



## कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

### Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

क्षेत्रीय कार्यालय, वापी

Regional Office, Vapi

स्नेहदीप कमर्शियल कॉम्प्लेक्स, सीएम 8/5, ने. हाईवे 8, गुंजन, जीआईडीसी, वापी, बालसाड, गुजरात-396195  
Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195



सं.गुज/कभनिसं/क्षे.का./वापी/स्टोर/दैनिक भोगी/114

दिनांक 21/12/2017

### दैनिक भोगी कर्मचारी व गृह प्रबंधन सेवाओं हेतु सीलबंद निविदा

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वापी प्रतिष्ठित एवं अनुभवी एजेंसियों सुप्रशिक्षित एवं अनुभवी दैनिक भोगी कर्मचारी व गृह प्रबंधन सेवाओं हेतु सीलबंद निविदाओं को आमंत्रित करता है। इच्छुक एजेंसियों से अनुरोध है कि वे तकनीकी तथा वित्तीय बोलियों (बिड) अलग-अलग प्रस्तुत करें। सीलबंद कवर-1 में "तकनीकी बोली" तथा सीलबंद कवर-2 में "वित्तीय बोली" को तीसरे सील बंद कवर में रखा जाए तथा उसके उपर दैनिक भोगी कर्मचारी व गृह प्रबंधन सेवाओं हेतु निविदा लिखकर कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वापी में दिनांक 15/01/2018 को 3:00 बजे तक अथवा उसके पूर्व पहुंचना सुनिश्चित करें। तकनीकी बोली दिनांक 16/01/2018 को 11:00 बजे खोली जाएगी एवं वित्तीय बोली दिनांक 16/01/2018 को 3:00 बजे खोली जाएगी।

निविदा दास्तावेजों जिनमें पात्रता मानदंड कार्य-विस्तार नियम व शर्तें तथा ड्राफ्ट करार शामिल है, किसी भी कार्यालयीन दिवस में सुबह 9:30 से 17:00 बजे तक प्राप्त किया जा सकता है अथवा ईपीएफओ के वेबसाइट <http://epfindia.gov.in/site en/Tender Auction.php?id=sm10 index> से डाउनलोड किया जा सकता है। बोली प्रतिभूति (ईएमडी) के रूप में ₹ 5000/- (रुपये पाँच हजार मात्र) की राशि डिमांड ड्राफ्ट के रूप में क्षेत्रीय भविष्य निधि आयुक्त के पक्ष में वापी में भुगतान योग्य ड्राफ्ट के माध्यम से अदा करनी होगी।

कोई भी भूल सुधार/संशोधन/परिवर्तन होने पर उसका प्रकाशन वेबसाइट पर किया जाएगा। प्रभारी अधिकारी का निर्णय अंतिम एवं बाध्यकारी होगा। प्रभारी अधिकारी किसी एक अथवा सभी निविदाओं को बिना कारण बताए निरस्त करने का सर्वाधिकार अपने पास सुरक्षित रखता है।

नोट: बोलियों के लिए इच्छुक एजेंसियों बोली प्रस्तुति के पूर्व कर्मचारी भविष्य निधि संगठन कार्यालय, वापी में किसी भी कार्यालयीन दिवस में सुबह 10:00 से 16:00 बजे के बीच में आकर व्यापक सुरक्षा सर्वे का कार्य कर सकती है।

(दिनेश वियथ)

सहायक भविष्य निधि आयुक्त



## कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

### Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

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स्नेहदीप कमर्शियल कॉम्प्लेक्स, सीएम 8/5, ने. हाईवे 8, गुंजन, जोआईडीसी, वापी, वलसाड, गुजरात-396195

Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195



No. GJ/EPFO/RO/VAPI/STORE/Daily Wagers/114

Date 21/12/2017

### TENDER NOTICE FOR DAILY WAGERS & HOUSEKEEPING STAFFS.

The Employees' Provident Fund Organisation, Regional Office, Vapi invites sealed tenders from reputed and experienced agencies for providing well trained and experienced Daily wagers and House Keeping staffs. The interested agencies are required to submit technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in third sealed cover superscribed. "Tender for Daily wagers and Housekeeping" and should reach EPFO **on or before 15:00 hrs on 15/01/2018**. The Technical bids shall be opened on **16/01/2018 at 11:00 hrs.** & Financial bids shall be opened **on 16/01/2018 at 15:00 hrs.**

The tender documents containing eligibility criterion, scope of work, terms and conditions can be obtained from EPFO, RO, Vapi on any working day between 09:30 hrs and 17:00 hrs or can be downloaded from EPFO website [http://epfindia.gov.in/site\\_en/Tender\\_Auction.php?id=sm10\\_index](http://epfindia.gov.in/site_en/Tender_Auction.php?id=sm10_index). The Amount of Rs 5000/- as EMD should be paid by Demand Draft in favour of Regional Provident Fund Commissioner, EPFO payable at Vapi.

Any Corrigendum/Amendments/Changes, if any will be published on website. The decision of Officer-in-charge shall be final and binding. The Officer-in-charge reserve rights to reject any or all the tenders at his discretion without assigning any reason whatsoever.

**Note: The agencies interested in bidding may visit the EPFO premises on any working day between 1000 am to 1600 pm and carry out a comprehensive security survey prior to submission of bids.**

  
(Dinesh Viyyath)

Assistant P.F. Commissioner

**1. GENERAL INSTRUCTIONS:**

- A) All the Tenders shall be prepared and submitted in accordance with this instructions.
- B) Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions, if any.
- C) Tenders shall be submitted in the prescribed form. No tender will be considered which is not as per the form and does not bear the Tenderer's signature and seal at the bottom of the page of the schedule on which the rates are entered.
- D) Interested Parties may submit their wax-sealed tenders after inspection of the premises. The inspection of the premises can be made between 1000 a.m. and 1600 p.m. on all working days (Monday to Friday) from the date of issue of this notification till the last date of submission of Tender. The tender shall be submitted in a sealed envelope super scribed '**Tender for Daily Wagers and housekeeping staffs**' The sealed Tender shall reach this office together with Earnest Money Deposit Rs. 5,000/- (Rs. Five thousand only) by means of Demand Draft of drawn in favour of "The Regional P.F. Commissioner" payable at Vapi. The EMD (Demand draft) of unsuccessful bidder will be returned without any interest.
- E) Tender received after the closing date and time or without EMD will be summarily rejected.
- F) The Regional P.F. Commissioner/Officer-in-charge, Regional Office, Vapi reserves the right to accept or reject any tender in part or full with or without assigning any reasons whatsoever.
- G) The Regional P.F. Commissioner/Officer-in-charge Vapi reserves the right to accept/reject any application or cancel the Tender process without assigning any reason whatsoever.
- H) The Regional P.F. Commissioner/Officer-in-charge will not have any responsibility for delay, loss or non-receipt of applications sent by post.
- I) Any conditional Tender will not be accepted.

**Signature of Tenderer with Company seal**

## 2. ELIGIBILITY CONDITIONS

- A) The Agency should have minimum experience of 3 (three) years in providing the Daily wagers staffs and housekeeping in any reputed/Government organizations. Documentary evidence in support of this should be provided.
- B) The Agency/Company must be registered under EPF & MP Act, ESIC Act and Shops & Establishments Act. Copy of the registration papers along with code numbers allotted to the Agency/Company shall be provided. The Agency/Company should also provide the compliance under the EPF & MP Act & ESIC Act by providing last 6 months challans.
- C) The tenderer should ensure that they have rendered satisfactory performance during the last 3 years and the order/orders placed subsequently should not have been cancelled or closed by any department in the last 3 years due to un-satisfactory performance and such persons whose orders/contracts have been closed or cancelled need not apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender/cancellation of work order.
- D) The Agency/Company shall have GST No., Permanent Account No. (PAN) and Professional Tax (P.T.). Documentary evidence for the same shall be provided.
- E) The vendors should have not been blacklisted by any organization/Govt. Department. An affidavit/undertaking in this respect is required to be given the tenderer.
- F) Any suggestion given by any agency should not be considered and will not be replied. In this regard no correspondence should be made.
- G) All attested documents should be attached serially as per format enclosed with covering letter of the establishment.
- H) The statutory deduction towards TDS and any other dues will be deducted as per rule.

## 3. TENDERER TO GET INFORMED HIMSELF FULLY.

The tenderer shall be deemed to have carefully examined the terms and conditions before tendering the work.

Signature of tenderer with Company Seal

#### 4. TERMS AND CONDITIONS

- 4.1 The agreement will be in force for the one year from the date of execution initially and for further period of one year subject to satisfactory performance and can be terminated by one month notice from either side. Further extension thereafter would be decided later, on satisfactory completion of the above tenure, and on mutual agreement.
- 4.2 The Agency shall provide daily wagers and housekeeping staffs with proper supervision of the jobs in 1 shift and the agency shall give weekly off on the seventh day as per rules.
- 4.3 The agency shall provide proper uniform consisting of full pants, shirts etc to the daily wagers & Housekeeping staffs and shall ensure that their turnout is smart in all respect. The Agency has to ensure that they provide physically fit and young personnel. Persons provided should be of good character and antecedents.
- 4.4 The agency will be responsible for the discipline of the personnel employed by them as per Conduct Rules and Regulations.
- 4.5 The agency will be required to follow payment of wages Act and other relevant rules and regulations.
  - a) The Agency shall pay the wages to the employees engaged within 5 days of the close of each calendar month by account payee cheque/NEFT, irrespective of whether they collected payment from this office or not.
  - b) All other benefits required to be extended under various labour statutory enactments.
- 4.6 The Agency shall provide extra person (skilled/unskilled) if required by the Office, during the period of this agreement at the rates already agreed in this contract.
- 4.7 Only able bodied, physically fit, well-trained disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and above 45 years. They shall perform their duties to the satisfaction of the office. A representative of the agency will report at least once in a week for co-ordination with the concerned officer-in-charge.
- 4.8 In case the personnel provided by the agency to the department are found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
- 4.9 In case of requirement of other staff like skilled/un-skilled/semi-skilled etc. as per the requirement of the office from time to time, the agency will arrange to provide this staff on minimum wages.

Signature of tenderer with Company Seal

- 4.10 This office will release payment to the agency within 5 working days of receiving the bill. Furthermore it is the responsibility of the agency to produce previous months ESI, PF contribution receipts and salary acquaintance as per the payment of Wages Act of the employees along with the bill for payment. This will be strictly adhered to before making payment.
- 4.11 The Housekeeping agency should quote the comprehensive rate i.e. he should provide all the materials required for cleaning i.e. mop, phenyl, naphthalene ball, harpic, roomspray etc.
- 4.12 After the expiry of the agreement period, the service need not be continued taking it as deemed extension of period. However, in case of non-continuation of contract by the office, the agency will be required to continue services till replacement is decided by the office.
- 4.13 The agency shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately. A detailed agreement shall be entered into by the agency with this office.
- 4.14 Agency will be responsible to pay minimum wages to their employees as per order of Government of India/Government of Gujarat and to deposit all statutory dues (i.e. PF/ESIC/PT & Service Tax etc.)
- 4.15 The agency shall ensure that the UANs of its staff are complete in all aspects including KYC, and Aadhar Seeding and are able to successfully submit their EPF Claims online.
- 4.16 The Employees' Provident Fund Organisation reserves the right to deduct any statutory dues from the bill of contractor/agency in case of default.
- 4.17 Agency will make necessary arrangement to deploy one supervisor with mobile phone facility who shall be engaged for monitoring the discipline, decorum, all other aspect of the employees and any other personnel deployed by the agency to this office. The agency will be responsible for discipline and good conduct of their employees.
- 4.18 In case of any loss of property of the organisation caused by the employees of the agency, the agency will be responsible for making good the said losses. The bill will be paid by the organisation after due verification.
- 4.19 In Case the agency is found to have failed to execute the work as specified in the scope of work below, as per satisfaction of EPFO, Assistant P.F.Commissioner/Officer-in-charge retains the right to either out rightly terminate the contract and to appropriate reduce amount from total bill payable to the agency.
- 4.20 The Assistant P.F. Commissioner/Officer-in-charge, Vapi will have the right to terminate the contract after issue of one month Notice without assigning any reasons. In case of such the termination of contract, the agency will handover charge to person/persons nominated by the Assistant P.F. Commissioner/Officer-in-charge, Regional Office, Vapi before payment of final bill.

Signature of tenderer with Company Seal

**Scope of Work**

- a) Daily sweeping of entire office premises (Indoor & Outdoor) including Chamber of RPFC's and APFC's.
- b) Daily cleaning of the floor, windowpane of the entire office building are to be cleaned properly on weekly basis. (Total three floors)
- c) Cleaning of all the toilets everyday twice in a day (forenoon and afternoon) and as and when required by using toiletries i.e. Phenyl, Acid, Liquid Soap Naphthalene Balls and odonil to maintain clean hygienic conditions. etc. (forenoon and afternoon).
- d) Agency will have to do dusting work of all sections every second day.
- e) The agency should ensure that, while performing this work utmost care is taken to maintain hygiene, avoid wastage of water and proper supervision of all the above work from time to time regarding the above requirements.

Signature of tenderer with Company Seal

LIST OF DOCUMENTS/CHECK LIST

Sr.	Name of Documents	Copy Enclosed/ Please tick -- ✓	Page No.
01.	Forwarding letter of the establishment /agency		
02.	Name, Address & Contact No. of the Owner.		
03.	EMD Rs.5,000/- DD No.		
04.	EPF Registration No.		
05.	ESIC Registration No.		
06.	Service Tax Registration No.		
07.	PAN No.		
08.	Shop Act Registration Certificate No.		
09.	Labour Licence Certificate No.		
10.	GST Registration No.		
11.	Profession Tax Registration No.		
12.	Experience Certificate(s)		
13.	Professional Tax No.		
14.	PF Challans		
15.	ESIC Challans		
16.	Undertaking copy		
17.	Last 3 years IT returns.		
18.	If any other Documents		
19.			
20.			
21.			

Signature of tenderer with Company Seal



**FORM FOR THE TENDER OF DAILY WAGERS & HOUSEKEEPING SERVICES**

- 1) Name of the Agency :
- 2) Address A : Regd. Office :
- B : Branch, if any :
- (Local address)
- 3) Provident Fund Code No. :
- ESIC Code No. :
- BST/CSTNo. :
- 4) Name of the Owner with address and Telephone/Mobile No. /E-mail :
- 5) Details of experience :
- 6) Details of present sites :
- 7) Service Charges :
- 8) Other Charges (if any) :
- 9) Bank Accounts Detail :
- 10) Any Other details :
- :- -----
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I undertake to pay minimum basic pay declare by the appropriate Government time to time. I also undertake to pay statutory dues as per prevailing law.

Date:

(Signature of the Proprietor)

WITH OFFICE SEAL

## FINANCIAL BID

Sr. No	WAGES	DAILY WAGERS STAFFS (In Rs) Per person/Per day (8 hours daily shift)	HOUSEKEEPING STAFF (In Rs.) Per Person/Per Day (8 hours daily shift) (including Materials)	REMARKS
1.	Daily wages (As per Minimum Wages Act, 1948 applicable in Gujarat Govt.			
2.	Employees Provident Fund Contribution as applicable			
3.	Employees State Insurance Contribution as applicable			
4.	Any other charges/liability (Please indicate)			
5.	Agency Service Charges (in % and in Rs.)			
6.	Service Tax/ GST as applicable			
7.	Grand Total			

(Signature of the Bidder)  
Name and address with Seal