



डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान,  
Dr. Shyama Prasad Mookerjee Institute of Social Security Administration,  
(आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल, फरीदाबाद)  
(Zonal Training Institute, North Zone, Faridabad)

कर्मचारी भविष्य निधि संगठन,  
Employees' Provident Fund Organisation,  
श्रम एवं रोजगार मंत्रालय, भारत सरकार,  
Ministry of Labour & Employment, Govt. of India  
सेक्टर-16ए, फरीदाबाद, हरियाणा-121002  
Sector-16A, Faridabad, Haryana-121002



Ref. No. ZTI/NZ/Adm./AMC (C&E)/ 1059

Date:- 20.01.2020

### **Notice Inviting Expression of Interest**

Zonal Training Institute (North Zone), Dr. Shyama Prasad Mookerjee Institute of Social Security Administration, Sector – 16A, Faridabad is a training institute under Employees' Provident Fund Organisation, Ministry of Labour & Employment, Govt. of India. It is proposed to enter into an agreement with the Government / Semi-Government or Public Sector under taking agencies for awarding annual maintenance contract (AMC) for one year from the date of agreement. The total area of premises is 2.3 acres with consisting of Hostel Block (G+2 floors) having plinth area of 1463 sq.mtr. and Academic Block (G+2 floors) having plinth area of 1975 sq.mtr. The height of both buildings is below 15 mtr. The scope of annual maintenance contract (AMC) shall cover the following:-

1. Annual maintenance, operation and repair works for electrical installation in Zonal training Institute, North Zone, Faridabad.
2. Day to day / annual maintenance and repair civil works in Zonal Training Institute, North Zone, Faridabad.
3. Special repair in civil & electrical works in Zonal Training Institute, North Zone, Faridabad during the maintenance period.
4. Comprehensive servicing and maintenance of Fire Fighting system, 02 Nos. DG set (83 KVA each), main LT panel, DG panel, transformers and HT panel etc.

In case of any major repair / services, the separate estimates for such works shall be prepared and be submitted giving full justifications for the need of such estimates. The fund shall be released against such estimates with the approval of competent authority.

Interested Government / Semi Government or Public sector agencies are requested to submit their offer on agency charges basis, alongwith undertakings with the following terms and conditions.

1. Confirmation to sign the standard agreement of Employees' Provident Fund Organisation as approved by Executive Committee. (Copy of agreement is attached as Annexure-A)

2. Confirmation regarding following the GFR / CVC guidelines and the work must be carryout as per CPWD norms and specifications (DSR 2018-2019 and analysis of rate) and Government of India norms / procedure and instructions issued from time to time.
3. Declaration to be furnished that the agency / organisation is not ever black listed by any Government Authority.

The desirous agencies can inspect the building premises on any working day. The details of contact person is furnished as under:

Assistant Provident Fund commissioner  
Contact No. – 0129-2221976  
E-mail ID – [zti.north@epfindia.gov.in](mailto:zti.north@epfindia.gov.in)

The offer quoting the agency charges as per performa attached (Annexure-B) complete in all respect and in sealed cover. "EOI for AMC (Civil & Electrical) works in Zonal Training Institute (NZ), Dr. Shyama Prasad Mookerjee Institute of Social Security Administration, Sector – 16A, Faridabad" should be mentioned above cover and the same should be submitted to Regional Provident Fund Commissioner – I, Zonal Training Institute (North Zone), Dr. Shyama Prasad Mookerjee Institute of Social Security Administration, Sector – 16A, Faridabad by post or by hand upto 24.02.2020 positively. @ 5:00 PM

Employees' Provident Fund Organisation, Zonal Training Institute (North Zone), Faridabad reserves the right to accept or reject the whole or part of the quotation without assigning any reason.

  
(Ghazala Ali Khan)  
Regional Provident Fund Commissioner - I





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(आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल, फरीदाबाद)  
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सेक्टर-16ए, फरीदाबाद, हरियाणा-121002  
Sector-16A, Faridabad, Haryana-121002



संख्या:- आ.प्र.सं./उ.अ./प्रशा./ए.एम.सी. (सि.&ई.)/ 1059

दिनांक:- 20.01.2020

### अभिरुचि की अभिव्यक्ति हेतु आमंत्रण सूचना

आंचलिक प्रशिक्षण संस्थान (उत्तरी अंचल), डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान, सेक्टर-16A, फरीदाबाद, कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन एक प्रशिक्षण संस्थान है। संस्थान के वार्षिक रख-रखाव हेतु सरकारी / अर्धसरकारी, पब्लिक सेक्टर उपक्रमों के साथ एक वर्ष के लिए अनुबंध करने का प्रस्ताव है, जो कि अनुबंध करने की तिथि से प्रभावी होगा। संस्थान के भूखंड का कुल क्षेत्र 2.3 एकड़ है, जिसमें हॉस्टल भवन (G+2 फ्लोर) जिसकी प्लिंथ एरिया 1463 स्क्वायर मीटर तथा प्रशासनिक भवन (G+2 फ्लोर) जिसकी प्लिंथ एरिया 1975 स्क्वायर मीटर है। संस्थान के दोनों भवन की ऊंचाई 15 मीटर से कम है। वार्षिक रख-रखाव संविदा के अंतर्गत निम्नलिखित आवृत रहेगा।

1. आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल, फरीदाबाद में विद्युत संबंधी रख-रखाव, संचालन और मरम्मत कार्य।
2. आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल, फरीदाबाद में सिविल से संबंधी वार्षिक रख-रखा एवं मरम्मत के दैनिक कार्य।
3. वार्षिक रख-रखाव अवधि के दौरान आंचलिक प्रशिक्षण संस्थान, उत्तरी अंचल, फरीदाबाद में विशेष मरम्मत का कार्य।
4. फायर फाइटिंग सिस्टम, दो DG सेट (प्रत्येक 83 KVA का), मुख्य LT पैनल, DG पैनल, ट्रांसफॉर्मर और HT पैनल इत्यादि की व्यापक सर्विसिंग और रख-रखाव।

व्यापक सेवा की दशा में, इस प्रकार के कार्यों के लिए पृथक आकलन (एस्टीमेट) तैयार एवं प्रस्तुत किये जायेंगे तथा ऐसे आकलनों की आवश्यकता के लिए न्यायोचित कारण दिए जायेंगे। ऐसे आकलनों के लिए निधि सक्षम अधिकारी के अनुमोदन से जारी की जाएगी।

इच्छुक सरकारी / अर्धसरकारी, पब्लिक सेक्टर उपक्रमों से अनुरोध है कि वे निम्न शर्तों के साथ अपनी वचनबद्धता देते हुए अपना प्रस्ताव प्रस्तुत करें।

1. कार्यकारी समिति के द्वारा अनुमोदित कर्मचारी भविष्य निधि संगठन के मानक समझौते पर हस्ताक्षर करने की पुष्टि [अनुबंध की प्रति परिशिष्ट -A पर संलग्न है]।
2. सामान्य वित्तीय नियमों (जी.एफ.आर.), केन्द्रीय सतर्कता आयोग के दिशानिर्देशों का अनुसरण करने तथा केन्द्रीय लोक निर्माण विभाग (सी.पी.डब्ल्यू.डी.) के नियमों एवं मापदंडों (DSR 2018-2019 and analysis of rate) के अनुसार तथा समय-समय पर भारत सरकार के द्वारा जारी प्रक्रिया एवं अनुदेशों के अनुसार कार्य का पूरा किया जाना चाहिए।
3. इस आशय की घोषणा की जाए कि आपके एजेंसी / संगठन को कभी भी किसी सरकारी प्राधिकरणों के द्वारा ब्लैक लिस्ट नहीं किया गया है।

इच्छुक उपक्रम संस्थान के भवन परिसर का निरीक्षण किसी भी कार्य दिवस को कर सकते हैं। संपर्क व्यक्ति का विवरण निम्न प्रकार से है:-

सहायक भविष्य निधि आयुक्त

संपर्क नंबर :- 0129-2221976

ई-मेल ID :- [zti.north@epfindia.gov.in](mailto:zti.north@epfindia.gov.in)

एजेंसी चार्ज (संलग्न परिशिष्ट-B के अनुसार) का उल्लेख करते हुए प्रस्ताव हर दृष्टि से पूर्ण होने चाहिए, जो कि एक मोहरबंद लिफाफे में होना चाहिए। जिसके उपर "आंचलिक प्रशिक्षण संस्थान (उत्तरी अंचल), डॉ श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान, सेक्टर-16A फरीदाबाद भवन में वार्षिक रख-रखाव हेतु निविदा" लिखा होना चाहिए। उक्त निविदा / अभिरुचि की अभिव्यक्ति (EOI) क्षेत्रीय भविष्य निधि आयुक्त - I, आंचलिक प्रशिक्षण संस्थान (उत्तरी अंचल), डॉ श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान, सेक्टर-16A, फरीदाबाद को डाक द्वारा या व्यक्तिगत तौर पर दिनांक 24.02.2020 अपराह्न 05.00 बजे तक निश्चित रूप से प्राप्त हो जाना चाहिए।

कर्मचारी भविष्य निधि संगठन, आंचलिक प्रशिक्षण संस्थान (उत्तरी अंचल), फरीदाबाद के पास यह अधिकार रहेगा कि वह बगैर किसी कारण बताये उक्त निविदा को अंशतः या पूर्ण रूप से स्वीकृत या अस्वीकृत कर सकती है।

  
(गजाल अली खान)  
क्षेत्रीय भविष्य निधि आयुक्त - I



**Employees Provident Fund Organization**  
**Annual Maintenance**

**AGREEMENT**

**Agreement for Annual Maintenance of E.P.F.O. Building at \_\_\_\_\_**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ in the Christian year Two Thousand \_\_\_\_\_ between the Central Board of Trustee, Employees Provident Fund (EPF), Statutory Body constituted by Central Government under Section 5A of EPF and MP Act 1952 under the Ministry of Labour, Government of India represented by Regional Provident Fund Commissioner, Zonal Training Institute (NZ), Dr. Shyama Prasad Mookerjee Institute of Social Security Administration, Sector 16A, Faridabad (hereinafter called the 'Owner' and the terms 'Owner' shall mean and include herein its administrators, executors and assigns) on one part

**AND**

\_\_\_\_\_ (Hereinafter called the 'Executing Agency') a company registered under companies Act 1956 (and the terms the 'Executing Agency' shall mean and include its heirs, administrators, executors and assigns) represented by Shri \_\_\_\_\_ M/s. \_\_\_\_\_ on the other part.

Whereas the Owner is desired to get repairs and maintenance of the immovable property owned by owner i.e. **Employees Provident Fund Organization in the Regions of \_\_\_\_\_** on the terms and condition sets forth hereinafter and whereas the Executing Agency has agreed to undertake and complete the works accordingly this agreement sets out the terms and conditions for execution of Repairs and Maintenance of properties as mentioned above and for making funds available for the same.

## **Now It Is Hereby Agreed By and Between the Parties Hereto Under:-**

### **1. Definitions:-**

- a. **'Approval'** means approval in writing by the designated Officer of the Owner.
- b. **Day to Day repairs:** Day to day repairs is to be carried out in all the buildings under its maintenance. The works which are to be attended on day to day basis such as removing chokage of drainage pipes, man-holes, restoration of water supply, replacement of Fused light bulbs, repairs to faulty switches etc. are attended to under day to day service facilities. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the buildings. These services are provided after receipt of complaint from the users at the respective Service Centers. Complaints of periodical nature like white washing, painting etc., which are usually got attended through contractors and cannot be attended to on daily basis is transferred to register of Annual / Periodical repairs.
- c. **Annual / Periodic Repairs:** The works of periodical nature like white washing, colour washing, distempering, painting etc. The periodicity is two years for white washing and colour washing and three years for painting. In addition, works such as patch repair to plaster, minor repairs to various items of work, replacement of wires damaged due to accident, replacement of switches, sockets, etc. which are not emergent works and are considered to be of routine type, can be collected and attended to for a group of houses at a time and particular period of financial year, depending upon the exigency.
- d. **Contractor** means the contractor/contractors employed by the Executive Agency for the work or any connected work including the Executing Agency itself in case any work is done directly by the Executing Agency on material and transportation actual cost.

### **2. Agreement:-**

- 2.1** The owner agrees to entrust the day to day repairs and annual repairs work of its various movable or immovable properties, as may be indicated from time to time and Executing Agencies agrees to execute the same. The M/s. \_\_\_\_\_ shall be paid the actual cost and Agency Charges \_\_\_\_\_ % (\_\_\_\_\_) percent which includes its overheads, architect fees, drawing/design fee if any and work charge establishment. The Executing Agency will set up a separate wing in their organization having both Civil as well as Electrical units under one single authority to exclusively look after the Repairs and Maintenance work of EPFO. The Officer-In-Charge of this wing will be responsible for ensuring effective and proper Repairs and Maintenance of both Civil as well as Electrical works.

- 2.2** The estimate will be submitted in respect of both Civil as well as Electrical works indicating the items required to be executed under the two heads. The Executing Agency shall prepare the estimates for annual repairs and maintenance requirements for each property (or group of properties) separately within the rates approved by CPWD and submit the same to Regional Provident Fund Commissioner latest by April every year, indicating the work to be done in consultation with the custodian of the concerned properties. The owner shall release 50% of the estimated amount required for annual repairs and maintenance to Executing Agency by the start of the month for the year annual maintenance is signed. The amount spent by the Executing Agency out of this advance shall be paid on the basis of bills submitted in respect of the work done as actual expenditure received in form of expenditure statement duly audited and certified from occupant/custodian of the property certifying satisfactory completion of the work done by the agency. However, as soon as the total amount of the bills sanctioned equals the amount of advance referred above, the bills thereafter shall be adjusted against the money lying with Executing Agency as advance paid in the beginning of year till it is exhausted or till the end of the year, whichever is earlier.
- 2.3** In case of major external services, separate estimates for external service shall be prepared and submitted giving full justification for the need for framing such estimates. Funds shall be released against such estimates only if the owner is satisfied with justification given by Executing Agency.
- 2.4** The estimates for maintenance of electric installation like water pumping system, etc. would be framed on the basis of assessment of actual requirement. The actual requirement shall be supported with the cost of the labour and items for which the fund is required.
- 2.5** The replacement of bulbs, fluorescent tubes etc. would be outside the scope of the work allotted to Executing Agency.
- 2.6** The expenditure incurred by the Executing Agency on account of the fee payable for mandatory inspection of installation by the civil agency and taxes levied by local body will be outside the estimate for annual repair and maintenance and separate bill will be submitted for the same.



**3. The term Actual Cost shall include but be restricted to the following:-**

- a) Cost of all materials brought at EPFO site required for maintenance and other associated jobs related to maintenance of EPFO complex and the value of any other materials supplied by the EPFO for use on the works.
- b) Cost of manpower engaged by M/s. \_\_\_\_\_ on NMR (National Muster Roll).
- c) Cost of all technical contract amounts for the said work excluding the provisions covered in Agency Charges of M/s. \_\_\_\_\_.

**4.** EPFO shall provide reasonable office accommodation for staff and stores rooms etc. for materials to be used during maintenance. The accommodation shall not be used by M/s. \_\_\_\_\_ for any other purpose. The accommodation will be as per rent rules of the owner.

**5.** EPFO will check the maintenance bills with reference to original vouchers. The original vouchers will be retained by EPFO after payment of the bills by EPFO.

**6.** All the available "As build" drawings operation/ maintenance & servicing manuals of various equipment/ services and other related information for the building shall be given to EPFO, immediately after the award of contract of maintenance work to plan the maintenance works and procure the materials and also to organize the labour.

**7.** The work shall be executed as per Indian Standard Specifications, Code (s) of Practice of Bureau of Indian Standards (formerly ISI)/General Specifications in force in the CPWD, Delhi or any such other specifications as may be decided mutually by the M/s. \_\_\_\_\_ and the EPFO.

**8.** The Executing Agency shall be the principal employer for the labour engaged by them whether directly or through contractor and shall be responsible for ensuring compliance with all the labour laws in force from time to time. The agreement is being entered into for a completed annual project and will cast no responsibility on EPFO under the contract labour (R & A) 1970 or any other labour laws, byelaws or rules issued by any authority from time to time [Para 3(b)].

**9.** The justification of staff employed on works shall be examined and assessed by the EPFO periodically, before taking up the execution of maintenance.

**10.** EPFO shall take on their charge all materials, tools, equipment's, available in stores etc. within one month of termination/ completion of the contract.



**11.** The Executing Agency shall be fully responsible to defend any suits or arbitration cases arising out a project in connection with their own work between the Executing Agency and its contractors (s). The EPFO shall not be responsible for any expenses to be born on this account.

**12.** This agreement shall remain in force for a period of one year. However, three months before expiry of the period of agreement, M/s. \_\_\_\_\_ may make a request to EPFO for renewal of the agreement for a further period as may be desirable and EPFO, if it finds the work done by M/s. \_\_\_\_\_ is satisfactory, may renew the agreement on the terms and conditions for a further period, as may be mutually agreed to by both parties.

**13.** The contract, may, however be terminated by either party by giving there months' notice without assigning any reasons. However, the special works if commenced will be completed and cancellation will not affect it's progress. Executive Agency will deposit the balance amount lying un utilized to owner by the date of expiry of the notice period/ agreement period otherwise it will have to pay the interest @ 10% from date of termination of contract.

**14.** M/s. \_\_\_\_\_ will be responsible for proper maintenance of the EPFO Complex named as \_\_\_\_\_ at \_\_\_\_\_.

**15.** M/s. \_\_\_\_\_ shall maintain proper records/ registers regarding receipt of complaints, date of attending the same and reasons for delay etc. The weekly progress on action taken on complaints will be submitted by M/s. \_\_\_\_\_ to Official representatives of EPFO. If any reasons submitted by M/s. \_\_\_\_\_ are not satisfactory. EPFO may get repairs done at the risk and cost of M/s. \_\_\_\_\_ after giving one week notice to M/s. \_\_\_\_\_. Decision of EPFO will be final and will be acceptable to M/s. \_\_\_\_\_ without any representation.

**16.** M/s. \_\_\_\_\_ shall recommend for the preventive maintenance to be carried out in addition to routine maintenance works to ensure proper functioning of services and to prevent breakdowns etc.

**17.** The work of essential repairs and maintenance and operation of essential services shall under no circumstances be held up for temporary delay in release of funds.

**18. Force Majeure Clause:**

M/s. \_\_\_\_\_ will not be responsible for the delay/stoppage of work and damages/losses due to force majeure conditions like natural calamities, civil disturbance strike, war etc. and losses suffered, if any, by the EPFO on this account M/s. \_\_\_\_\_ shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the M/s. \_\_\_\_\_ to the EPFO.

**19.** Executing Agency shall be required to complete the special works within the period as agreed at the time of award of work from the 15 day of issue of award letter. In case of delay, which may occur due to the reasons beyond the control of Executing Agency, Executing Agency would approach the owner with full details for extension in time limit for completion of the works. In case of delay due to default on part of Executing Agency, the Executing Agency shall be liable to pay the owner compensation (not amounting to penalty) at the rate of not exceeding Rs. 1000/- (Rupees One Thousand Only) per week of delay subject to maximum of 5% (five percent) of the total actual cost or such smaller amount as may be fixed by the owner.

IN WITNESS WHERE OF THIS AGREEMENT HAS BEEN EXECUTED BETWEEN THE PARTIES HERETO BY THEIR AUTHORISED OFFICERS.

**Signed & Delivered  
For and on behalf of  
Employees' Provident Fund Organization  
Zonal Training Institute (NZ)  
Dr. Shyama Prasad Mookerjee Institute of  
Social Security Administration  
Sector – 16A, Faridabad**

**Signed & Delivered  
For and on behalf of  
M/s. -----**

**Annexure-B**

**Name of work:- Annual Repair & Maintenance and special repair of Civil & Electrical works of Office Buildings at Zonal Training Institute (NZ), Dr. Shyama Prasad Mookerjee Institute of Social Security Administration, Sector – 16A, Faridabad, Haryana - 121002**

**1. Agency Charges quoted by agency (in %) :-**

**2. Contractor Profit quoted by agency (in %) :-**

**Total charges (in %) [1+2] :-**

**(The above charges are exclusive of all/any taxes/levy/cess etc.) All the statutory taxes/levy/cess would be paid separately by EPFO from time to time.**

**(Signature, Date and Stamp of Agency)**

कार्य का नाम:- आंचलिक प्रशिक्षण संस्थान(उत्तरी अंचल), डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान, सेक्टर - 16A, फरीदाबाद - 121002 (हरियाणा) में सिविल और इलेक्ट्रिकल कार्य के वार्षिक मरम्मत और रखरखाव एवं विशेष मरम्मत का कार्य।

1. एजेंसी द्वारा उद्धृत एजेंसी प्रभार (प्रतिशत में) :-

2. एजेंसी द्वारा उद्धृत ठेकेदार लाभ (प्रतिशत में) :-

कुल शुल्क (प्रतिशत में) (1+2) :-

(उपरोक्त शुल्क सभी / किसी भी कर / लेवी / उपकर आदि के अनन्य हैं) सभी सांविधिक करों/लेवी/ उपकरणों का समय-समय पर ईपीएफओ द्वारा अलग से भुगतान किया जाएगा।

(हस्ताक्षर, तारीख और एजेंसी की मोहर)