कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय , भारत सरकार
Ministry of Labour & Employment, Government of India
क्षेत्रीय कार्यालय, **Regional Office**
"भविष्य निधि भवन" अशोक विहार-I, पहड़िया–वाराणसी-221007
"Bhavishya Nidhi Bhawan" Ashok Vihar -I, Pahariya, Varanasi-221007
दूरभाष-(Phone)0542-2585738, फैक्स-(Fax)0542-2587736, ई–मेल(e-mail)-sro.varanasi@epfindia.gov.in

पत्र संख्या / क्षे0कार्या0 / वारा0 / डी0ई0ओ0 / के0टे0 / 2017/ 15280 दिनांक: 09.10.2017

सेवामें,

क्षेत्रीय भविष्य निधि आयुक्त
(नाम से : श्री बिनोद मिश्रा)
नेशनल डेटा सेन्टर, द्वारका, नई दिल्ली–75

विषयः क्षेत्रीय कार्यालय, वाराणसी के डाटा प्रविष्ट प्रचालक कंपनियों से मुहरबंद निविदाएं आंमंत्रित के लिए निविदा हेतु विज्ञापन ।

महोदय,

कृपया इस पत्र के साथ संलग्नक के रूप में प्रेषित किये जा रहे क्षेत्रीय कार्यालय, वाराणसी को डाटा प्रविष्ट प्रचालक कंपनियों से मुहरबंद निविदाएं आंमंत्रित के लिए निविदा हेतु विज्ञापन जो अपको ई–मेल द्वारा आपके ई–मेल आई.डी–webadmin-epfo@nic.in तथा rc.ndc@epfindia.gov.in पर प्रेषित है, को विभागीय बेवसाईट पर अपलोड करने का कष्ट करें ।

संलग्नकः टेण्डर नोटिस

भवदीय,

9/10/17

(उपेन्द्र प्रताप सिंह)
क्षेत्रीय भविष्य निधि आयुक्त–II

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय , भारत सरकार
Ministry of Labour & Employment, Government of India
क्षेत्रीय कार्यालय, **Regional Office**
"भविष्य निधि भवन" अशोक विहार-I, पहड़िया–वाराणसी-221007
"Bhavishya Nidhi Bhawan" Ashok Vihar -I, Pahariya, Varanasi-221007
दूरभाष-(Phone)0542-2585738, फैक्स-(Fax)0542-2587736, ई–मेल(e-mail)-sro.varanasi@epfindia.gov.in

पत्र संख्या/क्षे0का0/वारा0/डी.ई.ओ./निविदा/के0टे0/2017 दिनाक : 09.10.2017

निविदा सूचना/TENDER NOTICE

क.भ.नि.सं. की ओर से क्षेत्रीय कार्यालय, वाराणसी को डाटा प्रविशिष्ट प्रचालक के संभरण के लिए प्रतिष्ठित कंपनियों से मुहरबंद निविदाएं आमंत्रित किया जाता है ।

निविदा दस्तावेज की अपेक्षा अनुसूची में डाटा प्रविष्टि प्रचालकों की अपेक्षाएं अन्य विविरण के साथ प्रस्तुत की गयी है । निविदा दस्तावेज की लागत रू0 300/– (अप्रतिदेय) है ।

Sealed Tenders are invited on behalf of EPFO from the reputed Man power firms for providing Data Entry Operators to Regional Office, Varanasi. The requirement of Data Entry Operators are fruinished in the Sechedudle of requirement of Tender Document along with other details. The Tender Document is Rs.300/- (non-refundable).

निविदा दस्तावेज बेचने की अंतिम तारीख Last Date for sale of Tender Document	02.11.2017
निविदा दस्तावेज डाउनलोड करने की अंतिम तारीख Last Date for Downloading of Tender Document	02.11.2017
निविदा दस्तावेज प्रस्तुत करने की अंतिम तारीख Last Date for Submission of Tender Document	02.11.2017
निविदा दस्तावेज खोलने की तारीख Date of opening of Tender Document	03.11.2017

निविदा दस्तावेज इस कार्यालय में उलब्ध है अथवा www.epfindia.gov.in वेबसाईटों में से डउनलोड किया जा सकता है । अगर निविदा दस्तावेज डाउनलोड किया जाता है तो निविदा उस्तावेज की लागत (रू0500) डिमांड ड्राफ्ट के रूप में निविदा दस्तावेज के साथ संलग्न करना चाहिए । निविदा प्रस्तुत करते समय, डिमांड ड्राफ्ट के रूप में निविदा लागत/अग्रिम धन के बिना प्रस्तुत निविदा दस्तावेजों पर विचार नहीं किया जाएगा । निविदा दस्तावेजों को मुहरबंद लिफाफे में प्रस्तुत करना चाहिए और उसके उपर डाटा प्रविष्टि प्रचालक के लिए निविदा लिखकर, **श्री राम लखन गुप्ता,** सहायक आयुक्त, प्रशासन, क्षेत्रीय कार्यालय, भविष्य निधि भवन, अशोक विहार, फेस–1, पहडिया, वाराणसी (उ0प्र0)के नाम से दिनांकः 02.11.2017 तक भेजना चाहिए ।

The Tender Documents can be had from this office or downloaded from the website www.epfindia.gov.in. If the Tender Documentsa are downloaded, the cost of Tender Documents (i.e. Rs 500/- in the form of Demand Draft should be enclosed alongwith Tender Document. The Tender Document submitted without tender cost.Earnest Money Deposit in the form Demand Draft at the time of submission cannot be considered.

The Tender Documents should be in the sealed cover and subscribed as **"Tender for Data Entry Operators"** and sent by name to **Shri Ram Lakhan Gupta,** Assistant P.F. Commissioner, Admin, Regional Office, Bhavishya Nidhi Bhawan, Ashok Viahr Phase-1, Paharia, Varanasi-221007 (U.P) **on or before 02.11.2017**

वाराणसी
Varanasi

Sd/-
(राम लखन गुप्ता/Ram Lakhan Gupta)
सहायक भविष्य निधि आयुक्त, प्रशासन

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय , भारत सरकार
Ministry of Labour & Employment, Government of India
क्षेत्रीय कार्यालय, **Regional Office**
"भविष्य निधि भवन" अशोक विहार-I, पहड़िया–वाराणसी-221007
"Bhavishya Nidhi Bhawan" Ashok Vihar -I, Pahariya, Varanasi-221007
दूरभाष-(Phone)0542-2585738, फैक्स-(Fax)0542-2587736, ई–मेल(e-mail)-sro.varanasi@epfindia.gov.in

NO. EPF/RO/VNS/Tender-DEO/CT/2017 Dated: 09.10.2017

TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATORS

Sealed Tender are invited on behalf of EPFO from reputed firms/Man Power Agencies ofr providing DATA ENTRY OPRATORS to Employees' Provident Fund Organisition, Regional Office, Varanasi for the year 2017-18 along with **Earnest Money Deposit (EMD) of Rs.10,000/-** (Refundable if not selected) in the form of **DD drawn on the name of "The Regional P.F.Commissioner"** payable at Varanasi.

2. The last date & time for submission of quotations at the office of the Employees' Provident Fund Organisation, Regional Office, Ashok Vihar, Phase-1, Paharia, Varanasi is **5.30 PM of 02.11.2017.** Tenders received after last date & time will be summarily rejected. The Financila bids will be opened only in those cases where the Technical bid is found to be acceptable as per norms.

3. **TERMS AND CONDITIONS:**

i. The Data Entry Operators (DEOs) should be of good health, sound mind, obedient, honest, sincere and should not have bad records.
ii. The Department will not bear any cost of personal accident/claim for any office facility in respect of the hired Data Entry Operators from your agency.
iii. The Data Entry Operators and / or agency shall have no right to claim for engagement/employment with the Department under any circumstances.
iv. The DEO's shall be hired only on short-term contractual basis on the basis of volume of job or work to be done.
v. The Employees' Provident Fund Organisation, Varanasi takes no responsibility for delay, loss or non- receipt of tender documents sent by post.
vi. Incoplete bid/bids received after the prescribed date and time shall be summarily rejected.
vii. The Employees' Provident Fund Organisation, Varanasi reserves the right to accept or reject all or any of bid in part or full without assigning any reasons what so ever.
viii. Sub-Contracting of the work of any sort will not be allowed.

ix. The Contractor to whom the work is awarded shall have to ensure security of data provided by the department. The information/data so provided shall not be passed on to any unauthorized persons, agencies or organizations.

x. if the work done by any hired DEO is not found satisfactory, replacement has to be provided within three working days.

xi. Working space and requisite hardware such as computer, printers, stationery etc, will be provided by Employees' Provident Fund Organisation.

xii. Data entry work and typing job has to be carried out under the supervision of the concerned Officer in the rank of Accounts Officer/Assistant P.F. Commissioner/Regional P.F.Commissioner.

xiii. The Contractor or their operators shall not use the computer or any data media/processors for any personal work or work outside of the scope of the tender.

xiv. The data entry shall be executed at the premises of the Office of Employees' Provident Fund Organisation, RO, Varanasi under the overall supervision of an Officer designated by the Regional P.F. Commissioner in-charge of the Region.

xv. Generally the working days will be from Monday to Friday, if required the DEOs may be called on Saturday and Sundays for which no additional payment will be made other than the agreed charges.

xvi. The selected firm/agency is required to execute and agreement in a non judicial stamp paper valued for Rs. 100/- along with a performance Security (Refundable) for a tune of 5 to 10% of total value of the contract.

xvii. The invoice/bill for the monthly charges need to be sent within 5 days of completion of the month duly including copies of remittances of EPF, ESIC and other statutory dues every month. TDS as applicable will be deducted from the monthly charges every month. Payment shall be released to the firm based on completion of the minimum expected output by each DEO. TDS will be deducted as per the Income tax rules.

xviii. The Number of DEO's required would be communicated on monthly basis in advance to the authorized official of the short listed firm on 25th of each month for making necessary arrangements. The firm should necessarily ensure that the required number of DEOs are deployed every day as per the communication received from EPFO and incase of non deployment of the same, penalty of Rs 250/- per day will be levied per person excluding the first day of absence as grace period and deducted in the monthly charges payable to the Agency.

xix. The deployment of the DEOs is to be regulated through an Attendance Register to be dept by EPFO. The conduct of the DEOs needs to be certified by the firm and in the event of any reported misconduct what so ever inside the office premises, the firm would be made liable for all the consequences arising thereof. Further if any loss had occurred due to mishandling of the Computer Systems and peripherals by the said DEOs. The same would be made good from the payments due to be released/Security Deposit.

xx. It will the responsibility of the Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it and EPFO will have no liability in this regard.

xxi. For all intents and purposes the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of DEOs so employed and deployed in EPFO. The Persons deployed by the agency in EPFO shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the EPFO.

xxii.The Service providing agency shall be solely responsible for the redressel of grievances/resolution of disputes relating to person deployed. The EPFO, RO, Varanasi shall, in no way be responsible for settlement of such issues what so ever.

xxiii. The Persons deployed by the service providing agency shall not claim or not be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of the EPFO, RO, Varanasi during the contract or after expiry of the contract.

6. FINANCIAL BID:

(a) To be submitted in the format as per Annexure-II

(b) The Tender submitted with less than minimum wages as prescribed by Government of India shall be rejected without any notice.

(c) The bill will be accepted for payment only after successful completion of the monthly target to be fixed by the concerned group/section/officer and on the basis of the certificate of acceptance, accuracy and completeness from him.

7. OTHER GENERAL INSTRUCTIONS:

_ (1) The Technical land financial bids should be sealed in two separate envelopes. The envelope containing the technical bid should be properly marked as TECHNICAL BID FOR DATA ENTRY OPERATOPRS in bold capital letters.

(2) Similarly, the envelope containing the financial bid should be marked as FINANCIAL BID FOR DATA ENTRY OPERATORS in bold capital letters.

(3) Both these sealed envelopes should be further placed in a third envelope and sealed which should be marked on the top in bold capital letter as "QUATATION FOR DATA ENTRY OPERATORS-2017-18"

(4) All sealed quotations should be addressed to Regional Provident Fund Commissioner, Employees' Provident Fund Organisation, Regional Office, Varanasi-221007 and should reach this office on or before the last date as mentioned above. The quotation can also be submitted in the drop in box installed at 1st Floor of the office Premises.

(5) The Department shall reserve the right to terminate the contract anytime without disclosing any reason to the agency selected.

(6) No. of persons required: – 12 (DEOs)

(7) Working timings :- 09.30 am to 6.00 pm (with lunch break)

(8) Working days : - Monday to Friday

Note:

- **NO. of persons required may vary.**

Sd/-
(Ram Lakhan Gupta)
Assistant P.F. Commissioner, Admin

ANNEXURE-II

EMPLOYEES' PROVIDENT FUND ORGANISATION
REGIONAL OFFICE, VARANSI

(Financial Bid – rate per DEO per day)

Sl No	Description	Amount (₹)
1.	Basic Wages (per day)	
2.	EPF & EDLI @ 13.5%	
3.	ESI @4.75%	
4.	Total of Wages & Statutory Charges (1+2+3)	
5.	Service Charges	
6.	Total (4+5)	
7.	Service Tax applicable/GST	
	Grand Total	

Note:

The rate per person per day quoted in the price schedule should be as per the minimum wages specified by the Government of India.

(Signature of the bidder)

Name and Address (With Official Seal)

ANNEXURE-I

EMPLOYEES' PROVIDENT FUND ORGANISATION
REGIONAL OFFICE, VARANSI

TENDER FORM FOR PROVIDING DATA ENTRY OPERATORS

1. Name, address of firm/Agency _____
   And Telephone numbers. _____
   _____
2. Registration No. of the Firm / Agency _____
3. Name, Designation, Address and Telephone No. of Authorized Person of Firm/Agency to deal with. _____
4. Please specify as to whether Bidder is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors / Partners should Specified. _____
5. Provident Fund Account No. _____
6. ESI Number _____
7. License Number under Contract Labour (R & A) Act, 1978 If any. _____
8. Tender cost details _____
9. EMD Details _____
10. Any other information _____

11. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Name and Address (With Official Seal) (Signature of the bidder)