



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEE'S PROVIDENT FUND ORGANISATION
(Ministry of Labour and Employment, Govt. of India)
क्षेत्रीय कार्यालय, कांदिवली (पूर्व)

REGIONAL OFFICE, KANDIVALI- EAST

4-7 मन्जिल, एम.टी.न.ल. बिल्डिंग, डॉ. बी. आर. आंबेडकर रोड, सेक्टर- 8, चारकोप, कांदिवली(प), मुंबई - 67

4-7, FLOOR, MTNL BUILDING, Dr. B R. AMBEDKAR ROAD, SECTOR-8, CHARKOP, KANDIVALI (WEST), MUMBAI-400067

No.MH/PF/KND/CT/H.K. Tender/2019-20/105

Date: 27/11/2019



Notice Inviting Tenders

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound supplier of Manpower Service Companies/ Firms/ Agencies for **Comprehensive House-keeping including cost of material and labour** for providing below mentioned manpower for Employees Provident Fund Organization, R.O., Kandivali-II for a period of one year from the date of award of contract. The period may be further extended or reduced by the department.

Sl. No	Name of Service	Approximate requirement	Category	Location
1	House-keeping	Comprehensive House-keeping including cost of material and labour (16400 sq ft)	Un-skilled	4-7, Floor, MTNL Building, Dr. B. R. Ambedkar Road, Sector-8, Charkop, Kandivali (West), Mumbai- 400067

2. The General terms and conditions, Buyer Specific Additional terms and conditions, pre-qualification criteria, SLA etc. are as per Government-e-Market Place (GeM) and can be obtained on Government e-Marketplace (GeM) or can be downloaded from the EPFO website www.epfindia.gov.in The interested parties/ supplies/ venders after going through this tender document shall participate in online tender on Government e-marketplace (GeM) through online mode only. Tender documents submitted through any other mode will be out-rightly rejected.

3. Schedule:

(i) Date & time of Publication of tender:	27.11.2019 at 3:30 PM
(ii) Date of Publication on GeM	27.11.2019 at 3:30 PM
(iii) Last Date & time for submission of Tender:	17.12.2019 at 6:00 PM
(iv) Date & time for Opening of Technical Bid:	23.12.2019 at 3:30 PM
(v) Date & time for opening of financial Bid:	30.12.2019 at 3:30 PM
(vi) Place of opening the Tender:	APFC (Caretaker), EPFO, R.O. Kandivali-East

4. The interested and eligible Company/ Firm / Agency may upload online their tender document on GeM (Govt. E Market Place) completed in all respect.

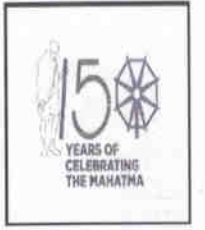
5. This Office reserves the right to amend/ withdraw any of the terms and conditions in the Tender Document (as well as GeM tender) or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Regional P. F. Commissioner I RO Kandivali-East in this regard shall be final and binding on all.


(Uttam Tagaray)

Assistant P.F. Commissioner: Caretaker
Regional Office, Kandivali-East



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EMPLOYEE'S PROVIDENT FUND ORGANISATION
(Ministry of Labour and Employment, Govt. of India)
क्षेत्रीय कार्यालय, कांदिवली (पूर्व)
REGIONAL OFFICE, KANDIVALI- EAST



4-7 मन्जिल, एम.टी.न.ल. बिल्डिंग, डॉ. बी. आर. आंबेडकर रोड, सेक्टर- 8, चारकोप, कांदिवली(प), मुंबई - 67
4-7, FLOOR, MTNL BUILDING, Dr. B R. AMBEDKAR ROAD, SECTOR-8, CHARKOP, KANDIVALI (WEST), MUMBAI-400067

No.MH/PF/KND/CT/H.K. Tender/2019-20/106

Date: 27/11/2019

निविदा आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्र का कांदिवली में सामान (माल) की लागत और श्रम सहित व्यापक हाउसकीपिंग कार्य के लिए नीचे दिये गये मानव संसाधन प्रदान करने हेतु प्रतिष्ठित, अनुभवी और आर्थिक रूप से मजबूत मानव संसाधन सेवा प्रदान करनेवाली कंपनियों / फर्मों / एजेंसियों से अनुबंध की तिथि से एक वर्ष की अवधि के लिये दो बोली प्रणाली यानि तकनीकी बोली और वित्तीय बोली के अंतर्गत मुहरबंद निविदाएँ आमंत्रित की जाती हैं। यह अवधि विभाग द्वारा आगे बढ़ाया या घटाया जा सकता है।

क्रम.सं.	सेवा का नाम	अनुमानित आवश्यकता	वर्ग	स्थान
1.	गृहव्यवस्था कर्मचारी (Housekeeping)	सामान (माल) की लागत और श्रम सहित (16400 sq ft)	अकृशल	4-7 मन्जिल, एम.टी.न.ल. बिल्डिंग, डॉ. बी. आर. आंबेडकर रोड, चारकोप, कांदिवली (पश्चिम), मुंबई-४०००६७

2. नियम व शर्तें, पूर्व योग्यता मानदंड आदि निविदा-दस्तावेज (प्रपत्र) में शामिल कर दिया गया है और Government-e-Market (GeM) के अनुसार इसे Government-e-Market (GeM) और कर्मचारी भविष्य निधि संगठन की वेबसाइट www.epfindia.gov.in से या से भी डाउनलोड किया जा सकता है। अन्य किसी भी दूसरे माध्यम से किये गये निविदा को रद्द कर दिया जायेगा।

3. अनुसूची :

(i) निविदा प्रपत्र जारी करने की तिथि	: 27.11.2019 3:30 अपरान्ह बजे तक
(ii) निविदा प्रपत्र GeM पर जारी करने की तिथि	: 27.11.2019 3:30 अपरान्ह बजे तक
(iii) निविदा प्रपत्र जमा करने की तिथि/समय	: 17.12.2019 6:00 पूर्वाह्न बजे
(iv) तकनीकी निविदा खोले जाने की तिथि/समय	: 23.12.2019 3:30 अपरान्ह बजे तक
(v) वित्तीय निविदा खोले जाने की तिथि/समय	: 30.12.2019 3:30 अपरान्ह बजे तक
(vi) निविदा खोले जाने का स्थान	: स.भ.नि.आ(देखभाल अनुभाग, का केबिन), क.भ.नि.सं., क्षेत्र.का.कांदिवली (पूर्व)

4. इच्छुक और पात्र कंपनी / फर्म / एजेंसी अपने पूर्ण रूप से भरे हुये निविदा, अपने अपेक्षित दस्तावेज के साथ इसे Government - e-Market (GeM) पर जमा कर सकते हैं।

5. यह कार्यालय निविदा में संशोधन करने / निविदा दस्तावेज के किसी भी नियमों या शर्तों को वापस लेने या कोई भी नोटिस देकर या बिना कोई कारण बताये किसी एक या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है। इस संबंध में क्षेत्रीय भविष्य निधि आयुक्त-1, क्षेत्र.का. कांदिवली (पूर्व) का निर्णय अंतिम और सभी पर बाध्यकारी होगा।

(उत्तम तगारे)

स.भ.नि.आ(देखभाल अनुभाग),
क.भ.नि.सं., क्षेत्र.का.कांदिवली (पूर्व)

Bid Document

Bid Details	
Bid End Date/Time	17-12-2019 18:00:00
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	Regional Office Kandivali 2
Item Category	Cleaning And Sanitation Service 2.0
Contract Period	12 Month(s)
Average Turnover (Last 3 Years)	2.763072 Lakh (s)
Project Experience Required	Yes
MSE Exemption For Years Of Experience And Turnover	Yes
Startup Exemption For Years Of Experience And Turnover	Yes
Document required from seller	Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover
Bid to RA enabled	No

Cleaning And Sanitation Service 2.0 (16400)

Technical Specifications

Specification	Values
Type of Area	Indoor Area
Cleaning Cycle	Daily
Cleaning Frequency	3
Consumables	With Consumables

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Area to be serviced (Square ft.) of above mentioned technical specification	Additional Requirement
1	Uttam Tagaray	400067, Sector-8, Dr. B. R. Ambedkar Road, MTNL building	16400	<ul style="list-style-type: none"> No. of Cleaning Days during the Contract Period : 312

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	14

1. EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.
Beneficiary:

APFC

Regional Office Kandivali 2, NA, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment (Uttam Tagaray)

Splitting

Bid splitting not applied.

Buyer Specific Additional Terms and Conditions

1. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
2. 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.
3. 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.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises

and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 10% of total value.

5. Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.
6. Procurement under this bid is reserved for purchase from Micro and Small Enterprises from the State of Bid Inviting Authority whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.
7. The Service Provider is required to have at least 20 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

This Bid is governed by the [General Terms and Conditions](#), conditons 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---