

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-03-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-03-2024 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees Provident Fund Organisation (epfo)
Office Name/कार्यालय का नाम	Regional Office, Coimbatore
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - LMV , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Electrician , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Plumber , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Creche Attendant , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; House keeping Full time , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; House keeping Part time
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	150 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	9000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	450000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

RPFC-I

Regional Office, Coimbatore, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment (The Regional Provident Commissioner)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. 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 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated

cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Geographic Presence: Office registration certificate:EPFO RO COIMBATORE

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1709210282.pdf](#)

Scope of work & Job description:[1709210327.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver - LMV (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Driver - LMV
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Staff Car Driver

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 832 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.16 • EPF Admin Charge (INR per day) : 4.16 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 27.04 • Provident Fund (INR per day) : 99.84 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Electrician (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others

Specification	Values
List of Profiles	Electrician
Educational Qualification	Diploma
Specialization	Diploma in Electrical Engineering
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Electrician

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 832 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.16 • EPF Admin Charge (INR per day) : 4.16 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 27.04 • Provident Fund (INR per day) : 99.84 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Plumber (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others

Specification	Values
List of Profiles	Plumber
Educational Qualification	ITI
Specialization	Plumbing course completion certificate
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Plumber

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 832 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.16 • EPF Admin Charge (INR per day) : 4.16 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 27.04 • Provident Fund (INR per day) : 99.84 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Multi-tasking Staff (15)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin

Specification	Values
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	Plumbing course completion certificate , Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Multi Tasking Staff (MTS)

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	15	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 628 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.14 • EPF Admin Charge (INR per day) : 3.14 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 20.41 • Provident Fund (INR per day) : 75.36 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Creche Attendant (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin

Specification	Values
List of Profiles	Creche Attendant
Educational Qualification	High School
Specialization	Not Required , Plumbing course completion certificate
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Creche Attendant

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 628 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.14 • EPF Admin Charge (INR per day) : 3.14 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 20.41 • Provident Fund (INR per day) : 75.36 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; House Keeping Full Time (8)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin

Specification	Values
List of Profiles	House keeping Full time
Educational Qualification	Not Required
Specialization	Plumbing course completion certificate , Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	House keeping (Fulltime)

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	8	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 628 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.14 • EPF Admin Charge (INR per day) : 3.14 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 20.41 • Provident Fund (INR per day) : 75.36 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; House Keeping Part Time (10)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin

Specification	Values
List of Profiles	House keeping Part time
Educational Qualification	Not Required
Specialization	Not Required , Plumbing course completion certificate
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	House keeping (Part time)

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Harish Narayanan Nambudiri	641018,Regional Office, EPFO, Dr. Balasundaram Road	10	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 117.75 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0.59 • EPF Admin Charge (INR per day) : 0.59 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 3.83 • Provident Fund (INR per day) : 14.13 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

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.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

The Regional Provident fund Commissioner
payable at
Coimbatore

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.

4. Generic

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.

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file](#).

7. Payment

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.

8. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any

Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



தொழிலாளர் வருங்கால வைப்பு நிதி நிறுவனம்
कर्मचारी भविष्य निधि संगठन



EMPLOYEES' PROVIDENT FUND ORGANISATION

(தொழிலாளர் மற்றும் வேலை வாய்ப்பு அமைச்சகம் ஸ்ரம எவ்ரோஜகார மந்த்ராலய, भारत सरकार Ministry of Labour & Employment, Govt. of India)
பிராந்திய அலுவலகம், பவிஷ்ய நிதி பவன், Regional Office, Bhavishya
Nidhi Bhavan,

டாக்டர் பாலசுந்தரம் ரோடு, கோயம்புத்தூர், COIMBATORE- 641 018
Dr. Balasundaram Road,

□□.No.TN/RO/CBE/ADM-II/GEM/TENDER/2023-24

Date:27.02.2024

TENDER DOCUMENT – STAFF CAR DRIVER

EPFO, REGIONAL OFFICE, COIMBATORE

SCHEDULE OF REQUIREMENTS

Regional office, Coimbatore

Staff Car driver - 01 Person* (with valid LMV –Four wheeler Driving License)

Timing : 09:15AM to 05:45PM (Lunch Hour : 01:00PM to 01:30PM)

Working days - Monday to Friday (If required on other days)*

Note :

*No. of persons required may vary.

*Salary will be released based on attendance.

The duties and responsibilities of a staff car driver

1. Adhere to all traffic rules and regulations while driving.
2. Maintain the vehicle in a clean and roadworthy condition, performing routine maintenance checks and reporting any issues promptly.
3. Plan efficient routes to reach destinations on time and minimize travel time.
4. Ensure the comfort and safety of passengers during journeys.
5. Assist passengers with boarding and disembarking from the vehicle, especially if they are carrying heavy items or have mobility issues.
6. Maintain the security of the vehicle, ensuring it is locked when unattended.
7. Be prepared for emergency situations, such as accidents or breakdowns, and take appropriate actions to ensure the safety of passengers and the vehicle.
8. Maintain accurate records of trips, including mileage, fuel consumption, and maintenance activities.

9. Report any accidents, incidents, or vehicle-related issues to the appropriate authorities and supervisors.
10. Maintain effective communication with Caretaking section to coordinate transportation schedules and requirements.
11. Ensure that the vehicle is regularly serviced and any necessary repairs are conducted promptly.
12. Keep the vehicle clean and well-maintained, both inside and outside.
13. Ensure that the vehicle's registration, insurance, and other required documents are up to date and comply with legal requirements.
14. Maintain a neat and presentable appearance while on duty.
15. Perform other duties as assigned by Caretaking section, which may include running errands, assisting with office tasks, or providing support for special events.
16. It's important for a staff car driver in an organization like EPFO to prioritize safety, punctuality, and professionalism while carrying out their responsibilities. Additionally, they should be familiar with the specific rules and regulations of the organization and the local traffic laws in Coimbatore or the relevant jurisdiction.

TENDER DOCUMENT- MULTI TASKING STAFF (MTS)

SCHEDULE OF REQUIREMENTS

SUPPLY OF MULTI TASKING STAFF (MTS) TO EPFO, ZONAL & REGIONAL OFFICES COIMBATORE & DISTRICT OFFICES TIRUPPUR, OOTY, COONOOR AND POLLACHI.

1. Regional Office & Zonal Office Coimbatore – 11 Persons

2. District Offices, Ooty, Coonoor,
Tiruppur and Pollachi } – 04 Persons

Total - 15 persons*

Timing : 09.15AM to 05:45 PM (Lunch Hour 01:00 PM– 01:30PM)

WORKING DAYS - Monday to Friday (If required on other days)*

Note:

***No. of persons required may vary.**

***Salary will be released based on attendance.**

The duties and responsibilities of Multi-Tasking Staff (MTS)

1. Assisting officers and other staff with their administrative needs.
2. Carrying of files and papers within the premises.
3. Photocopying the documents given by Staffs / Officers
4. Dispatch and Courier Services
5. Preparing and dispatching documents and parcels.
6. Setting up meeting rooms and equipments.
7. Co-ordinating logistical arrangements for events or meetings held in the office.

It's essential to note that the specific duties of an MTS in EPFO RO Coimbatore can be tailored to the office's needs, and additional responsibilities may be assigned based on the workload and requirements.

TENDER DOCUMENT – ELECTRICIAN

EPFO, REGIONAL OFFICE, COIMBATORE & EPF STAFF QUARTERS PEELAMEDU.

SCHEDULE OF REQUIREMENTS

Regional office, Coimbatore

Electrician - 02 Persons (*01 person with 'C' Licence*)

Timing : *1st shift 08:00AM – 04:30PM, (Lunch Hour 01:00PM -01:30PM)*
2nd shift 12:00PM – 08:30PM, (Lunch Hour 02:00PM – 02:30PM)

EPF Staff Quarters, Coimbatore

Electrician - 02 Persons.

Timing: *1st shift 07:00AM – 03:30PM, (Lunch Hour 01:00PM -01:30PM)*
2nd shift 11:30AM – 08:00PM, (Lunch Hour 02:00PM – 02:30PM)

Total - 04 persons*

Working days - Monday to Friday (If required on other days)*

Note :

*No. of persons required may vary.

*Salary will be released based on attendance.

DUTIES AND RESPONSIBILITIES OF ELECTRICIAN

Regional office, Coimbatore

1. The Electrician should rectify all the day to day electrical complaints in the office premises.
2. The Electrician should have the skill and knowledge to attend to the requirements of assembling, fitting and repair of electrical appliances. He should preferably be an Diploma certificate holder.
3. In case of an emergency, the Electrician should report to the office within half-an hour even during off duty hours.
4. The tools and equipments required for the electrician should be provided by the Contractor.

EPFO Staff Quarters Peelamedu, Coimbatore

1. The Electrician should rectify all the day to day electrical complaints in all the Flats in the Staff Quarters premises.
2. The Electrician should have the skill and knowledge to attend to the requirements of assembling, fitting and repair of electrical appliances.
3. The Electrician and Plumber should coordinate and complete the work as and when their services are required jointly.
4. In case of emergency, the Electrician should report at the Staff Quarters within half an hour even during off duty hours.

TENDER DOCUMENT – PLUMBER
EPF STAFF QUARTERS PEELAMEDU - SCHEDULE OF REQUIREMENTS

EPF Staff Quarters, Coimbatore

Plumber - 01 Person.

Timing: 08:30AM – 05:00PM, (Lunch Hour 01:00PM -01:30PM)

WORKING DAYS - Monday to Friday (If required on other days)*

Note:

*No. of persons required may vary.

*Salary will be released based on attendance.

DUTIES AND RESPONSIBILITIES OF PLUMBER

1. The Plumber should rectify all the day to day plumbing complaints in all the Flats in the Staff Quarters premises.
2. The Plumber should have the knowledge to put thread for both GI and PVC pipes using die set, as and when required.
3. The Plumber should attend to the assembling, fitting, installation, maintenance and repair of pipes, fixtures and fittings (both GI and PVC pipes) for water supply and for sanitary and drainage system.
4. He should be acquainted with the knowledge to operate all kinds of Motor pumps. He should take care of cleaning the motor pump sets and apply grease every week. He should preferably be an ITI certificate holder.
5. In case of an emergency, the Plumber should report at the Staff Quarters within half-an hour even during off duty hours.
6. The Plumber and electrician should coordinate and complete the work as and when their services are required jointly.
7. The tools and equipments required for the plumber should be provided by the Contractor.
8. In case of any requirement at Regional Office, Coimbatore, the Plumber should attend to the said works.

TENDER DOCUMENT- HOUSE KEEPING

SCHEDULE OF REQUIREMENTS

I. HOUSE KEEPING STAFF TO EPFO, ZONAL & REGIONAL OFFICES, COIMBATORE

1. **FULL TIME** (Timings 8:00 AM to 5:00 PM including one hour lunch break)

Sweepers (Male) – 01 Person

Sweepers (Female) - 01 Person

2. **PART TIME** (Timings – 07:30 AM to 09:00 AM) (without any break)

Sweepers - 06 Persons

II. HOUSE KEEPING STAFF TO EPF STAFF QUARTERS, PEELAMEDU, COIMBATORE

FULL TIME: (Timings 8:00 AM to 5:00 PM including one hour lunch break)

1. Sweeper - 05 Persons

2. Gardener - 01 Person

III. HOUSE KEEPING STAFF (PART TIME) TO DISTRICT OFFICE, TIRUPPUR, OOTY, COONOOR & POLLACHI

PART TIME:

Sweeper - 04 Persons (01 person each For District Office)

(Timings - 07:00 AM to 08:30 AM) (Without any break)

TOTAL I+II+III = 18 persons*

- Full time : 08 persons
- Part time : 10 persons

WORKING DAYS - Monday to Friday (If required on other days)*

Note:

*No. of persons required may vary.

*Salary will be released based on the attendance.

NATURE OF HOUSEKEEPING WORKS IN THE REGIONAL OFFICE / ZONAL OFFICE / DISTRICT OFFICE PREMISES IS AS BELOW:

I DAILY ATTENTION

1. Housekeeping of the entire Office Building & Annexure Building and its premises (including roof, parking place, recreation club and open area) to be done on daily basis. Cleaning inside the office, rooms, conference hall shall be completed before 9.15 AM.
2. Collection and removal of waste paper from the premises on daily basis.
3. Cleaning and mopping of the floor should be done by fibre mope / sponge mope using detergents mixed with perfumed phenyl.
4. Carpets shall be cleaned with vacuum cleaners only. No brooms shall be used.
5. Cleaning / dusting should be done daily on the following things:
I) Tables II) Chairs & Stools III) Trays IV) Telephones V) Racks VI) Sofa Set VII) Computer and Keyboards VIII) Cup-Board IX) Filling cabinets X) Dust bins XI) Modular Furniture XII) any other Office Equipments.
6. Daily Brushing / Sweeping and cleaning the main staircase with long handle fiber mope.
7. Wet Cleaning and drying of the toilets should be done for at least thrice a day. There should not be any stains on the pots and washbasins. Wet cleaning shall be done using perfumed phenyl.
8. Availability of sanitary materials such as Naphthalene Balls, Odonil, Liquid Soap (Soap, Freshener, Toilet Paper, Towel and Covered Waste baskets) inside the toilet shall be ensured.
9. Perfumed disinfection spray should be sprayed daily in the rooms, cabins and visitors area of the office.

II. WEEKLY ATTENTION:

1. Cleaning of window glasses, glass panes and doors.
2. Cleaning of lights, fans, etc.
3. Cleaning of the blower part and area around the Air-Conditioner.
4. Cleaning of Venetian Blinds.
5. Polishing of brassware.
6. Sweeping and mopping of fire escape stairs.
7. Cleaning of steps rails and maintaining it rust free.

III. MONTHLY ATTENTION:

1. Cleaning of windows from outside with soap and water.
2. Sweeping and dusting of entire Ceiling, Walls, Pillars and partitions with vacuum cleaners only.
3. Sweeping and cleaning with vacuum cleaners by shifting the furniture etc.
4. Cleaning and dusting of racks by removing files and papers and replacing the same in order.

5. Cleaning and removing stains from Rexene or leather of sofa, Chairs with necessary chemicals.
6. Removing stains from the painted walls, wall edges, furniture etc.
7. Removal of cob-webs wherever they exist.
8. Wet cleaning the terrace of both building with soap water.

NATURE OF HOUSEKEEPING WORKS IN THE EPF STAFF QUARTERS, PEELAMEDU, COIMBATORE IS AS BELOW:

1. To sweep all internal roads in the Staff Quarters premises and dispose of the swept materials to the garbage pit located at Avinashi Road, Peelamedu.
2. To sweep the staircases of all the blocks, Garages / Sheds, Pump Room and Maintenance Office Room every day.
3. To remove the cobweb in the Staircases of all the blocks, Garages / Sheds, Pump Room, Maintenance Office Room and wet clean the Staircase once in a week.
4. To clean the premises all-round the blocks every day.
5. To sweep the terrace and clean the sunshades of all the blocks once in a month.
6. To clean the bushes and jungle growth as and when instructed by the Caretaker.
7. To clean the drainage block and in the Kitchen / Sanitary chambers whenever required and as instructed by the Caretaker. No separate payment will be made in this regard.
8. To collect the Garbage from each flat and dispose of the swept materials to the garbage pit located at Avinashi Road, Peelamedu.
9. To dispose of the garbage to the Corporation Vehicle in the specified time.
10. To develop the garden and to maintain the same as per the instructions of the Caretaker.
11. To pour water to the plants every day.
12. The Sweeper and Gardener should carry out the sweeping as well as gardening work as and when instructed by the Caretaker.
13. To clean the Officers' and Staff Guest Houses available at Peelamedu, Coimbatore every day as and when required. The Guest Houses should be cleaned, mopped and vacuum cleaned every day. The glasses of the window panes, tables, chairs and other furniture should be dusted and cleaned every day. The toilets and bathrooms should be wet cleaned with scented phenyl followed by dry mopping every day.
14. If any tool pertaining to the Office is lost by the Gardener, the cost of the same will be recovered from the monthly bill.

15. If any person deployed for the above said works is found unfit for the work assigned to him/her, the person will be immediately terminated from the work and the Agency should immediately replace him / her with suitable person.

TENDER DOCUMENT- CRECHE (ATTENDANT)

SCHEDULE OF REQUIREMENTS

ATTENDANT IN CRECHE, EPFO, REGIONAL OFFICE COIMBATORE

1. Creche Attendant – 02 Persons

Timings : 09:15AM to 05:45 PM (Lunch Hour 01:00PM – 01:30PM)

Total – 02 Persons*

WORKING DAYS - Monday to Friday (If required on other days)*

Note:

***No. of persons required may vary.**

***Salary will be released based on attendance.**

Duties and Responsibilities of CRECHE Attendant

Creche Attendant is responsible for the care and supervision of infants and young children in a creche setting. Their primary duty is to ensure the safety, well-being, and development of the children under their care.

Key duties and responsibilities:

1. Maintain a safe and clean environment for children.
2. Monitor children at all times to ensure their safety.
3. Supervise playtime and activities.
4. Serve meals and snacks to children.
5. Ensure children are eating nutritious and age-appropriate meals.
6. Bottle feeding and diaper changing for infants.
7. Maintain cleanliness and hygiene in the childcare area.
8. Change diapers and assist with potty training.
9. Teach and encourage good personal hygiene habits in children.
10. Provide comfort and emotional support to children.

11. Assist children with naptime or bedtime routines.
12. Communicate with parents or guardians about the child's day, including eating, sleeping, and behavior.
13. Address any concerns or questions from parents.
14. Organize age-appropriate activities and playtime.
15. Promote cognitive, social, and emotional development through play and educational activities.
16. Read books, sing songs, and engage in creative play.
17. Ensure basic first aid kit is maintained.
18. Follow safety protocols and emergency procedures.
19. Ensure the childcare area is child proof and free from hazards.
20. Keep attendance records.
21. Collaborate with other childcare staff and management to ensure smooth operations.
22. Stay updated on childcare best practices and safety guidelines.
23. Attend training sessions and workshops related to child care and development.
24. Handle difficult situations and conflicts among children.
25. Create an inclusive environment that welcomes children of all backgrounds.
26. Their work requires patience, compassion, and a strong commitment to the well-being of the children in their care.

General Terms & Conditions to all the above Services

1. The successful tenderer will have to execute an agreement, after remitting the performance bank guarantee (ePBG), in a stamp paper worth Rs. 100/- (*Rupees One Hundred only*) at their own expenses.
2. The contracting Company / Firm / Agency / Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
3. The branch office of the agency should be in Tamil Nadu and the agency shall depute a co-ordinator or supervisor at its own cost (he should be able to speak in regional language(Tamil)), who would be responsible for immediate interaction with this office, so that optimal services for the persons deployed by the agency could be availed without any disruption. The proof submitted for an Office in the state of the Consignee should not merely be a rent/lease agreement. A valid supporting document – Copy of documents / records such as EB, Telephone, GST, EPF, ESIC, etc., registered in the name of the Service provider / Contracting agency should be uploaded along with the bid submission.
4. For all intents and purposes, the contracting agency shall be the “Employer“ within the meaning of different Labour Legislations in respect of manpower deployed for contractual services. The personnel deployed by the contracting agency in this office shall not have claim of any Master and Servant relationship nor have any principal and agent relationship with or against the Office of the Regional Provident Fund Commissioner, Regional Office, Coimbatore.
5. This office will not be responsible to meet transportation, food, medical or any claims arising out of accidents during the course of employment and any other requirements in respect of the persons deployed by it (Agency) in this office except for the payment provided for, in this contract.
6. The contracting agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by contracting agency in the course of their performing the functions / duties, or for payment towards any compensation.
7. The Regional Provident Fund Commissioner - I, Regional Office Coimbatore reserves right to withdraw / relax any of the terms & conditions mentioned above so as to overcome the problem encountered by the contracting parties.
8. Separate uniforms should be provided to the persons deployed by contracting agency and the agency should ensure that the deployed persons should wear the uniform regularly while on duty.
9. The Contracting agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund and Employees State Insurance etc in respect of the persons deployed by it in this Office. The Employees Provident Fund Code Number and Employees State Insurance Registration Number, any other Contract/ Labour licences obtained as per statutory requirements, etc. of the agency, shall invariably be quoted in the Bid document.
10. The contracting agency should have deposited PF dues within the prescribed due date for the last three months (i.e. November-2023, December-2023 and January-2024). Documents in this regard needs to be submitted along with the bid.

11. The Contracting agency should be engaging atleast 100 personnel on rolls as on 31.01.2024.Documentary evidence in this regard needs to be submitted.

Validity of the Contract

1. The period of contract will be for a period of one year from the date of award of the contract and shall extend for a period of one more year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirement of the work.

Security Deposit

1. The successful tenderer will have to deposit an amount of 5% of the estimated cost as Performance Bank Guarantee deposit at the time of placing the work order within 20 days of the receipt of the formal order. The Performance Bank Guarantee will be furnished in the form of the Account payee Demand Draft or Bank Guarantee drawn in the favour of The Regional Provident Fund Commissioner – I, payable at Coimbatore. The Performance Bank Guarantee should remain valid for a period of 2 months beyond the date of completion of all the contractual obligations of the supplier. The Performance Bank Guarantee will not bear any interest.
2. The Performance Bank Guarantee of the contractor shall be refunded on successful completion of the contract period after deducting recoveries, if any, due to the loss arising out of poor quality of work, incomplete work and / or any violation of any terms and conditions of the contract as stipulated in the bid document. Refund of Performance Bank Guarantee is subject to full and final settlement of the final payment for the work contracted / executed under the contract. No interest will be paid to the contractor on the Performance Bank Guarantee.

Requirement

1. The requirement of this office may further increase or decrease during the period of contract and the contractor would have to increase or decrease the manpower supply, if required on the same terms and conditions.
2. The contracting agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information i.e. name, DOB, age and Identification mark etc.,
3. The staff will be engaged for 05 days of working i,e (Monday to Friday) and if any contingency arises, they can be engaged for other days also. Salary will be paid based on the attendance of

the employees and whenever the rates of minimum wages are revised, the same will be paid as per Minimum Wages Act.

Conduct / Misconduct of the Personnel

1. In case, the person employed by the Contracting Company / Firm / Agency commits any act of omission / commission that amounts to Misconduct / Indiscipline / Incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office within 24 Hrs of being brought to their notice.
2. The contracting agency shall ensure proper conduct of their personnel deployed in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking etc in the office premises and during working hours.
3. The contractor shall be responsible for any theft of the items by his personnel from within the premises of the office. The details of the stolen materials / stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of occurring such incidence. The decision of the Regional Provident Fund Commissioner on this will be final and binding on the contractor.

Penalty

1. The contracted agency shall immediately provide a competent substitute in the event of any person leaving the job due to his / her personal reasons. The delay by the Agency in providing a substitute beyond three working days shall attract damages @ Rs. 800/- per day (*per such case*) on the contracting agency.
2. In case, the contracting agency fails to comply with any statutory / taxation liability under any appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, this Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Bank Guarantee (ePBG) of the agency, to the extent of the loss or obligation in monetary terms.
3. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.

Payment

1. The payment shall be made only to the contractor on a monthly basis as per the provisions of the Minimum Wages Act for all working days provided the manpower is available for work in the offices for all working days of that month.
2. The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by this office for whatever reason. Deduction of

any amount from the wages of the employee other than those statutory allowed is not permissible.

3. Tax Deduction at Source (T.D.S) shall be effected as per the provisions of Income Tax Act / GST Act, as amended and in force from time to time and a certificate to this effect shall be provided to the agency by this office.
4. Claims in the bills submitted by the Agency regarding Employees' State Insurance, Employees' Provident Fund, and applicable taxes etc., should be necessarily accompanied with documentary proof pertaining of depositing the same to the previous month's bill. A requisite portion of the bill / whole of the bill amount shall be withheld till such proof is furnished, at the the discretion of this office.

Termination

1. The contractor will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any documents furnished by him / her are found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of the contract.
2. In case of breach of any terms and conditions attached to this contract, the Performance Bank Guarantee (ePBG) of the agency will be liable to be forfeited besides annulment of the contract.
3. This office reserves right to terminate the contract giving a week's notice to the contracting agency with or without assigning any reasons.
