



कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANIZATION

(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)
(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, Regional Office,

द्वितीय तल, खुराना कॉम्प्लेक्स, जजों कोर्ट के सामने, नैनीताल रोड, हल्द्वानी-263139, उत्तराखण्ड

2nd Floor, Khurana Complex, Opposite Judges' Court, Nainital Road, Haldwani- 263139, Uttarakhand.

संख्या : क०भ०नि०/क्ष०का०/हल्द्वानी/प्रशा०/DEO/2020-21/278

दिनांक-: 02-07-2020

निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, हल्द्वानी मासिक वेतन आधार पर कार्यालयीन कार्य हेतु Government E-Marketplace (GeM) में पंजीकृत सरकारी/अर्धसरकारी/निजी संस्थाओं से GeM द्वारा अनुमोदित निबंधन एवं शर्तों के अधीन जनशक्ति (डाटा एंट्री ऑपरेटर/DEO) सेवाएँ लेने का इच्छुक है। इच्छुक निविदाकर्ता, विस्तृत जानकारी हेतु क्षेत्रीय कार्यालय, हल्द्वानी से किसी भी कार्यदिवस में दूरभाष संख्या 05946-282611 पर संपर्क कर सकते हैं या कर्मचारी भविष्य निधि संगठन या केंद्र सरकार की आधिकारिक वेबसाइट www.epfindia.gov.in या www.eprocure.gov.in पर जानकारी प्राप्त कर सकते हैं। GeM पोर्टल के माध्यम से निविदा जमा करने की अंतिम तिथि 24-07-2020 समय 03:00 (अपराहन) तक है। इच्छुक निविदाकर्ता, DEOs के लिए देय वेतन/मजदूरी (केंद्रीय श्रम कानूनों के तहत केंद्र सरकार के कार्यालयों के लिए ही) के साथ-साथ अन्य शुल्क तथा सांविधिक (EPF, ESIC इत्यादि) शुल्क एवं अपना कमिशन/सेवा-शुल्क इत्यादि प्रस्तुत करें। DEOs के नियोक्ता के तौर पर किसी भी प्रकार के दायित्व हेतु सफल निविदाकर्ता ही जिम्मेदार होगा। निविदाएं GeM पोर्टल के माध्यम से ही स्वीकार की जाएंगी तथा निविदा खोलने के समय निविदाकर्ता या उनका अधिकृत प्रतिनिधि EPFO कार्यालय, हल्द्वानी में तिथि 24-07-2020 समय 03:30 (अपराहन) पर सक्षम अधिकारी के कक्ष में उपस्थित रह सकते हैं।

(क्षेत्रीय भविष्य निधि आयुक्त/प्रभारी अधिकारी के अनुमोदन से जारी किया)

सहायक भविष्य निधि आयुक्त
क्षेत्रीय कार्यालय, हल्द्वानी

Bid Document

Bid Details	
Bid End Date/Time	24-07-2020 15:00:00
Bid Opening Date/Time	24-07-2020 15:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Labour And Employment
Department Name	Na
Organisation Name	Employees Provident Fund Organisation (epfo)
Office Name	Haldwani
Item Category	Human Resource Outsourcing Service
Contract Period	2 Year(s)
Bidder Turnover (Last 3 Years)	18.53 Lakh (s)
Project Experience Required	Yes
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
Document required from seller	Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Estimated Bid Value	6176742

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50
EMD Amount	30884

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	2.00
Duration of ePBG required (Months).	27

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Regional PF Commissioner
Employees Provident Fund Organisation (EPFO), 2nd floor, Khurana Complex, Nainital Road,
Haldwani. Nainital-263139. Uttarakhand
(Regional Pf Commissioner)

Splitting

Bid splitting not applied.

1. Project experience: The Bidder must have executed at least one single order of 80% value of the Bid or 2 orders each of 50% value of the Bid or 3 orders each of 40% value of the Bid for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company

Human Resource Outsourcing Service (12)

Technical Specifications

Specification	Values
Core	
Category of Service	Data Entry Operator
Experience (in Years)	0-3
Number Of Working Days in Week	5
Qualifications	Graduate Degree
Addon(s)	

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Amit Singh	263139,EMPLOYEES'	12	• Minimum Wage

	Adhikari	PROVIDENT FUND ORGANISATION, 2ND FLOOR, KHURANA COMPLEX, OPPOSITE JUDGES COURT, NAINITAL ROAD, HALDWANI		Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 689.3625 • Number of Service Days in a Month : 26
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Bid Specific Additional Terms and Conditions

1. Bidders can also submit the EMD with Account Payee Demand Draft in favour of Regional PF Commissioner payable at Haldwani.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
2. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of Regional PF Commissioner Haldwani A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter.
Bidder has to upload scanned copy / proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
3. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
4. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
5. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
6. **PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
7. 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

---Thank You---