



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय भारत सरकार)

क्षेत्रीय कार्यालय, एस.सी.ओ. 4-7, सैक्टर-17डी, चण्डीगढ़-160017

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दिनांक : 05/05/18

निविदा आमंत्रण हेतु नोटिस

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय है। इसका अंचल कार्यालय तथा क्षेत्रीय कार्यालय 2997 स्क्वैयर मीटर प्लान्थ एरिया के अपने भवन (बेसमेंट+भूमितल+मैजनीन(मध्य तल) +प्रथम तल+द्वितीय तल+तृतीय तल) में कार्यरत है। इसके अतिरिक्त, विभिन्न प्रकार के 102 स्टॉफ क्वार्टर्स, कर्मचारी भविष्य निधि स्टॉफ कॉलोनी, सैक्टर-30ए, चण्डीगढ़ में स्थित हैं तथा 57 स्टॉफ क्वार्टर्स मनीमाजरा हाऊसिंग कॉम्प्लेक्स, मनीमाजरा, चण्डीगढ़ में स्थित हैं। यह कार्यालय निम्नलिखित कार्य सरकारी/अर्ध-सरकारी एजेंसियों से करवाने का इच्छुक है :

1. दिनांक 02.05.2018 से 30.04.2019 तक एक वर्ष हेतु कार्यालय भवन तथा स्टॉफ क्वार्टर्स के सिविल तथा इलैक्ट्रिकल कार्यों के संबंध में वार्षिक रिपेयर तथा मंटीनेन्स।
2. दिनांक 02.05.2018 से 30.04.2019 अवधि के दौरान कार्यालय भवन तथा स्टॉफ क्वार्टर्स में आवश्यकता पड़ने पर सिविल तथा इलैक्ट्रिकल के छोटे-मोटे कार्य, मूल कार्य व विशेष रिपेयर कार्य।

उपरोक्त अवधि वार्षिक आधार पर अगले दो वर्षों तक बढ़ाई जा सकती है। उपरोक्त कार्य के क्रियान्वयन हेतु इच्छुक सरकारी/अर्ध-सरकारी एजेंसियों से निम्नलिखित सूचनाओं के साथ अपनी सहमति प्रस्तुत करने का अनुरोध किया जाता है :

1. फील्ड ओवरहैड्स सहित एजेंसी चार्जिज के भाव तथा अन्य प्रभार, यदि कोई हो।
2. के.स.आ. के निर्देशों की अनुपालना संबंधी पुष्टि, सीपीडब्ल्यूडी विशिष्टीकरण, जीएफआर प्रावधान भारत सरकार के प्रतिमानक/कार्यविधि।
3. उपरोक्त संदर्भित कार्य हेतु क.भ.नि.सं. के मानक अनुबंध हस्ताक्षरित करने संबंधी पुष्टि (अनुबंध का फॉर्मेट इस कार्यालय के रखवाल अनुभाग से प्राप्त किया जा सकता है)।

इच्छुक एजेंसियां किसी भी कार्यदिवस पर भवनों का निरीक्षण कर सकती हैं। आवेदन सील्ड कवर में उस पर बड़े अक्षरों में "कार्यालय भवन एवं स्टॉफ क्वार्टर्स की वार्षिक रिपेयर तथा रखरखाव हेतु निविदा" लिखकर दिनांक 01/05/2018 को प्रातः 11:00 बजे तक अधोहस्ताक्षरी को पहुँच जाने चाहिए। चण्डीगढ़ या नजदीकी क्षेत्र में कार्यरत कार्यालयों वाली एजेंसियों को प्राथमिकता दी जाएगी। उक्त प्रस्ताव, बोलीकर्ता के प्रतिनिधियों, यदि उपस्थित होंगे, की उपस्थिति में समिति कक्ष, द्वितीय तल, क.भ.नि.सं. भवन, एस.सी.ओ. 4-7, सैक्टर 17-डी, चण्डीगढ़ में दिनांक 01/05/2018 को अपराह्न 3:00 बजे खोले जाएंगे। सक्षम प्राधिकारी को बिना कोई कारण बताये किसी प्रस्ताव को स्वीकार या अस्वीकार करने का अधिकार होगा।

हस्ता./—

क्षेत्रीय भविष्य निधि आयुक्त



कर्मचारी भविष्य निधि संगठन
EMPLOYEE'S PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)
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File No. 93(1)/Admn-V/Partfile/ 3

Date: 05/04/18

Notice Inviting Tenders

Employees' Provident Fund Organisation is a statutory body under Ministry of Labour & Employment, Govt. of India. Its Zonal Office and Regional Office is functioning in its own building(Basement+Ground Floor+Mezzanine+First Floor+Second Floor+Third Floor) having 2997 Square meter plinth area. Apart from above, 102 Staff quarters of different types are situated in EPF Staff Colony, Sector-30-A, Chandigarh and 57 staff quarters are situated in MHC ,Manimajra, Chandigarh. This office intends to offer the tender following work to Govt./Semi-Govt. agencies :-

1. Annual Repair & Maintenance w.r.t civil and electrical works of office building and staff quarters for the period of one year from 02.05.2018 to 30.04.2019.
2. Petty work, original Civil & Electrical Works & special repair work (Civil and Electrical) in office building and staff quarters on need basis during the period from 02.05.2018 to 30.04.2019.

The above period may be extended for further two years on annual basis. For implementation for the above work, interested Govt./Semi-Govt. agencies are requested to submit their consent along with following information: -

1. Rate of agency charges including field overheads and other charges, if any.
2. Confirmation regarding compliance of CVC guidelines, CPWD specifications, GFR provisions, Norms/Procedure of Govt. of India.
3. Confirmation of signing of standard agreement of EPFO (The format of agreement can be obtained from Care taker cell of this office) for above referred work.

The interested agencies may inspect buildings on any working day. The applications must reach in sealed cover to the undersigned latest by 01.05.2018 by 11:00 AM super scribing "Tenders for Annual Repair and Maintenance of Office Building & Staff Quarters". Preference will be given to the such agency having its office functioning at Chandigarh or nearby area. The above proposals will be opened on 01.05.2018 at 03:00 PM at Conference Hall, IIInd Floor, EPFO Building, SCO-4-7, Sector-17-D, Chandigarh in the presence of representatives of tenders, if any present. The Competent Authority reserves the right to accept or reject any proposal without assigning any reason.

Sd/-
Regional P.F. Commissioner-I



APPENDIX-B

Employees Provident Fund Organization
Annual Maintenance
AGREEMENT

Agreement for Annual Maintenance of E.P.F.O. Building at _____

This agreement made this _____ day of _____ in the Christian year Two thousand _____ between the Central Board of Trustees, Employees Provident Fund (EPF), statutory body constituted by Central Government under section 5A of EPF and MP Act 1952 under the Ministry of Labour, Government of India represented by Regional Provident Fund Commissioner, Employees Provident Fund Organisation (hereinafter called the 'Owner' and the terms 'Owner' shall mean and include herein its administrators, executors and assigns) on one part

AND

_____ (Hereinafter called the 'Executing agency') (a company registered under companies Act 1956 (and the terms the 'Executing Agency' shall mean and include its heirs, administrators, executors and assigns) represented by Shri _____ M/s. _____ on the other part.

Whereas the Owner is desired to get repairs and maintenance of the immovable property owned by owner i.e. Employees Provident Fund Organization in the Regions of _____ on the terms and condition set forth hereinafter and whereas the Executing agency has agreed to undertake and complete the works accordingly this agreement sets out the terms and conditions for execution of Repairs and Maintenance of properties as mentioned above and for making funds available for the same.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO

UNDER:-

1. DEFINITIONS

'Approval' means approval in writing by the designated Officer of the Owner.

Day to day repairs: Day to day repairs is to be carried out in all the buildings under its maintenance. The works which are to be attended to on day to day basis such as removing chokage of drainage pipes, man-holes, restoration of water supply, replacement of blown fuses, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc. are attended to under day to day service facilities. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the buildings. These services are provided after receipt of complaint from the users at the respective Service Centres. Complaints of periodical nature like white washing, painting etc., which are usually got attended through contractors and cannot be attended to on daily basis is transferred to register of Annual/periodical repairs.

c. Annual/Periodic Repairs: The works of periodical nature like White washing, colour washing, distempering, painting etc. The periodicity is two years for white washing and colour washing and three years for painting. In addition, works such as patch repair to plaster, minor repairs to various items of work, replacement of glass panes, termite control works replacement of wires damaged due to accident, replacement

(M)

of switches, sockets tiles/clap filling of hedges/perennial beds, Replacement/Replanting of trees, shrubs, painting of tree guards, planting of annual beds and trimming/pruning of plants etc, which are not emergent works and are considered to be of routine type, can be collected and attended to for a group of houses at a time and particular period of financial year, depending upon the exigency

d Contractor means the Contractor/Contractors employed by the Executive Agency for the work or any connected work including the Executing Agency itself in case any work is done directly by the Executing Agency on material, DDL and transportation actual cost

2 **AGREEMENT**

2.1 The owner agrees to entrust the day to day repairs and annual repairs work of its various movable or immovable properties, as may be indicated from time to time and executing agencies agrees to execute the same. The M/s. _____ shall be paid the actual cost and Agency charges _____% (_____ percent) which includes its overheads, architect fees, drawing/design fee if any and work charge establishment. The Executing Agency will set up a separate wing in their organisation having both civil as well as electrical units under one single authority to exclusively look after the Repairs and Maintenance work of R.P.F.O. The Officer-in-Charge of this wing will be responsible for ensuring effective and proper Repairs and Maintenance of both civil as well as Electrical Work.

2.2 The estimate will be submitted in respect of both civil and electrical works indicating the items required to be executed under the two heads. The executing agency shall prepare the estimates for annual repairs and maintenance requirements for each property (or group of properties) separately with in the rates approved by CPWD and submit the same to R.P.F.C. latest by April every year, indicating the work to be done in consultation with the custodian of the concerned properties. The owner shall release 50% of the estimated amount required for annual repairs and maintenance to executing agency by the start of the month for the year annual maintenance is signed. The amount spent by the Executing Agency out of this advance shall be paid on the basis of bills submitted in respect of the work done as actual expenditure received in form of expenditure statement duly audited and certified from occupant/custodian of the property certifying satisfactory completion of the work done by the agency. However, as soon as the total amount of the bills sanctioned equals the amount of advance referred above, the bills thereafter shall be adjusted against the money lying with executing agency as advance paid in the beginning of year till it is exhausted or till the end of the year, whichever is earlier.

2.3 In case of major external services, separate estimates for external service shall be prepared and submitted giving full justification for the need for framing such estimates. Funds shall be released against such estimates only if the owner is satisfied with the justification given by executing agency.

_____ estimates for maintenance of electric installation like water-pumping system, air-conditioning, lift etc would be framed on the basis of assessment of actual requirement. The actual requirement shall be supported with the cost of the labour and items for which the fund is required.

2.5 The replacement of bulbs, fluorescent tubes etc would be outside the scope of the work allotted to executing agency.

2.6 The expenditure incurred by the executing agency on account of the fee payable for mandatory inspection of installation by the civil agency and taxes levied by local body will be outside the estimate for annual repair and maintenance and separate bill will be submitted for the same.

M/S

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140

- The term Actual Cost' shall include but be restricted to the following: -
- a) Cost of all materials brought at E.P.F.O. site required for maintenance and other associated jobs related to maintenance of EPFO Complex and the value of any other materials supplied by the EPFO for use on the works.
 - b) Cost of Manpower engaged by M/S _____ on NMR (Nominal Muster Roll)
 - c) Cost of all technical/contract amounts for the said work excluding the provisions covered in Agency Charges of M/S _____
- 4 EPFO shall provide reasonable office accommodation for Staff and Stores rooms etc. for materials to be used during maintenance. The accommodation shall not be used by M/S _____ for any other purpose. The accommodation will be as per rent rules of the owner.
- 6 EPFO will check the maintenance bills with reference to original vouchers. The original vouchers will be retained by E.P.F.O. after payment of the bills by EPFO.
- 7 All the available "As build" drawings-operation / maintenance & servicing manuals of various equipment/services and other related information for the building shall be given to EPFO, immediately after the award of contract of maintenance work to plan the maintenance works and procure the materials and also to organize the labour.
- 8 The work shall be executed as per Indian Standard Specifications, Code(s) of Practice of Bureau of Indian Standards (formerly ISI) / General Specifications in force in the CPWD, Delhi or any such other specifications as may be decided mutually by the M/S _____ and the EPFO.
- 9 The executing agency shall be the principal employer for the labour engaged by them whether directly or through contractor and shall be responsible for ensuring compliance with all the labour laws in force from time to time. The agreement is being entered into for a complete annual project and will cast no responsibility on E.P.F.O. under the contract labour (R&A) 1970 or any other labour laws, bye laws or rules issued by any authority from time to time [(Para 3(b))].
- 10 The justification of staff employed on works shall be examined and assessed by the EPFO periodically, before taking up the execution of maintenance.
- 11 EPFO shall take on their charge all materials, tools, equipment's, available in stores etc. within one month of termination/completion of the contract.
- 12 The Executing Agency shall be fully responsible to defend any suits or arbitration cases arising out of a project in connection with their own work between the Executing Agency and its Contractor(s). The E.P.F.O. shall not be responsible for any expenses to be born on this account.
- 13 This agreement shall remain in force for a period of one year. However, three months before expiry of the period of agreement, M/s. _____ may make a request to E.P.F.O. for renewal of the agreement for a further period as may be desirable and E.P.F.O., if it finds the work done by M/s. _____ is satisfactory, may renew the agreement on the terms and conditions for a further period, as may be mutually agreed to by both parties.
- 14 The contract, may, however be terminated by either party by giving three months' notice without assigning any reasons. However, the special works if commenced will be completed and cancellation will not effect it's progress. Executive agency will deposit the balance amount lying unutilized to owner by the date of expiry of the notice period/ agreement period otherwise it will have to pay the interest @ 10% from date of termination of contract
- 15 a) M/S _____ will be responsible for proper maintenance of the EPFO Complex named as _____ at _____
b) M/S _____ shall maintain proper records/registers regarding receipt of complaints, date of attending the same and reasons for delay etc. The weekly progress on action taken on complaints will be submitted by M/s. _____

(3)

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Official representative of E.P.F.O. If the reasons submitted by M/s. _____ are not satisfactory, E.P.F.O. may get repairs done at the risk and cost of M/s. _____ after giving one week notice to M/s. _____. Decision of E.P.F.O. will be final and will be acceptable to M/s. _____ without any representation.

- c) M/s. _____ shall recommend for the preventive maintenance to be carried out in addition to routine maintenance works to ensure proper functioning of services and to prevent breakdowns etc.
- d) The work of essential repairs and maintenance and operation of essential services shall under no circumstances be held up for temporary delay in release of funds

FORCE MAJEURE CLAUSE:

The M/s. _____ will not be responsible for the delay /stoppage of work & damages/losses due to force majeure conditions like natural calamities, civil disturbance strike, war etc. and losses suffered, if any, by the EPFO on this account M/s. _____ shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the M/s. _____ to the EPFO.

- 15 Executing Agency shall be required to complete the special works within _____ period as agreed at the time of award of work from the 15 day of issue of award letter. In case of delay, which may occur due to the reasons beyond the control of executing agency, executing agency would approach the owner with full details for extension in time limit for completion of the works. In case of delay due to default on part of executing agency, the executing agency shall be liable to pay the owner compensation (not amounting to penalty) at the rate of not exceeding Rs. 1000/- (Rupees One thousand only) per week of delay subject to maximum of 5%(five percent) of the total actual cost or such smaller amount as may be fixed by the owner.

IN WITNESS WHERE OF THIS AGREEMENT HAS BEEN EXECUTED BETWEEN THE PARTIES HERETO BY THEIR AUTHORISED OFFICERS

Signed and Delivered
For and on behalf of
Employees' Provident Fund
Organization, New Delhi

Signed and Delivered
For and on behalf of
M/s. _____