



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)
(क्षेत्रीय कार्यालय वाशी) / Regional Office, Vashi



टॉवर नं 6, पांचवी मंजील, वाशी रेल्वे स्टेशन कॉम्प्लेक्स, वाशी, नवी मुंबई- 400703
Tower No.6, 5th Floor, Vashi Rly-Station Complex, Vashi, New Mumbai -400 703

No./MH/PF/HRM/CT/RO/VSH/ 122

Date: 22.10.2020

निविदा आमंत्रण सूचना

कर्मचारी भविष्य निधि संघटन क्षे. का. वाशी में सामान (माल) कि लागत और श्रम सहित व्यापक हाऊसकीपींग कार्य के लिये नीचे दिये गये मानव संसाधन प्रदान करने हेतु प्रतिष्ठित, अनुभवी और आर्थिक रूप से मजबूत मानव संसाधन सेवा प्रदान करानेवाली कंपनी / फार्म / एजेन्सी से अनुबंध की तिथी से एक वर्ष की अवधि के लिये दो बोली प्रणाली यांनी तकनिकी बोली और वित्तीय बोली के अंतर्गत मुहरबंद निविदायें आमंत्रित की जाती हैं। यह अवधि विभाग द्वारा बढ़ाया या घटाया जा सकता है।

क्रम सं	सेवा का नाम	अनुमानित आवश्यकता	वर्ग	स्थान
1.	गृहव्यवस्था कर्मचारी (Housekeeping)	सामान माल की लागत और श्रम सहित	अकुशल	टॉवर नं 6, पांचवी मंजील, वाशी रेल्वे स्टेशन कॉम्प्लेक्स, वाशी, नवी मुंबई- 400703

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

3. अनुसूची :

- | | |
|---|------------------------|
| (i) निविदा प्रपत्र जारी करने की तिथी : | 22.10.2020 at 01.00 PM |
| (ii) निविदा प्रपत्र GeM पर जारी करने की तिथी : | 22.10.2020 at 01.00 PM |
| (iii) निविदा प्रपत्र जमा करने की अंतिम तिथी / समय : | 03.11.2020 at 04.00 PM |
| (iv) तकनिकी निविदा खोले जाने की तिथी / समय : | 09.11.2020 at 04.00 PM |
| (v) वित्तीय निविदा खोले जाने की तिथी / समय : | 13.11.2020 at 04.00 PM |
| (vi) निविदा खोले जाने का स्थान : | EPFO, R.O. Vashi |

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

5. यह कार्यालय निविदा में संशोधन करने / निविदा दस्तावेज के किसी भी नियमों को शर्तों को वापस लेने या कोई भी नोटिस देकर या बिना कोई कारण बताये किसी एक या सभी निविदा को अस्वीकार करने का अधिकार सुरक्षित रखता है। इस संबंध में क्षेत्रीय भविष्य निधि आयुक्त -क्षे. का. वाशी का निर्णय अंतिम और सभी पार बाध्यकारी होगा।

रुदल प्रसाद
स.भ.नि.आ.
क.भ.नि.सं.क्षे.का. वाशी



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)
(क्षेत्रीय कार्यालय वाशी) / Regional Office, Vashi



टॉवर नं 6. पांचवी मंजील, वाशी रेल्वे स्टेशन कॉम्प्लेक्स, वाशी, नवी मुंबई- 400703

Tower No.6, 5th Floor, Vashi Rly-Station Complex, Vashi, New Mumbai -400 703

No./MH/PF/HRM/CT/RO/VSH/121

Date: 22.10.2020

Notice Inviting Tenders

Sealed tenders are invited under two bid system. i.e. Technical Bid and Financial Bid from reputed, experience and financially sound supplier of Manpower service companies / firms/ agencies for comprehensive House-keeping including cost of material and labor for providing below mentioned manpower for Employees Provident Fund organization, R.O., Vashi for a period of one year from the date of award of contract. The period may be further extended or reduced by the department.

Sr. No	Name of Service	Approximate requirement	Category	location
1	Daily Wages	comprehensive Housekeeping including cost of material and labor	Un-skilled	Tower No.6, 5 th Floor, Vashi Rly-Station Complex, Vashi, New Mumbai -400 703

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

- | | | |
|-------|--|------------------------|
| (i) | Date & time of Publication of Tender: | 22.10.2020 at 01.00 PM |
| (ii) | Date of Publication on GeM: | 22.10.2020 at 01.00 PM |
| (iii) | Last Date & time for submission of Tender: | 03.11.2020 at 04.00 PM |
| (iv) | Date & time for Opening of Technical Bid: | 09.11.2020 at 04.00 PM |
| (v) | Date & time for opening of financial Bid: | 13.11.2020 at 04.00 PM |
| (vi) | Place of opening the Tender: | EPFO, R.O. Vashi |

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

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

Rudal Prasad

Assistant P.F. Commissioner
Regional Office-Vashi

Bid Document

Bid Details	
Bid End Date/Time	03-11-2020 16:00:00
Bid Opening Date/Time	03-11-2020 16:30:00
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	R O Vashi
Item Category	Human Resource Outsourcing Service
Contract Period	1 Year(s)
Bidder Turnover (Last 3 Years)	13.9 Lakh (s)
Project Experience Required	Yes
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
Document required from seller	Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover *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	No

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	5.00
EMD Amount	231642

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	15

(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:

ASSISTANT PROVIDENT FUND COMMISSIONER

R O Vashi, NA, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment
(Rudal Prasad)**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)**Job Description of the Resource:**[1603348237.pdf](#)**Human Resource Outsourcing Service (17)****Technical Specifications**

Specification	Values
Core	
Category of Service	Multi-tasking Staff
Experience (in Years)	0-3
Number Of Working Days in Week	6
Qualifications	Under Matriculate
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Rudal Prasad	400703,Tower no.-6, 5th floor, vashi Railway station Comlex, Vashi, Navi Mumbai	17	<ul style="list-style-type: none">• Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 734• Number of Service Days in a Month : 26

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. Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15% of total value.
4. 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.
5. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
6. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
7. The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
8. 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.
9. 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.
10. ISO 9001: The bidder must have ISO 9001 certification.
11. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority : Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid inviting Authority whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15 % of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15% of total value as defined/ decided in relevant policy.

This Bid is governed by the General Terms and Conditions, 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 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---