



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, कोल्हापूर, Regional Office, Kolhapur

238/6 'ई' वार्ड ताराबाई पार्क, कोल्हापूर 416 003

238/6 'E' Ward Tarabai Park, Kolhapur 416 003

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सं.महा./भ.नि./क्षे.का./कोल्हापूर/प्रशासन/2020-21/369

दिनांक :13/01/2021

सूचना/Notice

बोली संख्या BID No. GEM/2021/B/970549 / दिनांक/dated 13.01.2021

एक बोली जिसकी संख्या GEM/2021/B/970549 दिनांक 13.01.2021 को आकस्मिक कर्मचारियों की आपूर्ति के लिए जी.ई.एम. (गवर्मेंट-ई-मार्केटप्लेस) पर 13.01.2021 को प्रकाशित किया गया है। बोली की अंतिम (समाप्ति) तिथि 28.01.2021 को 12:00 PM है एवं इसको 28.01.2021 को 12:30 PM (अपराहन्न) में खोला जाएगा। प्रतिभागियों से अनुरोध है की वे निर्धारित तिथि के भीतर उक्त वस्तु (मद) की बोली जी.ई.एम. पोर्टल पर लगाएं।

A BID having No. GEM/2021/B/970549 dated 13.01.2021 for Supply of contingent Employees has been published at GEM Portal on 13.01.2021. The bid end date is 28.01.2021 at 12:00 PM and will be opened on 28.01.2021 at 12:30 PM. The participants requested to bid the said item on GEM Portal within the due date.

एम.डी.पाटगांवकर /M.D.Patgaonkar

सहायक भविष्य निधी आयुक्त (प्रशासन)

Assistant Provident Fund Commissioner (Adm)

क्षेत्रीय कार्यालय, कोल्हापूर / Regional Office, Kolhapur.

Bid Document

Bid Details	
Bid End Date/Time	28-01-2021 12:00:00
Bid Opening Date/Time	28-01-2021 12:30:00
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	N
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; High School , Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required
Contract Period	1 Year(s)
Bidder Turnover (Last 3 Years)	18.37 Lakh (s)
Project Experience Required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	20 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50
EMD Amount	30618

ePBG Detail

Required	No
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(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:

Asst. P. F. Commissioner

Employees Provident Fund Organisation, Regional Office, Kolhapur, 238/6 E Ward, Tarabai Park, Kolhapur - 416003.
(Ravindra Damodar)

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

Additional Required Data/Document(s)

Annual turnover Required by Buyer in Crores:5 crore

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:The bidder should have at least 2 Project / 2 Years

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:5

Geographic Presence: Office registration certificate:Employees Provident Fund Organisation, Regional Office, Kolhapur, 238/6 E Ward, Tarabai Park, Kolhapur - 416003.

Scope of work & Job Description:[1610517342.pdf](#)

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:[1610517343.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate (16)**Technical Specifications**

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Commerce , Arts , Science , Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Addon(s)	
Certifications/ Trainings	Yes
Additional Details	
Title for Non Mandatory Compliance 1	0
Designation	0
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Ravindra Damodar	416003,EPFO, REGIONAL OFFICE, BHAVISHYA NIDHI BHAVAN, 238/6 , E-WARD , TARABAI PARK , KOLHAPUR	16	<ul style="list-style-type: none"> • Certifications/ Trainings : 16 • Basic monthly pay in Rupees : 12738 • Bonus (Percentage of Basic Monthly Pay) : 0 • ELDI (Percentage of Basic Monthly Pay) : 0 • ESI (Percentage of Basic Monthly Pay) : 3.25 • Provident Fund (Percentage of Basic Monthly Pay) : 12 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; High School (14)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff

Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	Yes
Additional Details	
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 1	0
Title for Non Mandatory Compliance 3	0
Designation	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Ravindra Damodar	416003,EPFO, REGIONAL OFFICE, BHAVISHYA NIDHI BHAVAN, 238/6 , E-WARD , TARABAI PARK , KOLHAPUR	14	<ul style="list-style-type: none"> • Certifications/ Trainings : 14 • Basic monthly pay in Rupees : 10868 • Provident Fund (Percentage of Basic Monthly Pay) : 12 • ESI (Percentage of Basic Monthly Pay) : 3.25 • Bonus (Percentage of Basic Monthly Pay) : 0 • ELDI (Percentage of Basic Monthly Pay) : 0 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Tenure/ Duration of Employment : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	Yes
Additional Details	
Title for Non Mandatory Compliance 1	0
Designation	0
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Ravindra Damodar	416003,EPFO, REGIONAL OFFICE, BHAVISHYA NIDHI BHAVAN, 238/6 , E-WARD , TARABAI PARK , KOLHAPUR	2	<ul style="list-style-type: none"> • Certifications/ Trainings : 2 • Basic monthly pay in Rupees : 9614 • Bonus (Percentage of Basic Monthly Pay) : 0 • ELDI (Percentage of Basic Monthly Pay) : 0 • ESI (Percentage of Basic Monthly Pay) : 3.25 • Provident Fund (Percentage of Basic Monthly Pay) : 12 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Tenure/ Duration of Employment : 12

Bid Specific Additional Terms and Conditions

1. **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.
2. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
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. Bidders can also submit the EMD with Account Payee Demand Draft in favour of Regional Provident Fund Commissioner payable at Kolhapur.
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.

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.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---