate. | | |
| 10 | A copy of PAN certificate. | | |

SECOND ENVELOPE

TECHNICAL EVALUATION CRITERIA (60% Weightage)

(Each parameter is calculated for a maximum of 20 Marks)

(As per clause no. 16.5)

Please enclose relevant documents duly numbering

| Sl. No. | Technical parameter | From Page No. | To Page No. |
|---------|--|---------------|-------------|
| 1 | Turnover (for the FY 2022-23, 2023-24 & 2024-25) Audited certificate and or IT return should be submitted | | |
| 2 | Fleet of employees (for the financial years 2022-23, 2023-24 and 2024-25 and submit the relevant proof such as PF return, etc., year wise) a) Permanent b) Outsourced c) Contract | | |
| 3 | Premier clientele (during the 2022-23, 2023-24 & 2024-25) | | |
| 4 | A list of Machines proposed to be used / deployed at TGERC site may be given for proper assessment | | |
| 5 | A Detailed list of materials proposed to be used may be submitted for proper assessment. | | |

Note :

- Above are evaluated with an intent that the same (quality, Machines possessed) will be used for TGERC also and this is not ornamental for clearing the technical evaluation criteria phase.
- The use of hazardous or toxic chemicals / substances that could result in damage to office property is strictly prohibited.
- The quality and quantity of materials supplied by the bidder shall match the existing standards or higher with the prior approval of the officer in-charge of TGERC.
- All the Bidders are requested to furnish the above information with documentary proofs which will be evaluated by the committee on procurement and will assign the marks on comparative basis.
- In case of conflict, decision of the Tender accepting authority shall be binding and final. By submitting the tender, it is deemed that the bidder agrees to the decision of the authority in case of conflict.

Procedure of Evaluation:**Technical weightage (60%) and Financial weightage (40%):**

The committee shall evaluate the bids technically, allocate the notified weightage and lists the bidders based on the drawn criteria, which is as follows. Bidders are to submit the following:

| | |
|---|---|
| • Turnover (for the FY 2022-23, 2023-24 & 2024-25): | • Highest turnover of the Company will get advantage for securing more number of marks |
| • Number of employees (for the FY 2022-23, 2023-24 and 2024-25) : | • Highest number of employees in the Company will get advantage in securing more number of marks |
| • Premier clientele: | <ul style="list-style-type: none"> • Experience will be evaluated based on work orders/completion certificates from: <ul style="list-style-type: none"> a) Central/State Government Ministries/Departments (5 marks) b) Public Sector Undertakings (PSUs) / Autonomous Bodies (5 marks) c) Large Corporate Offices (> 5000 sqm) or Registered Companies with turnover > Rs. 100 Cr (5 marks) In deciding the Premier clientele, the committee's decision is final. |
| • Materials used: | • Quality of the materials used secures more marks in evaluation. In deciding the material used the Committee's decision is final. |
| • Machines used: | • Marks for modern, efficient, and safety-compliant equipment. In deciding the machines used, the Committee's decision is final. |

Each responsive Proposal will be given a technical score (Ts) out of 100 marks.

The proposal with the lowest cost (Fm) shall be given financial score (Fs) of 100 marks.

The financial scores of other proposals shall be computed as follows.

Where **F = Total amount of Financial bid submitted by the bidder.**

Fm is the minimum financial bid discovered in the bidding process.

The financial score Fs will be calculated as follows.

$$Fs = 100 \times Fm / F$$

Combined technical and Cost Evaluation – The total score shall be obtained by weighting the combined technical and cost scores and adding them, as follows:

$$S = Ts \times Tw + Fs \times Fw \text{ Where}$$

S = total score

Ts = technical score of the specific bidder

Fs = financial score of the specific bidder

Tw = weight assigned to technical score i.e 0.6

Fw = weight assigned to financial score i.e 0.4

THIRD ENVELOPE:

(On official letter head)

PRICE BID

Scope of work: Refer clause No. 7 and Annexure A.

I/We, Sri / Smt./M/s. do hereby express my willingness to execute the scope of work as per the conditions, standards, specifications, rules, regulations, etc., stipulated in the tender document for a consideration of Rs. (Rupees)

I / We are also submitting the item wise costing (bifurcation of costing) only for information.

Further, owing to the point no. 4 of the (Annexure A – Scope of work), the charges (inclusive of all but exclusive of GST) for deployment of additional personnel are as follows:

Driver :

Security Guard:

Mali / Malan

Cook

Dhobi

I / We understand that the rates quoted for additional personnel does not have any impact on the total bid amount quoted for. It is also understood that the rates quoted for additional personnel are only in the case of need as and when arise.

SIGNATURE:

**NAME OF THE BIDDER /
AUTORISED SIGNATORY.**

SECTION - 1

A. GENERAL

1. SCOPE OF WORK:

- The TGERC (referred to as Commission in these documents) invites Bids for “Integrated Building services such as house keeping, services for protection of the assets, premises etc (security), Technical maintenance of building equipment and Gardening services including pest control, rodent control, termite control, cockroach control and silver fish control in the piles of books, files, etc. for the Vidyut Nyantran Bhavan building located at G.T.S. Colony, Kalyan Nagar, Hyderabad 500045 and also at the residences of the Hon’ble Chairman and Members as per their entitlements.”
- Total serviceable area for cleaning, guarding and gardening are given in Annexure – B.

2. Disqualification of the Bidder

2.1 Even though the Bidders meet the above qualifying criteria, they are subject to be **Disqualified and blacklisted** if they have:

- a. Misled / Furnished false / fabricated particulars in the forms, statements and /annexures submitted in proof of the qualification requirements
- b. Not turned up for entering into agreement, when called upon.
- c. Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- d. Participated in the previous bidding for the same work and had quoted unreasonably and
- e. Even while execution of the work, if found that the work was awarded to the Contractor based on false / fake certificates of experience, the Contractor will be blacklisted and work will be taken over without any notice.
- f. been blacklisted/debarred/withheld/suspended/terminated for any kind of work in any govt departments /PSUs/govt corporations/govt companies/autonomous bodies and having litigation history and cases pending/contemplated/instituted against the firm in preceding 5 years
- g. If such discrepancies mentioned above are found, not only at the stage of bidding, but even during the execution of work, the contract is liable to be terminated and the Bidder will be black listed and the EMD will be forfeited in cases where the EMD is paid. The work will be carried out through any other agency for which the Bidder shall be liable for all the cost and consequences.
- h. The Bidder has not been demoted to lower category in any department for not filing the tenders after buying the tender schedules in a whole year and their registration had not been cancelled for a similar default in two consecutive years.

2.2 On awarding of work the firm shall furnish the list of Employees employed (along with name, age and other details) to this office. And it is to ensure that if any employee from the furnished list is absent due to personal reasons, the firm shall be responsible to arrange a

substitute so that the system shall run in a smooth way. And the monthly payment bill submitted shall be enclosed with the EPF, ESI & GIS particulars.

All the materials to be utilized for the project should be subject to inspection before usage by the authorized Officer /staff of the Commission.

2.3 Notwithstanding anything stated above the Commission reserves the right to assess capability and capacity of the Bidder to successfully execute the work covered under the scope of work. This assessment shall inter-alia include

- (i) document verification
- (ii) Bidder's work facilities
- (iii) service capacity, details of work executed, works on hand, anticipated in future in addition to the works involved in present Bid
- (iv) details of men and machinery, and financial resources
- (v) details of quality systems in place
- (vi) past experience and performance
- (vii) customer feedback
- (viii) banker's feedback etc.

2.4 If the situation so demands, the Commission reserves the right to reject the Bids which are abnormal out of the submitted bids without any notice.

2.5 If the rate quoted by a Bidder is found to be either abnormally high or within the permissible ceiling limits prescribed but under collusion or due to unethical practices adopted at the time of tendering process, such tenders shall be rejected.

2.6 Bidder submitting a tender which the tender accepting authority considers excessive and or indicative of insufficient knowledge of current prices or definite attempt of profiteering will render himself liable to be debarred permanently from tendering or for such period as the tender accepting authority may decide. The rate quoted by the Bidder should be based on the controlled prices for the materials, if any, fixed by the Government or the reasonable prices permissible for the Bidder to charge a private purchaser under the provisions of clause-6 of the hoarding and profiteering prevention ordinance of 1943 as amended from time to time and on similar principle in regard to labour supervision on the construction.

2.7 **One Tender per Bidder:** Each Bidder shall submit only one tender for the work. A Bidder who submits more than one Tender will cause dis-qualification of all the tenders submitted by the Bidder.

3 COST OF BIDDING

3.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the Commission shall in no case be responsible and liable for those costs.

4. SITE VISIT

4.1 The Bidder, at the Bidder's own responsibility and risk is required to visit & examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid. The costs of visiting the Site shall be at the Bidder's own expense.

B. PREPARATION OF BIDS:

5. LANGUAGE OF THE BID:

5.1 All documents relating to the Bid shall be in the English language

6. DOCUMENTS COMPRISING THE BID

6.1 The Bid submitted by the Bidder shall comprise the following:

- a.** Envelope 1 containing the pre qualification documents including EMD
- b.** Envelope 2 Technical bid
- c.** Envelope 3 Financial bid

7. BID PRICES

7.1 The contract shall be for the scope of works mentioned at Annexure-A

7.1.0 The Bidder has to quote his lumpsum rate which shall be inclusive of all costs. Successful bidder will be paid the proportionate monthly amount from the lumpsum rate quoted / accepted, subject to minor deviations with regard to deployment.

7.1.1 All duties, taxes except GST, and other levies payable by the contractors.

7.2 Any variations in the statutory levies of taxes & duties shall be to the Bidder's Account only.
7.3 The rates and prices quoted by the Bidder shall be firm.

8. CURRENCIES OF BID AND PAYMENT

8.1 In Indian Rupees only.

9. BID VALIDITY

9.1 Bids shall remain valid for a period not less than **Ninety days (90)** after the deadline date of Bid submission. **“A Bid valid for a shorter period shall be rejected by the Commission as non-responsive.”**

10. EMD

10.1 The Bidder shall furnish an EMD of Rs. 50,000/- (Rupees Fifty Thousand Only), except for Micro and Small Enterprises (MSEs) registered under the MSME Act, 2006 (as amended), who shall be exempted upon submission of a valid MSME registration certificate.

10.2 Any security other than the type of EMD mentioned above will not be accepted.

10.3 The EMD of the unsuccessful Bidder shall be returned.

10.4 The EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required performance Security.

10.5 The EMD shall be forfeited

- if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;
- if the Bidder does not accept the correction of the Bid Price, pursuant to Clause 25; or
- in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - Sign the Agreement or
 - Furnish the required performance Security.

11. ALTERNATIVE PROPOSALS BY BIDDERS

11.1 Bidders shall submit offers that comply with the requirements of the Bidding documents including specifications, if any. Alternatives will not be considered.

12. FORMAT AND SIGNING OF BID

12.1 The original and copy of the Bid shall be typed or written in indelible ink and shall be signed by a person or person duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

12.2 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Commission, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

12.3 The Bidder shall furnish information as described in the form of Bid on Commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

C. BID OPENING AND EVALUATION

13. PROCESS TO BE CONFIDENTIAL

13.1 Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Commission's processing of Bids or award decisions may result in the rejection of his Bid.

14. CLARIFICATION ON BIDS

14.1 To assist in the examination, evaluation, and comparison of Bids, the Commission may, at its discretion, ask any Bidder for clarification of his Bid, including breakup of unit rates. The request for clarification and the response shall be in writing through mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Commission in the evaluation of the Bids in accordance with Clause 15.

14.2 Subject to sub-Clause 13.1, no Bidder shall contact the Commission on any matter relating to its Bid from the time of the Bidding opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Commission, he should do so in writing.

14.3 Any effort by the Bidder to influence the Commission in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of the Bid.

15. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

15.1 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the Bidding documents, the Commission's rights or the Bidder's obligations under the Contract, or (c) whose rectification would affects unfairly the competitive position of other Bidders presenting substantially responsive Bids.

15.2 If a Bid is not substantially responsive, it will be rejected by the Commission, and may not subsequently be made responsive by correction or withdrawal of the non-confirming deviation or reservation.

16. EVALUATION AND COMPARISON OF BIDS

16.1 The Commission will evaluate and compare only the Bids determined to be substantially responsive.

16.2 In evaluating the Bids, the Commission will determine for each Bid the evaluated Bid Price by adjusting the Bids price as follows:

- making any correction for errors pursuant to Clause 15; or
- making an appropriate adjustments for any other acceptable variations, deviations and making appropriate adjustments to reflect discounts or other price modifications offered if any.

16.3 The Commission reserves the right to accept or reject any variation, deviation, or alternative offer. Other factors which are in excess of the requirements of the Bidding documents or otherwise result in unsolicited benefits for the Commission shall not be taken into account in Bid evaluation.

16.4 If the Bid of the successful Bidder is seriously abnormal of the cost of work to be performed under the contract, the Commission may require the Bidder to produce detailed price analyses to demonstrate the consistency of those prices. After evaluation of the price analyses, the Commission may require that the amount of the performance security set forth in Clause 19.1 increased at the expense of the successful Bidder to a level sufficient to protect the Commission against financial loss in the event of default of the successful Bidder under the Contract.

Evaluation of the bids following QCBS Methodology:

16.5 Technical Evaluation (60%) and Financial Evaluation (40%):

The committee shall evaluate the bids technically, allocate the notified weightage and lists the bidders based on the drawn criteria, which is as follows. Bidders are to submit the following:

| | |
|---|---|
| • Turnover (for the FY 2022-23, 2023-24 & 2024-25): | • Highest turnover of the Company will get advantage for securing more number of marks |
| • Number of employees (for the FY 2022-23, 2023-24 and 2024-25) : | • Highest number of employees in the Company will get advantage in securing more number of marks |
| • Premier clientele: | <ul style="list-style-type: none"> • Experience will be evaluated based on work orders/completion certificates from: <ul style="list-style-type: none"> a) Central/State Government Ministries/Departments (5 marks) b) Public Sector Undertakings (PSUs) / Autonomous Bodies (5 marks) c) Large Corporate Offices (> 5000 sqm) or Registered Companies with turnover > Rs. 100 Cr (5 marks) In deciding the Premier clientele, the committee's decision is final. |
| • Materials used: | • Quality of the materials used secures more marks in evaluation. In deciding the material used the Committee's decision is final. |
| • Machines used: | • Marks for modern, efficient, and safety-compliant equipment. In deciding the machines used, the Committee's decision is final. |

Each responsive Proposal will be given a technical score (Ts) out of 100 marks.

The proposal with the lowest cost (Fm) shall be given financial score (Fs) of 100 marks. The financial scores of other proposals shall be computed as follows.

Where **F = Total amount of Financial bid submitted by the bidder.**

Fm is the minimum financial bid discovered in the bidding process.

The financial score Fs will be calculated as follows.

$$Fs = 100 \times Fm / F$$

Combined technical and Cost Evaluation – The total score shall be obtained by weighting the combined technical and cost scores and adding them, as follows:

$$S = Ts \times Tw + Fs \times Fw \text{ Where}$$

S = total score

Ts = technical score of the specific bidder

Fs = financial score of the specific bidder

Tw = weight assigned to technical score i.e 0.6

Fw = weight assigned to financial score i.e 0.4

D. AWARD OF CONTRACT

17. AWARD CRITERIA

17.1 Successful bidder as evaluated under clause no 16 shall be awarded the Contract.

18. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT

- 18.1 The Bidder whose Bid has been accepted will be notified of the award by the Commission prior to expiration of the Bid period by e-mail or by registered letter. This letter (hereinafter in the Conditions of Contract called the “Letter of Acceptance”) will state the sum that the Commission will pay the Contractor in consideration of the execution, completion, and maintenance of the works by the contractor as prescribed by the Contract (hereinafter and in the Contract called the ”Contract Price”).
- 18.2 The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provisions of Clause 19 and signing of agreement.
- 18.3 It shall be the duty of the successful bidder to execute the agreement consequent to issue of LOA. If the Bidder fails to do so the EMD will be forfeited. If any.
- 18.4 The Bidder shall produce TIN (Tax Payer Identification Number) before issue of Letter of Acceptance.

19. PERFORMANCE SECURITY

- 19.1 Within 21 days of receipt of the Letter of Acceptance, the Successful Bidder shall deliver to the Commission a Performance Security in any of the forms given below for an amount equivalent to 5% of the Contract price plus additional security for unbalanced Bids:
 - a. In case such a security is preferred as a Bank Guarantee, it should be valid for 13 months with claim period of 15 months. Such a BG should be from a Nationalized Bank or Scheduled Bank and should be acceptable by the Commission.
 - b. In case a Bank draft is submitted, it should be in favour of TGERC, Hyderabad drawn on any scheduled Bank/Nationalized Bank.

19.2 Failure of the successful Bidder to comply with the requirements of Sub-Clause 19.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD, if any paid.

20. MODE OF PAYMENT:

20.1 All payments shall be made by the Commission on or after thirty (30) days of receipt of contractor's invoice complete in all respects and supported by the requisite documents and fulfillment of stipulated conditions, as certified by the certifying authority, if any. All the payments shall be released to the contractor through the Banks by crediting to his account.

21. CORRUPT OR FRAUDULENT PRACTICES.

- a. TGERC expects all the Bidders/ Contractors to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, TGERC :
 - b. Defines, for the purposes of this provision, the terms set forth as follows:
 - i. “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the work awarding process or in contract execution, and
 - ii. “Fraudulent Practice” means a misrepresentation of facts in order to influence work awarding process or the execution of a contract to the detriment of the Commission and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at

artificial non-competitive levels and to deprive the Commission of the benefits of free and open competition.

- c. Will reject a proposal for award if it determines that the Bidder recommended for award is involved in corrupt or fraudulent practices in competing for the contract in question.
- d. Will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time the firm is engaged in corrupt or fraudulent practices in competing for, or in executing a Bank-financed contract.

SECTION – 2

Tender submission letter (On official letter head with address)

Date:

To
The Commission Secretary,
TGERC, Vidyut Niyantan Bhavan,
G.T.S. Colony, Kalyan Nagar Hyderabad-
500045 .

Sir,

I / We do hereby submit the tender. If this tender is accepted, I / we under take to execute the scope of work mentioned in the tender document for a Lumpsum of rupees mentioned in the financial bid.

I/WE agreed to keep the offer in this tender valid for a period of 3 month(s) and not to modify the whole or any part of it for any reason within above period. If the tender is withdrawn by me/us for any reasons whatsoever during the tender validity period, the earnest money paid by me/us will be forfeited to TGERC.

I/WE hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our tender I/We have carefully followed the instructions in the tender notice / document.

I / we distinctly agree that I/We will not hereafter make any claim or demand upon the TGERC based upon or arising out of any alleged misunderstanding or misconception /or mistake on my/or our part of the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I/WE shall not assign the contractor or sublet any portion of the same. In case if it becomes necessary such subletting with the permission of the Commission Secretary or authorized person shall be limited to (1) Labour contract, (2) Material contract, (3) Transport contract and (4) Engaging specialists for special item of work.

If my/our tender is accepted the earnest money shall be retained by TGERC as security for the due fulfilment of this contract. I / We are aware that the EMD is forfeited for, (1)upon written intimation to me/us by the Commission Secretary or authorized person, I/We fail to attend the said office on the date therein fixed or (2)upon intimation being given to me/us by the Commission Secretary or authorized person of acceptance of my/our tender, or (3)if I/We fail to enter into the required agreement within the stipulated date and time, then I/We agree for the forfeiture of the earnest money. Any

notice required to be served on me/us here under shall be sufficiently served on me/us if delivered to me/us personally or forwarded to me/us by post (registered or ordinary) or left at my/our address given herein. Such notice shall if sent by post be deemed to have been served on me/us at the time wherein due course of post it would be delivered at the address to which it is sent.

I/We fully understand that the written agreement to be entered into between me/us and TGERC shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorized to enter into contract on behalf of TGERC.

I/WE will employ the following technical staff for supervising the work and will see that they are always at site during working hours, personally checking all items of works and pay extra attention to such works as required special attention

| S1.No. | Name | Designation | Qualifications |
|--------|------|-------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I / WE declare that I/WE agree to recover the salaries of the technical staff actually engaged on the work by TGERC from the work bills, if I/We fail to employ technical staff as per the tender conditions.

BIDDER'S / CONTRACTOR'S CERTIFICATE.

- (1) I/WE certify that I/We have inspected the site of the work before quoting, I /We have ascertained the requirements and satisfied and submitted the quotation.
- (2) I/WE am/are prepared to furnish detailed data in support of my bid offer, if and when called upon to do so without any reservations.
- (3) I/WE declare that I/WE will execute the work as per the scope of work, and if I/WE fail to complete the work as per the said work I/We abide by the condition to recover liquidated damages as per the tender conditions.
- (4) I/WE declare that I/WE will abide for settlement of disputes amicably without resorting to the legal actions. I / we also agree to first knock the doors of Arbitration than Adjudication as mutually agree.

Declaration by the Bidder

Even though the Bidders meet the above qualifying criteria, they are subject to be **Disqualified and blacklisted** if they have:

- a. Misled / Furnished false / fabricated particulars in the forms, statements and /annexures submitted in proof of the qualification requirements
- b. Not turned up for entering into agreement, when called upon.
- c. Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- d. Participated in the previous bidding for the same work and had quoted unreasonably and
- e. Even while execution of the work, if found that the work was awarded to the Contractor based on false / fake certificates of experience, the Contractor will be blacklisted and work will be taken over without any notice.
- f. been blacklisted/debarred/withheld/suspended/terminated for any kind of work in any govt departments /PSUs/govt corporations/govt companies/autonomous bodies and having litigation history and cases pending/contemplated/instituted against the firm in preceding 5 years
- g. If such discrepancies mentioned above are found, not only at the stage of bidding, but even during the execution of work, the contract is liable to be terminated and the Bidder will be black listed and the EMD will be forfeited in cases where the EMD is paid. The work will be carried out through any other agency for which the Bidder shall be liable for all the cost and consequences.
- h. The Bidder has not been demoted to lower category in any department for not filing the tenders after buying the tender schedules in a whole year and their registration had not been cancelled for a similar default in two consecutive years.

Signature of the bidder

Name & Designation

Cell No.

CONDITIONS OF CONTRACT

1. BID

- 1.1 If any alteration is made by the Bidder in the contract form, the conditions of contract, the drawing, specifications or quantities accompanying the same tender will be rejected.

2. MATERIALS:

3. SUBLETING OF WORKS:

- 3.1 No part of the contract shall be sublet without permission of the Commission Secretary or authorized person / TGERC, Hyderabad or shall transfer be made by Power of Attorney authorizing others to receive payment on the contractor's behalf.
- 3.2 The Commission Secretary or authorized person / TGERC, Hyderabad can if necessary, limit permission to sublet the following items of work only.
 - I. Labour Contract
 - II. Material Contract
 - III. Transport Contract
 - IV. Engaging specialists for special items of work.
 - V. In the event it is found that any portion of the work is sublet without consent of Commission Secretary or authorized person / TGERC, action will be taken against the Contractor by debarring him from participating in the tender for the period as decided by the agreement concluding authority. However, the debarring period shall not be less than one year.

4. Goods & Service Tax (GST)

- 4.1 GST at the prescribed rates as indicated by Government from time to time, shall be recovered from the bills and remitted to Government.
- 4.2 TDS certificate (Form No.:501-A) shall be issued to the contractor for the amount of GST recovered and remitted to the Government.
- 4.3 The contractor has to furnish Form No.501/501-A (TDS Certificate) with TIN Number to the TGERC, Payable at Hyderabad so as to enable the TGERC to certify the recovery and remittance of GST from the work bills.
- 4.4 In case the contractor opts for composite scheme and submits the necessary registration certificate for deduction of GST at 18%, the same shall be recovered and remitted to the Government without adding differential VAT amount to the bill.
- 4.5 The contractor should produce a valid GST Certificate before the payment of the final bill, otherwise payment to the contractor will be withheld.

5. INCOME TAX:

- 5.1 Each Bidder must also send a certificate of income tax verification from the appropriate income tax authorities in the prescribed form. This certificate will be valid for one year from the date of issue and to be enclosed to all tenders submitted during the year.
- 5.2 If a certificate for the current year had already been produced by him during the calendar year in which the tender is made it will be sufficient if such particulars are furnished.
- 5.3 During the execution of contract, deduction of income tax is at the applicable rate as decided by the Government from time to time shall be made from the gross payment of the bills.

6. PAYMENT FOR AUTHORISED EXTRAS & SUPPLEMENTAL ITEMS

- 6.1 Any services other than the mentioned, if required to be carried out at the instance by the Commission need to be carried out by the successful bidder, subject to fulfilling the minimum wages and other labour conditions and at mutually agreed rates.

7. INJURIES DUE TO ACCIDENTS:

- 7.1 The contractor shall at all times indemnify the TGERC against all claims which may be under the Workmen Compensation Act or any Statutory modification thereof or the rules of compensation payable in consequence of any accident or any injury sustained by any workman engaged in the performance of the business relating to this Contract. The contractor is advised to obtain a insurance policy for the persons deployed.
- 7.2 In all cases of personal injury to workman employed by a Contractor on this work for which contractor is liable to pay compensation under Workmen Compensation Act. He shall pay the prescribed medical fee to the Medical Officer for issue of C & D forms prescribed failing which the said fee will be paid to the Medical Officer by the TGERC and recovered from the contractor's bills.
- 7.3 The following indemnity bond may be executed by the contractor while entering into agreement:

Name of work:

.....

Agreement No:

I/We contractor S/o aged
resident of
do hereby bind myself / ourselves to pay all the claims which may come

(a) Under workmen's Compensation Act 1923, with any statutory modification thereof and rules there under or injury sustained (b) under Minimum wages Act 1948,

- (c) Under payment of Wages Act, 1936
- (d) Under the Contract Labour (Regulation of Abolition) Act 1970, by any workman engaged for the performance of the business relating to the above contract i.e. failing such payment of claims of workman engaged in the above work, abide in accepting for the recovery of such claims effected from any of my / our assets with the department.

- 7.4 In respect of all labour directly or indirectly employed on the work, the contractor shall comply with all legislations and rules of State/Central Government or other Local Authority framed from time to time governing the protection of health, sanitary arrangements, wages, welfare and safety for labour employed on building and construction works. The rules and other statutory obligations with regard to fair wages, welfare and safety, reasons, maintenance of registers etc., will be deemed to be part of the contract.

8. **LIABILITY FOR EXCESS PAYMENT**

- 8.1 In case of over payment or wrong payment made if any to the contractor due to wrong interpretation of the provisions of the contract or otherwise and due to oversight of calculation error etc., such excess payment will be deducted in the subsequent bill of the work or failing that from the bills under any other contract with the TGERC or department of the Government at any time thereafter from the deposit or any other contract/contracts. If no payment is due to the contractor from any Government department, the amount will be collected from his assets as Govt. dues by the revenue authorities.

9. **MISCELLANEOUS:**

- 9.1 The contractor will not be entitled to get interest on arrears if any due, which may, on the final settlement of his accounts be found due to him.
- 9.2 Claims due to variation in the prices of any materials, articles , changes in the case of minimum wages, Dearness allowance, etc on any account will not be entertained, as the rate quoted is inclusive of such enhancement.
- 9.3 The TGERC shall have the right to omit any item of work or add more items put to scope of work either before or after concluding the agreement. Corresponding deduction / additional amounts are allowed as mutually agreed.
- 9.4 All risks of loss of or damage to physical property and of personnel injury & death, which arise during and in consequence of the performing of the contract are the responsibility of the contractor. The contractor is advised to obtain an insurance policy for his employees deployed.
- 9.5 Authorised employee of the Commission shall inspect and supervise the work at random and the Supervisor appointed by the Contractor is responsible for the site's work. Concerned supervisor is answerable to the authorised employee.
- 9.6 No advance payments shall be allowed.
- 9.7 Drinking Water: The TGERC common drinking water can be utilized
- 9.8 Latrines and urinals: The TGERC common latrines & urinals can be utilized

10. The Commission provides proper place for storing contractor's materials or for housing their staff deployed.

11. **LABOUR & FAIR WAGES:**

- 11.1 The contractor shall employ labour in sufficient number to attend to the scope of work mentioned in the contract.
- 11.2 The Contractor shall pay to labour employed by him wages not less than fair wages as defined in the contractors labour Regulations.
- 11.3 The Contractor shall comply with the provisions of the payment of wages Act 1936, Minimum Wages Act 1948, Commission's liability Act 1930. Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Contract Labour Regulation and Abolition Act 1970 or any modifications thereof or any other Law relating thereto and Rules made there under from time to time.
- 11.4 The contractor shall not notwithstanding the provisions of any clause to the contrary, wages to be paid to the labourer in directly engaged on the work including any labour engaged by subcontractor in connection with the said work as if the labourer had been directly employed by him.
- 11.5 In respect of labour directly or indirectly employed in the work for the purpose of contractor's part of the agreement, the contractor shall comply with the Rules & Regulations on the maintenance of suitable records prescribed for this purpose from time to time by Government.
- 11.6 The authorized person of TGERC shall have the right to call for payment records to the staff as required to satisfy himself on the payments of fair wages to the labourers and shall have the right to deduct from the contract amount a suitable amount for making good the loss suffered by the workers.
- 11.7 The Contractor shall be primarily liable for all payments to be made and for the observance of the rules framed by the Government from time to time.
- 11.8 The contractor shall ensure strict compliance of the provisions of the Employees Provident Fund Act 1952 and the scheme framed there under in, so far as they are applicable to their establishment and agencies engaged by them, the contractor is further required to indemnify the TGERC against any loss of damage whatsoever that may be suffered by the TGERC as a result of any claims, damages or penalties for any failure or noncompliance on their part with the provisions of the aforesaid. Act and the scheme framed there under.
- 11.9 The contractor shall ensure implementation of all the relevant provision of the above act and shall deemed to be the principal Commission for the purpose. Accordingly they will get themselves registered with the concerned statutory authority as provided under the Act and shall be directly responsible to the authorities there under for compliance with the provisions thereof.

In pursuance of the above provisions, the contractor is required to maintain Attendance Register for all his employees employed for the subject work and other records and cause recovery of their P.F. contributions from their wages / salaries and remit the same along with the Commission's Contribution to the Regional Provident Fund Authorities with necessary returns.

12. INSURANCE:

The contractor is liable for insuring the lives of the persons deployed in the Commission and indemnify the Commission from any legal eventuality arising and in the course of execution of the scope of work.

13. SETTLEMENT OF DISPUTES:

13.1 It is agreed that the Contractor shall not resort to litigation without resorting to the alternate dispute resolutions. Litigation is only accepted as a last resort.

13.2 The Civil Courts of Hyderabad / Secunderabad only shall have jurisdiction to entertain the disputes arising out of this Contract by way of Civil suits.

Annexure 'A'

SCOPE OF WORK

Location & Purpose:

Integrated Building services such as house keeping, services for protection of the assets, premises etc (security), Technical maintenance of building equipment and Gardening services including pest control, rodent control, termite control, cockroach control and silver fish control in the piles of books, files, etc. for the Vidyut Niyantan Bhavan building located at G.T.S. Colony, Kalyan Nagar, Hyderabad 500 045 and also at the residences of the Hon'ble Chairman and Members as per their entitlements.

Scope of work given under is only indicative. The bidders need to assess on their own about the need and submit their bids accordingly. However, no bid shall be accepted, if they consider less than the mentioned scope of work, subject to the site conditions, if agreed by the Commission.

Total serviceable area for cleaning, guarding and gardening are given in Annexure – B.

1. Scope of work and requirement for protecting the assets of the Office :

Provision of Trained Security Personnel: The agency shall deploy adequately trained, well-disciplined, and professional security personnel to safeguard the premises effectively.

1. **Round-the-Clock Deployment:** The contractor may ensure proper deployment for 24/7 to safeguard the office premises and also at the residences of the Chairman and Members as is necessary.
2. **Office Opening and Closing Duties:** The Supervisor shall ensure the opening and closing of the office building and rooms as per the directions of TGERC authorities, including on holidays.
3. **Attendance Maintenance:** The Supervisor shall maintain an attendance register for the deployed personnel. This register will serve as the basis for calculating payments.
4. **Conduct and Performance:** The Service Provider shall ensure the excellent turnout of the security personnel deployed and they exhibit good conduct, behavior, and performance at all times while deployed at the zonal office premises.
5. **Qualifications of Security Guards:** Deployed Security Guards must have a minimum educational qualification of **Senior Secondary (12th Standard Pass)**. Preference will be given to candidates with additional security training from recognized institutes (e.g., NSDC affiliated)
6. **Age and Physical Requirements:** The personnel deployed must be between **25 and 50 years of age**. They should have a minimum height of **5 feet 4 inches (5.4 ft)**.
7. **Language Proficiency:** Security guards must be proficient in the local language, **Telugu** (reading, writing, and speaking).
8. **Identity and Uniform:** The agency must provide photo identity cards and a prescribed dress code for the guards. The dress code shall be as per the contractor company's practices

9. Necessary procedure to ensure round the clock security may be deployed by the Contractor as deemed fit in consultation with the Authorized officer of the Commission.
10. Any untoward incident should be immediately reported to the supervisor of the Contractor, who in turn should report to the authorized officer of the Commission.
11. Any loss due to failure of the deployed security personnel is subject to realization from the Contractor.

2. Scope of work and requirement for providing of House Keeping services:

DAILY SCHEDULE

1. General Cleaning of All Floors and Common Areas

- Sweep, mop, and maintain floors in all office rooms, chambers, stairways, corridors, Gym area and common areas across Blocks A & B.
- Clean parking areas and surrounding premises, ensuring the removal of debris, dry leaves, and litter.

2. Garbage Collection and Disposal

- Collect garbage from all floors, including office spaces, chambers, corridors, parking areas, and surrounding grounds.
- Dispose of garbage at the nearby designated GHMC dump yard daily.

3. Furniture and Glass Surface Cleaning

- Dust and wipe all furniture, including tables, chairs, partitions, and other installations.
- Clean glass surfaces in office rooms, corridors, and common areas, ensuring they remain streak-free.

4. Toilet Cleaning and Sanitization

- Clean and disinfect toilets on all floors, ensuring complete hygiene and sanitation.
- Replenish supplies such as deodorants, air fresheners, hand soap, and tissue paper as required.

5. Waste and Spill Management

- Promptly clean any waste or spilled substances from floors, corridors, parking areas, and surrounding grounds to maintain cleanliness during office hours.

6. Other Miscellaneous work:

- Like proper seating arrangement and providing of clean utensils, glasses, and cups for meetings, seminars, or conferences whenever required. Ensure they are set up neatly before the start of any session. After the meetings, clean and sanitize all used utensils such as glasses, cups, plates, and any serving items.
- Cleaning, dusting of furniture, partitions, glass surfaces, disposal of garbage etc.,
- Cleaning and disinfecting of Toilets in stilt, to all corporate offices mentioned and providing deodorants etc., sufficient stocks of approved cleaning materials and deodorants required for one month maintenance are to be maintained.
- Arranging for proper functioning of sanitary fixtures and lines.

- Removal of cobwebs.
- Periodical cleaning of spillage & dropped material in floors.
- Removal of all stains on walls by sponging with soap/shampoo, water.

WEEKLY SCHEDULE (such day as may be specified)

- 1. Deep Cleaning of Floors and Parking Areas**
 - Conduct a thorough wash of all floors using approved chemicals to remove stains, oils, and grime in all designated areas, including parking areas and common spaces.
- 2. Comprehensive Glass and Exterior Surface Cleaning**
 - Deep clean all glass surfaces, including windows, partitions, and exterior facades of the building, ensuring a clear, polished finish.
- 3. Cobweb and Dust Removal**
 - Inspect and remove cobwebs from ceilings, walls, corners, and hard-to-reach areas across all floors in Blocks A & B.
- 4. Exterior and Terrace Cleaning**
 - Sweep and clean terrace floors and surrounding areas, ensuring the drainage system is functioning and free of obstructions.
 - Dispose of garbage and other debris collected from terraces and exterior surroundings.
- 5. Solar Panels cleaning**
 - Solar panels installed on the terrace of both A & B blocks should be cleaned and lightly dust off the panels using soft, non-abrasive materials (such as microfiber cloths or soft brooms) to avoid scratches
 - If noticeable dust persists, use a damp cloth with minimal water to remove residue and no detergent or chemicals should be used on panels unless specified for solar panel use.

MONTHLY SCHEDULE (such day(s) as may be specified)

- 1. Detailed Cleaning of Ceiling Fans, Lighting Fixtures, and Electronics**
 - Dust and thoroughly clean all ceiling fans, light fixtures, and computers in office rooms and common areas.
- 2. Extensive Glass and Wall Surface Cleaning**
 - Perform wet and dry cleaning of all glass surfaces, window sills, and exterior walls & glass surfaces with soap solutions and appropriate chemicals, ensuring all high and hard-to-reach surfaces are safely cleaned.
- 3. Overhead Tanks and Sump Cleaning**
 - Clean and disinfect overhead water tanks and sumps, removing any sediment or buildup to ensure a safe and hygienic water supply for the facility.
- 4. Parking Area and Surrounding Grounds Deep Cleaning**

- Perform a deep-clean of the parking areas and surrounding grounds, including stain removal and disinfectant application to maintain a clean and welcoming environment.

5. **Wall Stain Removal and Spot Cleaning**

- Inspect wall surfaces for stains or marks and perform spot cleaning with appropriate solutions, including shampoo or soap solution as required.

6. **Solar Panels cleaning**

- Perform a full cleaning with water spray, ensuring a gentle stream that won't damage the panels and use specialized solar panel cleaning solutions if needed confirming they are safe for panels.
- Conduct a thorough inspection for minor wear, corrosion, or loose fixtures. Any observed issues should be noted and brought to maintenance management for timely repair.

Note:

- Skilled labor should be deployed for cleaning of wall glass surfaces from outside, and solar panel cleaning. The use of hazardous or toxic chemicals or substances that could result in damage to office property is strictly prohibited.
- The quality and quantity of materials supplied by the bidder shall match the existing standards or higher with the prior approval of the officer in-charge of TGERC.
- Existing number of employees for housekeeping are seven (7 nos.).

3. Scope of work and requirement for gardening services:

The scope of work for Garden maintenance services comprises a series of activities, including, but not restricted to watering the plants and trees, removal of weeds and litters from the lawn, and such other activities as may be necessary to maintain acceptable standards of GARDEN MAINTENANCE within a defined set of premises. The scope of the service requires the Service Provider to provide manpower and resources for the premises as specified by the Buyer for the purposes of Garden maintenance. It would be the obligation of the Vendor to provide services according to the following:

The following are the details of the activities to be carried out by the contractor for the service of garden maintenance.

i. The purpose of GARDENERS is

- a. To maintain the existing garden of the TGERC premises.
- b. To present a rich look with lush green lawns and beautiful flowers.
- c. To maintain the green landscapes.
- d. To develop lawns/ green landscapes by cutting bushes, cleaning of weeds and hedges, pruning of plants, trimming the lawn grass.
- e. To plant annual and seasonal flowering and ornamental plants as per directions of the TGERC.

- ii. The contractor must ensure all activities to always maintain the TGERC garden in a presentable condition whether such activities are elaborated hereunder or not.
- iii. To maintain the lawns and gardens by watering, and manuring with periodical application of manure and pesticides, anti-termite treatment with termiticides wherever and whenever required.
- iv. To sweep and remove leaf litter in the gardens and ensure proper horticulture work without causing any damage. To keep the green spaces and walkways clear of debris and litter.
- v. To plant hedges and lining the edges with lime painted designed bricks. vi. To maintain all plants, shrubs, hedges, and lawn as are existing on the date of start of contract and any other lawn/ park/ plants developed thereafter.
- vii. The area of garden in the TGERC premises is furnished in table provided. Garden maintenance area is approximately 1685 sq. mt. The extent of the garden area in the TGERC premises may be physically verified and checked before participating in the tender.
- viii. To periodically clean and remove the bushes and other unwanted weeds from open areas around the building.
- ix. To plant trees, shrubs etc. by excavation/ digging as and when required in the interest of the beautiful maintenance of the ambience/ park/ lawn.
- x. To arrange potted plants inside the building as and when necessary, displaying them as per directions and taking back the plants to the garden after the event.
- xi. To maintain the sprinklers that exist in the garden area.
- xii. The gardeners must have a knowledge of plant reproduction, transplantation, and cultivation techniques (e.g., for lawns, hedges, shrubs, and ornamental plants). They should also be able to recognize pests and parasites and other common plant illnesses and take appropriate control measures, using equipment and chemical or natural products, where necessary.
- xiii. The gardener shall have knowledge about the use and maintenance of different landscaping equipment, mowers, trimmers.
- xiv. The gardeners should have knowledge about the use of fertilizers while following health and safety regulations.
- xv. It shall be the duty of the gardeners to maintain the greenish lawn in all areas of the garden, as dignitaries/ officials visits at any time.
- xvi. Duties and responsibilities of Gardeners
 - a. Experience as a GARDENER with familiarity in landscape designing.
 - b. Extensive knowledge about regional plant life.
 - c. Knowledge about local pests and methods of their elimination.
 - d. Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
 - e. Plant and nurture new trees, flowers, and various plants as per the directions.
 - f. Knowledge about the use of fertilizers.
 - g. Work with hand tools and basic light machinery such as plant vehicles etc.
 - h. Maintenance and servicing of all gardening equipment and machinery, like mowers, trimmers, and leaf blowers.
 - i. Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
 - j. Provide guidance to the TGERC on matters related to the garden.
 - k. Advise TGERC on the costs of plants and garden necessities with detailed written quotations and reports.

1. Ensure a safe environment for staff and clients by adhering to safety and health regulations.
- m. Knowledge of state health and safety regulations for landscaping.

xvii. In addition to the above jobs, the Commission may assign any work related to garden maintenance inside the premises not mentioned specifically. Frequency and timing of the work is at the discretion of the Commission looking into the needs and quantity of work.

Note:

1. The personnel engaged by the Agency shall not claim any benefit/ compensation/ absorption/ regularization of services from/in this Office under the provision of Industrial disputes Act., 1947 or Contract Labour (Regulation & Abolition Act, 1970. Signing on all pages of the document and submitting it itself is an acceptance to the above. This office will not be responsible in any occurrences carried by the operations like strike, boycott / labour dispute, etc.
2. The EPF & ESI monthly payment receipts should be submitted by the contractor to Commission Secretary along with the monthly Invoice for further processing of bill for the workers engaged for the above work.

4. Scope of work and requirement at the residence of the Hon'ble Chairman and Members:

Hon'ble Chairman and Members are in the status of Hon'ble Chief Justice and Justice of High Court. Therefore, Hon'ble Chairman and Members are entitled to some of the benefits accordingly. However, such deployment is based on the personal preference of the concerned officer. Therefore, deployment (Security guards, Mali & Malan, Cook, Dhobi, etc) is to be made available as and when called for.

- Existing number of people deployed at the residence of the Hon'ble Chairman and Members are Ten (10 nos.)

The scope of work at the residence of the Hon'ble Chairman and Members is as decided by the tender inviting authority.

Also, the additional persons may be deployed as and when required and the corresponding payable amount may be furnished per person duly following minimum wages and other statutory obligations.

Scope of Work, Informational Notes

"Minimum Staffing Requirement: The Bidder/Contractor shall, at a minimum, deploy the following personnel for 24/7 operations as per shifts:

- Security: XX Guards per shift (Total XX)
- Housekeeping: XX personnel per shift (Total XX)
- Gardening: XX personnel daily (Total XX)

[TGERC to determine and specify the actual minimum numbers based on site needs]"

Annexure 'B'
SERVICEABLE AREA

| Location | | Serviceable Area/ Area to be cleaned Daily | Units |
|--------------------|---|---|--------------|
| Building | Stilt floor | 1711.31 | sqm |
| | B block first floor | 402.19 | sqm |
| | B block second floor | 416.82 | sqm |
| | A block first floor | 399.92 | sqm |
| | A block second floor | 518.56 | sqm |
| | A block third floor | 501.19 | sqm |
| | A block fourth floor | 504.85 | sqm |
| | A block fifth floor | 508.57 | sqm |
| | Drive way | 439.00 | sqm |
| | pavers | 257.00 | sqm |
| Toilet area | flooring | B block first floor | 18.83 |
| | | B block second floor | 27.48 |
| | | A block first floor | 44.60 |
| | | A block second floor | 32.93 |
| | | A block third floor | 43.25 |
| | | A block fourth floor | 29.42 |
| | | A block fifth floor | 29.80 |
| | Total in sqm | 5,886 | sqm |
| | Total in sft | 63,330 | sft |
| Garden area | Building North side (Outer side) | 369.45 | sqm |
| | Building North side (Inner side)-kerb | 66.34 | sqm |
| | Building east side (Inner side)-kerb | 48.51 | sqm |
| | Sump Beside Area | 161.68 | sqm |
| | B/W Retaining wal and building East side | 135.57 | sqm |
| | B/W compound wall and building South side | 72.00 | sqm |
| | B/W compound wall and building West side | 52.80 | sqm |
| | Drive way | 372.66 | sqm |
| | B/W block A and block B | 406.20 | sqm |
| | Total in sqm | 1,685 | sqm |
| | Total in sft | 18,133 | sft |

TERMS AND CONDITIONS

- 1) In-Charge of the Work: Authorized Officer of the Commission
- 2) The agency has to ensure utmost cleanliness of all the areas of the office building by deploying proper personnel, to safe guard the assets of the office and have a vigil on the visitors, doubtful persons, ensure greenery all around the office etc.,
- 3) If cleaning/maintenance are not satisfactory to the authorized Officer / staff, a penalty of minimum Rs. 1000/- would be levied. Maximum will be at the discretion of the incharge shall be made for non-adherence of the contractual obligations.
- 4) Under the provisions of section 3 & 4 of the official Secret Act 1923 the contractor is prohibited from passing any information/plans pertaining to the work to any unauthorized persons either in part or in full.
- 5) All the Material and Chemical Consumables procured per month should be shown to the in charge of the work by the 1st working day of every month. A Consumption Register is to be maintained by the agency duly indicating the quantity of consumables used every day.
- 6) If the work is not carried out satisfactorily, the contract will be terminated at any time without assigning any reason & without issuing any prior notice.
- 7) The main cleaning works in all the floors shall be completed before 10.00 A.M on all working days and to be maintained in clean and neat condition. And the workmen should be made available in the office full day duration. On Sundays/Holidays the work can be done during the whole daytime.
- 8) The rate is inclusive of all relevant materials (like Phenol, brooms, washing powder, toilet-cleaning liquid, brushes, naphthalene balls and gardening material etc.,) for cleaning, labour charges, transport charges, and all other taxes as mandatory etc. complete for the finished item of work.
- 9) All duties, taxes except GST, and other levies are payable by the contractors as the rate quoted and accepted is inclusive of all.
- 10) I.T and GST will be deducted at prevailing rate on total bill amounts as per existing structure.
- 11) The initial period of contract will be for maximum of 24 months, which can be extended by one more year based on performance and mutual agreement.
- 12) The above rate shall be firm and valid till the completion of the work. No advance payment shall be made towards procurement of material etc.
- 13) The Commission reserves the right to award/cancel the agreement without assigning any reasons.

- 14) Payment shall be made monthly once on submission of the bill in full shape on satisfactory services and after deducting the statutory taxes, if any levied by the Government from time to time.
- 15) The scope of the work is as per the Annexure 'A' enclosed.
- 16) The safety of the workmen shall solely be the responsibility of the agency and the agency has to abide by the workmen compensation act. TGERC will not be responsible for any accidents occurred during the contract period
- 17) The contractor shall comply with all statutory requirements like minimum wages act etc., and shall maintain & produce all records on demand.
- 18) The contractor/Agency will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under applicable Laws/Rules and for non-compliance, of any of levied by the appropriate authority under the Laws/Rules. The Contractor/Agency shall also be liable for compliance of statutes as applicable (including wages Act. Workman's Compensation Act.) etc., and the expenditure shall be borne by the Contractor/Agency. Any default in compliance, violation of any Laws and contravention of any of the provisions referred above, the Contractor/ Agency shall alone be held responsible. Further the Contractor/Agency must adhere to the Rules and regulations of various Acts/Orders issued by Central/ State/Local authorities now and then.
- 19) The TGERC shall not be liable to pay any allowance, salary or any other amount under any Law in force for the work force engaged by the Contractor/Agency. The person or Contractor/Agency to whom the contract is given will not be entitled to any other allowance or benefits which are not included in the contract.
- 20) The contractor will comply with all the Labour Laws in vogue.
- 21) The Contractor/Agency shall not be entitled to prefer any claim towards weekly offs, festival holidays and earned leave etc., as the rates quoted are inclusive of all the incidental charges.
- 22) The Contractor/Agency will be liable not only to pay wages to their employees, but also the retrenchment compensation, notice pay, Gratuity or Bonus as applicable and TGERC will not be held liable for any obligation of the contractor.
- 23) The workmen engaged by the contractor are the employees of the contractor who shall not have any right or claim for employment with TGERC.
- 24) The workmen should wear the uniform daily without fail.

- 25) Power supply for working of equipment if any shall be provided at free of cost by TGERC with prior permission obtained from Commission Secretary or authorized person in charge of the work
- 26) Any damage caused to the TGERC furniture, fixtures & material while working shall be made good at the contractor's cost and risk.
- 27) If cleaning/maintenance are not satisfactory deduction towards the same at the discretion of the in-charge shall be made which is binding on the contractor.
- 28) The TGERC reserves the right to terminate the contract with 15 days' notice in case of breach of any terms and condition of the tender and contract, including forfeiture of PBG amount. After termination of contract, it is open to TGERC to make alternative suitable arrangements by appointing another agency at the cost and risk of the Contractor/Agency. The additional expenditure incurred, if any, will be adjusted against the Security deposit. The unadjusted balance will be recovered as per provisions of Revenue Recovery Act under usual procedure.
- 29) The Contractor/Agency shall not transfer or assign sub-contract to any other party.
- 30) TGERC authority shall not be liable for any illegal action or omission made by the workforce of the contractor. In case of any loss or damage to the property in on account of any act, omission, negligence on the part of the contractor and /or its agent, representative etc., in handling of the duties/functions entrusted or otherwise or on account of breach, omission, failure or negligence on the part of the contractor or its agent, or its representative in the compliance of provisions hereof or in carrying out, executing, doing, performing or fulfilling any of its obligations or operations hereunder, the contractor shall be liable to make good such loss or damage determined by TGERC authorities and shall not be open to any question by the contractor. TGERC authorities shall recover such amount of loss or damage from the contractor

SECTION – 3

SAFETY MEASURES

SAFETY PRECAUTIONS:

All the safety measures to avoid accidents shall be followed by the successful bidder strictly in accordance with the safety rules and regulations laid down by the Government authorities. The Contractor shall take all safety precautions and shall provide proper scaffolding, lifebelts, ladder shock proof helmets, etc. to avoid accidents and to ensure safety, of not only his personnel but also the safety of the staff and workers of other contractors working at the same site.

The contractor shall take necessary precautions to ensure that no part of the building/structure damage or disfigures due to negligence on his part while carrying out the work. In case of excess damage, the same shall be made good by the contractor immediately at his own cost. Decommissioning on energized equipment shall be carried out with proper safety permits issued by the Purchase/Competent authorities. When required to work at heights or at hazardous location areas, the contractor shall carry out the same with utmost care and all safety precautions.