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EMPLOYEES PROVIDENT FUND ORGANISATION

(श्रम और रोजगारमंत्रालय, भारत सरकार)/ (Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय/ REGIONAL OFFICE, S-1, TNHB, Phase III, Sathuvachari, Vellore - 632009

सं.त.नाडु/वेलूर/एफ-जी/निविदा/आउट सोर्स/2020-21

दि.12.01.2021

**क्षेत्रीय कार्यालय, वेलूर के लिए सुरक्षा गार्ड हाउस कीपिंग कर्मचारी और एम टी एस की आपूर्ति के लिए निविदा आमंत्रण - मुहरबंद निविदा की मांग।**

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कर्मचारी भविष्य निधि संगठन (ईपीएफओ के लिए संक्षिप्त रूप), केंद्रीय न्यासी बोर्ड की सहायता करने के लिए एक संगठन कार्य है, जो कर्मचारी भविष्य निधि और विविध प्रावधान अधिनियम, 1952 द्वारा गठित एक सांविधिक निकाय है और मंत्रालय के प्रशासनिक नियंत्रण में है। श्रम और रोजगार, भारत सरकार और उक्त संगठन का वेल्लोर में क्षेत्रीय कार्यालय है।

यह कार्यालय एक वर्ष के लिए कामगार वर्ग को अनुमानतः निम्न विवरण के अनुसार दि.01.02.2021 से कार्य पर रखना चाहता है। कामगारों की संख्या आवश्यकतानुसार कम या अधिक हो सकती है।

क्रम सं.	सेवा पद का नाम	कामगारों की सं.	उम्र	योग्यता/पात्रता
01	एम टी एस	08	न्यूनतम 18 वर्ष और अधिकतम 50 वर्ष	कक्षा 10 उत्तीर्ण
02	सफाई कर्मी	04	-उपरोक्त-	कक्षा 08 उत्तीर्ण

ऑनलाइन निविदाएं (तकनीकी और वित्तीय बोलियां) प्रतिष्ठित और इच्छित एजेंसियों से उक्त की आपूर्ति के लिए आमंत्रित की जाती हैं, जो प्रोफार्मा में मैनुपावर एनेक्सचर I & II थ्रू ([www.gem.gov.in](http://www.gem.gov.in)) GeM पोर्टल के रूप में संलग्न हैं। आगे यह ध्यान दिया जा सकता है कि एजेंसी सभी श्रम और ईपीएफ और एमपी अधिनियम 1952, ईएसआई और केंद्रीय न्यूनतम मजदूरी अधिनियम, 1948 सहित अन्य संबंधित कानूनों के अनुपालन के लिए पूरी तरह से जिम्मेदार होगी। ऑनलाइन निविदा प्राप्त करने की अंतिम तिथि दोपहर 02.00 बजे तक 25.01.2021। 25.01.2021 को 02.30 बजे तकनीकी बोली खोली जाएगी। समिति द्वारा निविदाएं खोले जाने पर एजेंसियों के प्रतिनिधि को उपस्थित होने की अनुमति दी जाती है।

इस कार्यालय को अधिकार है कि वह किसी एक या सभी निविदाओं को बिना कोई कारण बताए निरस्त कर सकता है। क्षेत्रीय आयुक्त-1/प्रभारी अधिकारी, वेलूर का निर्णय सभी संबंधितों पर अंतिम और बाध्यकारी होगा।

Sd/-

(सुब्रमणि.पि)

सहायक भ.नि.आयुक्त(प्रशा)



**EMPLOYEES PROVIDENT FUND ORGANISATION**

(श्रम और रोजगार मंत्रालय, भारत सरकार) / (Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय / REGIONAL OFFICE, S-1, TNHB, Phase III, Sathuvachari, Vellore - 632009

TN/VL/F&G/Tender/OutSourcing-MTS&Sweepers/2020-21

Date: 12.01.2021

**NOTICE INVITING TENDERS FOR SUPPLY OF MTS & SWEEPERS FOR REGIONAL OFFICE, VELLORE – ONLINE TENDERS CALLED FOR.**

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The Employees' Provident Fund Organisation (abbreviated to EPFO), is an organisation task to assist the Central Board of Trustees, a statutory body formed by the Employees' Provident Fund and Miscellaneous Provision Act, 1952 and is under the administrative control of the Ministry of Labour & Employment, Government of India and the said organisation has its Regional Office at Vellore.

This office proposes to engage manpower tentatively as stated below for a period of One year commencing from 01.02.2021. The number of personnel may vary according to the future requirements.

Sl. No.	Name of the service	Number of posts required	Age	Qualification/ Eligibility
1.	MTS	08	Minimum 18 yrs. & maximum 50 yrs.	10 <sup>th</sup> Pass
2.	Sweepers	04	-do-	8 <sup>th</sup> Pass

Online Tenders (Technical and Financial Bids) are invited from the reputed and intended agencies for supply of above said Manpower in the proforma enclosed as Annexure I & II Through ([www.gem.gov.in](http://www.gem.gov.in)) GeM Portal. It may further be noted that the Agency shall be fully responsible for the compliance of all the labour and other related laws including EPF& MP Act 1952, ESI and Central Minimum Wages Act, 1948. The last date to receive the online tenders by 02.00 pm of **25.01.2021**. Technical Bid will be opened at 02.30 pm on **25.01.2021**. The representative of the agencies is permitted to attend when the tenders are opened by the Committee.

This office reserves the rights to cancel any or all the Tenders without assigning any reason. The decision of Regional Commissioner-I/OIC, Regional Office, Vellore on this shall be final and binding.

  
(SUBRAMANI P)  
ASSISTANT P.F. COMMISSIONER (ADM)

Annexure – I  
**TENDER FORM FOR PROVIDING MANPOWER**

To

The Regional P.F. Commissioner-I  
Regional Office, EPFO, S-1, TNHB,  
Sathuvachari, Vellore – 632009

Sir,

Sub : TENDER FOR SUPPLY OF MTS & SWEEPERS PERSONNEL - Reg.

**TECHNICAL BID**

We M/s \_\_\_\_\_ hereby submit the bidding as  
required by your Organisation.

Sl. No.	Particulars to be given with Documentary proof by the Agency/Firm	Status (to be filled by the Agency/Firm) enclosing there with copy of proof.
1.	Name of the Agency/Firm	
2.	Year of incorporation of the Agency/Firm (Attested copy of certificate of Registration should be enclosed)	
3.	Length of experience in years	
4.	Name few current locations of deployment	
5.	Whether labour license under relevant Act from Govt. Is obtained. If so, please attach a copy thereof.	
6.	Annual Turnover of the Firm/Agency in Lakhs of Rupees for the year 2018-19	
7.	Employees P.F. Organisation Code No. (Enclose an attested copy of latest remitted challan)	
8.	ESI Registration No. (Enclose an attested copy of latest remitted challan)	
9.	Income PAN No. and copy of it with Income Tax clearance certificate for last 03 years.	
10.	Service Tax Registration No. and S. Tax clearance certificate for last 03 years.	
11.	Type of Establishment Whether Govt./Semi Govt./Limited/Private Limited/Autonomous/Private	
12.	Whether obtained necessary license form appropriate authority of Central/State Govt. to function as security service provider. If yes, give details and the date of validity. (Attested copy is to be enclosed).	

Signature of the Tenderer/Authorised Signatory with  
Seal/Stamp, Email Id & Mobile No.

Annexure - 2

**FINANCIAL BID**

I/We have gone through the terms and conditions as enumerated to the tender document for providing MTS & Sweepers. I/We agree to abide by all the terms and conditions contained thereon and quote our lowest rates (in the respective columns) as below of this firm.

We hereby undertake to state that our Agency/Firm will comply with the Minimum Wages norms fixed by the Central Govt. from time to time.

S.No.	Wages	MTS	Sweeper
1.	Basic Wages		
2.	Dearness Allowance (DA)		
3.	Total charges		
4.	EPF on contribution @12% on basic wages		
5.	EDLI + Admin @ 1% contribution		
6.	ESI @ 3.25%		
7.	Total Statutory charges Sl. No. 4 to 6		
8.	Total wages & Statutory charged		
9.	Service Charges @		
10.	Total Sl. No. 3,7 & 9		
11.	Service Tax as applicable		
12.	Grand Total		

Please mention NIL against any charges/cost not applicable.


EPF, ESI, Income Tax, Statutory liability such as Service Tax etc. Shall be payable as per applicable rates.

Sig. of the tenderer/Authorised Signatory.  
Name of the tenderer.....  
Address of the tenderer.....

### **TERMS & CONDITIONS**

1. Agencies should have Employees' Provident Fund Code No., Employees' State Insurance Code No., Central Labour Licence and should pay the Employee's Provident Fund, Employees State Insurance benefits to the employees. Documentary evidence should be enclosed with the quotation.
2. The agency should pay wages to the employees deployed as per the CENTRAL MINIMUM WAGES ACT, 1948 and other statutory benefit should also be given to them.
3. The agency should have experience for at least 3 years in the field of providing manpower for which documentary evidence should be produced along with quotations.
4. Agencies having experience with Govt. Organisation will be given priority. Cop of the experience certificate shall be enclosed.
5. The successful agency should deposit security deposit @ 10% of total value of contract for one year within 7 days from the date of award of the contract. The said deposit will not carry any interest.
6. The period of contract will be initially for 1 year and may be extended for one more year subject to the satisfaction and performance of the contractor under the same terms & condition by giving one-month notice.
7. Agency should endorse Income Tax Clearance Certificate for last 3 years along with the quotation
8. The successful agency has to execute an agreement with EPFO before commencement of works.
9. Contract shall be terminated at any time by giving one-month notice, if service is not satisfactory.
10. The contractor may visit the site physically and understand the nature of the work before quoting the rate.
11. The contractor should read out the terms and conditions, nature of the work fully before quoting the rates. No additional claim if any will be entertained in later stage.
12. The rate quoted should be on monthly basis for the above said work.
13. The payment will be done on monthly basis in the 1<sup>st</sup> week of succeeding month for the completed month.
14. In some occasions due to budgetary constraints, the payment will be delayed for one or two months. The contractor should bear such situation and should not stop the work for want of payment.

15. The personnel deployed in the premises of EPFO, RO, Vellore should bear Identity card. They will not be allowed to stay in the building after completion of the work.
16. If agency wishes to see the nature of work can visit to this office on any working day within working hours.
17. If any staff deployed is found not performing satisfactorily, the same should be replaced within 24 hours of intimation of the same to the agency. If the agency fails to replace the same, after 24 hours, then penalty of Rs.500/- per day shall be recovered from the agency by way of adjustment from the monthly bill.
18. The quotation should be as per the latest Central Minimum Wages, the rate should be quoted giving bifurcation such as Wages, Statutory deductions, Statutory payments, Taxes service Charges and any other details.
19. The onus to comply with all the existing labour laws/payment of taxes vests with Agency.
20. While submitting the tender for providing manpower all statutory requirement should be fulfilled by the agency and should mention clearly on the tender.
21. Any loss/damage caused to the EPFO, RO, Vellore by the manpower supplied by the particular agency, will be recovered from the respective agency.
22. EPF/ESIC registration is necessary as per EPF & ESIC Act.
23. The agency should draw a Demand Draft of Rs.9285/- as Earnest money Deposit in favour of Regional P F Commissioner, EPFO, Vellore and should be submitted along with the along with the quotation. The same shall be refunded back to those non-successful tenderers. For the successful tenderer the amount of **Rs.9285/-** shall be adjusted against the security deposit.
24. The office reserves the right to reject any or all the tender without giving any specific reason.

  
(SUBRAMANI P)  
ASSISTANT P.F. COMMISSIONER (ADMIN)

### SCHEDULE OF TENDER

Closing of submission of tender document : 02.00 pm 25.01.2021

Opening of Technical Bids : 02.30 pm 25.01.2021

And finalising of bids and signing of agreement with the successful bidder on 25.01.2021.  
Commencement of deployment of manpower is 01<sup>st</sup> Feb 2021

  
(SUBRAMANIAM)  
ASSISTANT P.F. COMMISSIONER (ADMIN)