



कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम मंत्रालय, भारत सरकार) / (GOVT. OF INDIA, MINISTRY OF LABOUR)

क्षेत्रीय कार्यालय, भविष्य निधि भवन, पी. बी. नं. 3875 / Regional Office, Bhavishya Nidhi Bhavan, P.B. No. 3875,

डॉ. बालसुंदरम रोड, कोयंबटूर - 641 018, / Dr. Balasundaram Road, Coimbatore - 641018

TN/RO-CBE/ADM-IUG/Tender/2019

Dated: 09.09.2019

निविदा सूचना / TENDER NOTICE

क.म.नि.स. की ओर से क्षेत्रीय कार्यालय, कोयंबटूर को डाटा प्रविष्टि प्रचालक के संभरण के लिए प्रतिष्ठित मैन पावर कंपनियों से ई-निविदाएं आमंत्रित किये जाते हैं। निविदा दस्तावेज की अपेक्षा अनुसूची में डाटा प्रविष्टि प्रचालकों की अपेक्षाएं अन्य विवरण के साथ प्रस्तुत की गयी हैं।

E Tenders are invited on behalf of EPFO from the reputed Man power firms for providing Data Entry Operators to Regional Office, Coimbatore. The requirement of Data Entry Operators are furnished in the Schedule of requirement of Tender Document along with other details.


Date of availability of Tender Form on website वेबसाइट पर टेंडर फॉर्म की उपलब्धता की तारीख	09.09.2019 (15.00 Hrs)
निविदा दस्तावेज प्रस्तुत करने की अंतिम तिथि Last Date for Submission of Tender Document	30.09.2019 (16.00Hrs)
निविदा दस्तावेज खोलने की तिथि (बहुक बोली) Date of opening of Tender Document (Qualifying Bid)	30.09.2019 (11.00Hrs)
निविदा दस्तावेज खोलने की तिथि (वित्तीय बोली) Date of opening of Tender Document (Financial Bid)	To be notified for Bids technically qualified bidders

निविदा ई-टेंडर माध्यम से www.epfo.euniwizarde.com वेबसाइट में तनतीकि एवं वित्तीय बोलियों को शामिल करते हुए प्रस्तुत किया जाना चाहिए। विशेष निविदा के लिए अपेक्षित सभी दस्तावेजों पर हस्ताक्षरित करके उनकी स्कैन छवियों को बोलियों के साथ अपलोड करना चाहिए। जिन तकनीकी बोलियों को स्वीकार करने योग्य पायी जाती है, सिर्फ उन मामलों के वित्तीय बोलियों को खोला जाएगा। कोई शुद्धिपत्र/संशोधन केवल उक्त वेबसाइटों में प्रकाशित किया जाएगा। अतः बोलीदाताओं को अद्यतनीकरण के लिए नियमित रूप से वेबसाइट देखना चाहिए। किसी भी स्पष्टीकरण/संदेह के लिए कंपनियों के अधिकृत व्यक्तियों लैंडलाइन नंबर: 0422-2242705 में या व्यक्तिगत रूप में इस कार्यालय से संपर्क करें।

The tender should be submitted through e-tendering mode only in the website www.epfo.euniwizarde.com containing Technical and Financial Bids. The Bids should be uploaded along with all signed and scanned documents those are required for particular tender. The Financial bids will be opened only in those cases where the Technical bid is found to be acceptable as per norms.

Any Corrigenda / Amendments will be published in the above mentioned websites only and hence the bidders should watch website regularly for updates. For any clarifications / doubts the authorized persons of the firms should contact this office in person or through landline No.0422-2242705.

कोयंबटूर Coimbatore


(जयवदन इंगले) / (Jaiyadan Ingle)

क्षेत्रीय अविश्य निधि आयुक्त - 1 /

Regional P F Commissioner - 1

EPFO, Regional Office,

P.O. Box No. 3875, Dr. Balasundaram Road,

Coimbatore - 641 018.

Instructions to Bidders

1. The bidder shall bear all costs associated with the preparation and submission of its Tender, including the cost of presentation for the purpose of clarification of Tender, if so desired by the Organisation and the Organisation, will in no case responsible or liable for those costs regardless of conduct or outcome of the Tendering process.
2. No Tender may be withdrawn between the last date for receipt of Tenders and the expiry of the Tender validity period specified in the Tender. Withdrawal of a Tender during this interval may result in forfeiture of bid security.
3. A sum of Rs.3,00,000/- (Rupees Three lakhs only) in the form of Demand Draft drawn in favour of Regional Provident Fund Commissioner payable at Coimbatore towards bid security (i.e EMD) should be enclosed.
4. The selected agency will have to remit 10% of the total value of contract in the form of Bank Guarantee or Demand Draft drawn in favour of Regional Provident Fund Commissioner payable at Coimbatore towards Performance Guarantee as per the GFR 2017 Rule No. 171.
5. The selected agency should execute contract agreement in the India Non Judicial stamp paper valued for Rs.100/-.
6. The Regional Provident Fund Commissioner reserves the right to reject any offer without assigning any reason. No communication about the rejected Tenders will be sent.
7. The agencies should possess valid PAN Number, GST Number, Trade License and should also provide Social Security benefits of EPF / ESI to the persons. The agencies should have been registered under Ministry of Labour And Employment (i.e. for registration of contract laborers). Further, the rate person per day may be quoted in the price schedule as per the Central minimum wages as in force.

ई. मेल / Email: ro.coimbatore@epfindia.gov.in



दूरभाष / Tele: 0422-2240045-48

दूरभाष / Tele: 0422-2242705

फैक्स / Fax : 0422-2247724

कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम मंत्रालय, भारत सरकार) / (GOVT. OF INDIA, MINISTRY OF LABOUR)

क्षेत्रीय कार्यालय, भविष्य निधि भवन, पो. नं. 3875 / Regional Office, Bhavishya Nidhi Bhavan, P.B. No. 3875,

डॉ. बालसुंदरम रोड, कोयंबटूर - 641 018 / Dr. Balasundaram Road, Coimbatore - 641018

TN/RO-CBE/ADM-II/G/Tender/2019

Dated: 09.09.2019

TENDER DOCUMENT

**ENGAGING OF DATA ENTRY OPERATORS TO EPFO,
REGIONAL OFFICE, DISTRICT OFFICES & ZONAL OFFICE,
COIMBATORE FOR A PERIOD OF ONE YEAR FROM
01.10.2019 TO 30.09.2020**

SCHEDULE OF REQUIREMENTS

DATA ENTRY OPERATORS TO EPFO, REGIONAL OFFICE, COIMBATORE, DISTRICT OFFICE & ZONAL OFFICE

- I. NO. OF PERSONS REQUIRED - 44 *
- II. WORKING TIMINGS - 09.15 AM TO 5.45 PM
(WITH LUNCH BREAK)
- III. WORKING DAYS - MONDAY TO FRIDAY

Note:

No. of persons required may vary.

Signature of the bidder with office seal

1. TERMS AND CONDITIONS

3.1 General

- 3.1.1 The successful tenderer will have to execute an agreement, after remitting the performance security deposit, in a stamp paper worth Rs. 100/- (Rupees One Hundred only) at his own expenses.
- 3.1.2 The contracting Company / Firm / Agency 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.
- 3.1.3 The agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that optimal services to the persons deployed by the agency could be availed without any disruption.
- 3.1.4 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 man power deployed by the contracting agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o. The Regional Provident Fund Commissioner, Regional Office, Coimbatore.
- 3.1.5 The persons deployed by the contracting agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
- 3.1.6 In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this office. Contractor should make it known the above to the manpower of the contractor.
- 3.1.7 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.
- 3.1.8 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.

3.1.9 Instructions contained in the tender notice, Scope of work and general instructions to tenderers are also part of the terms and conditions for the purpose of this tender.

3.1.10 The Regional Provident Fund Commissioner, Regional Office, Coimbatore reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

3.1.11 Separate uniform 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.

3.2 Validity of the Contract :-

3.2.1 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 Attendants deployed, breach of contract, reduction or cessation of the requirement of the work.

3.2.2 The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, on mutual agreement of both the parties, for a further period of one more year.

3.3 Security Deposit :-

3.3.1 The successful tenderer will have to deposit an amount of 10% of the estimated cost as Performance Security Deposit at the time of placing the work order within 15 days of the receipt of the formal order. The performance security 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 payable at Coimbatore. The performance security / BG should remain valid for The Regional Provident Fund Commissioner, Coimbatore for a period of one year beyond the date of completion of all the contractual obligations of the supplier. The security deposit will not bear any interest.

3.3.2 The Performance Security deposit 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 Security Deposit 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 security deposit.

3.4 Supply of Manpower :-

- 3.4.1 The Contracting agency shall ensure that the manpower deployed in the Office of the Regional Provident Fund Commissioner are competent enough to carry out the work specified / other conditions stipulated vide item 2.2 of this tender document
- 3.4.2 This office, at present has requirement of workload equivalent to Forty Four Data Entry Operator. 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.

3.5 Working Hours :-

- 3.5.1 Normally the working hours shall be from 09.15 to 05.45 Hrs including lunch break/rest on all working days. Every worker shall be given a weekly off on Sunday with the provisions of minimum wages (central) Rules 1960 as amended from time to time. The contractor may be called upon for the services on Sunday or Labour holidays also, if required, without any extra charge other than prorata wages as per the Minimum Wages Rules.

3.6 Details of Personnel :-

- 3.6.1 The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this office before the commencement of the work :
- a) List of Persons short listed by agency for deployment at the O/o. The Regional Provident Fund Commissioner, Coimbatore and their Bio-data containing full details i.e. date of birth, marital status, address etc.,
 - b) Character certificate from a Gazetted officer of the Central / State Government.
- 3.6.2 The contracting agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.,

3.7 Conduct / Misconduct of the Personnel :-

- 3.7.1 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.
- 3.7.2 The contracting agency shall ensure proper conduct of this personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking etc in the office premises.

3.7.3 The contractor shall be responsible for any theft of the items by his personnel from the rooms or any other area 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 theft. The decision of this office authorities on this will be final and binding on the contractor.

3.8 Confidentiality :-

3.8.1 The contracting agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative / organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.

3.9 Legal :-

3.9.1 The Contracting agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc., in respect of the persons deployed by it in this office.

3.9.2 While supplying the manpower the relevant provisions of child labour (prohibitions and Regulation) Act, 1956, shall be complied by the agency.

3.9.3 Provisions of Interstate Migrant workmen (Regulation of Employment and Conditions of service) Act (in case of engagement of employees from other states), Employees Compensation Act, Maternity Benefit Act (in case of engaging women workers), Industrial disputes act, Payment of wages act and Fatal Accidents Act shall be complied by the contracting agency for the manpower deployed.

3.9.4 Contracting agency shall also be liable for depositing all taxes, levies, Cess etc. On account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

3.9.5 Contracting agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.

3.9.6 The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law / Acts.

3.10 Penalty :-

3.10.1 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 liquidated damages @ Rs. 100/- per day (per such case) on the contracting agency.

- 3.10.2 Compensation for interruption of service rendered, cost of materials or stores lost or damaged while carrying out the work, or cost of materials or stores not returned to this office on completion of work or cost of defective components, spares or tools, or towards damage of other utility services while carrying out the work, or any claim against the contractor for the payment of money arises out of or under this contract will be deducted from the monthly bill or any other amount payable to him.
- 3.10.3 In case, the contracting agency fails to comply with any statutory / taxation liability under 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 Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 3.10.4 In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.

3.11 Payment :-

- 3.11.1 The payment shall be made only to the contractor on a monthly lump sum basis as per the provisions of minimum wages act for all working days provided the manpower is available for work in the offices for all working days of that month.
- 3.11.2 The basic rates includes factor for payment of weekly off also. 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.
- 3.11.3 The agency shall raise the bill, in triplicate, along with the advanced stamped receipt and attendance sheet in respect of the persons deployed and submit the same to The Regional Provident Fund Commissioner in the first week of the succeeding month. As far as possible the payment will be released within 30 days of the submission of the bill.
- 3.11.4 The Tax Deduction at Source (T.D.S) shall be carried out as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
- 3.11.5 The claims in bills regarding Employees State Insurance, Provident Fund, and service Tax etc., should be necessarily accompanied with documentary proof pertaining to the previous month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the the discretion of this office.

3.12 Termination :-

- 3.12.1 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 of such documents furnished by him / her is 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 contract.
- 3.12.2 In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
- 3.12.3 This office reserves right to terminate the contract giving a week's notice to the contracting agency.

3.13 Arbitration:-

- 3.13.1 Settlement of disputes will be as per Indian Arbitration and Conciliation Act – 1996 and arbitrator venue will be decided by The Regional Provident Fund Commissioner, Coimbatore.
- 3.14 No agency should quote less than 2% on the total wages.
- 3.15 The rates quoted (Service charge) in paise will be acceptable only upto two decimal places.

QUALIFYING BID FOR DATA ENTRY OPERATORS WORK IN THE EPFO, REGIONAL OFFICE, DISTRICT OFFICE & ZONAL OFFICE, COIMBATORE-18 FOR THE PERIOD 01.10.2019 TO 30.09.2020.

S. No	PARTICULARS	
1	Name of the Agency	
2	Address with Phone No & e-MAIL ID	
3	Name of the Owner/Manager with Designation and Contact No.	
4	Shops & Establishments Registration No.	
5	Labour Department Registration No.	
6	EPFO Code No.	
7	ESIC No.	
8	Income Tax PAN No.	
9	Income Tax TAN No.	
10	Details of agencies for which presently rendering Security Services	
11	GST No.	
12	Name & Address with Contact Person name & Phone No. & Period of contact from _____ to _____	
13	Earnest Money Deposit details	DD No. _____ dt. _____
14	Any other conditions/Remarks	

DECLARATION

It is certified that the above details are true and correct to the best of my knowledge and belief. I understand and agree that in case of any substantive information being found incorrect, I shall be liable for any appropriate action under the law.

SIGNATURE WITH NAME OF THE AGENCY & SEAL

ANNEXURE – II

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

FOR PROVIDING SERVICES OF DATA ENTRY OPERATORS TO
EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL, DISTRICT & ZONAL OFFICES, COIMBATORE

1. Name of tendering Company / Firm / Agency :
2. Details of Earnest Money Deposit : Rs.

D.D. No. Date :

Drawn on Bank :

1. With reference to the Office of the Chief Labour Commissioner, New Delhi, Letter No. 1/8(3)/2019-LS-II dated 27.03.2019 the rates for the works under category "Skilled / Clerical" is furnished below.

SNo.	Items	Security(Day & Night Shifts)
1.	Wages Payable by this office per man power per working day including Variable dearness allowance (VDA)	Rs. 645.00
2.	EPF Contribution per man power by the employer (13%)	Rs. 83.85
3.	ESI Contribution per man power by the employer (3.25%)	Rs. 20.96
4.	Service Charges per man power per working day (to be quoted by the bidder)	Rs.
5.	GST Payable by this office	As applicable from Time to Time

Note : Quoting Sl. 5 is essential based on which L1 will be evaluated. These rates are applicable from time to time, will be paid.

Yours Faithfully

Date :

Full Name :

Place :

Signature :

DETAILS OF THE BIDDER / TENDERER

SL NO.	PARTICULARS	DETAILS
1.	NAME OF THE BIDDER / TENDERER	
2.	FULL ADDRESS	
3.	PHONE NUMBER	
4.	EMAIL ID	

Name & Signature with official seal

DETAILS OF ENCLOSURES

NAME OF THE WORK	Data entry Operators (DEO) to Employees' Provident Fund Organization, Regional Office, District Office & Zonal Office, Coimbatore -18
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List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I have gone through the terms and conditions and nature of work to be undertaken. I have also visited the site physically and the rate quoted is as per the above.

(Signature of Authorized Signatory with date)