



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

എം.പ്രോവിഡന്റ് ഓർഗനൈസേഷൻ ഫണ്ട് ഓർഗനൈസേഷൻ

कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(അംഗീകൃത & എം.പ്രോവിഡന്റ് ഓർഗനൈസേഷൻ, ഭാരത സർക്കാർ)

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

Ministry of Labour & Employment, Govt. of India

മലയാളം കമ്മ്യൂണിക്കേഷൻ, തിരുവനന്തപുരം.

क्षेत्रीय कार्यालय, तिरुवनंतपुरम

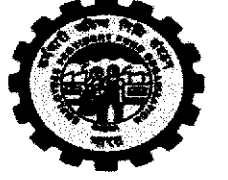
Regional Office, Thiruvananthapuram

തിരുവനന്തപുരം ഓഫീസ്, എസ്. ടി.സി. തിരുവനന്തപുരം 695 004

"भविष्यनिधि भवन", पट्टम, तिरुवनंतपुरम - 695004

"Bhavishyanidhi Bhavan", Pattom, Thiruvananthapuram - 695 004

दूरभाष/Phone : 0471-2446286, ई-मेल/E mail : ro.tvm@epfindia.gov.in



के आर/क्षे का/तिरु/प्रशा।।(3)/डीईओ अनुबंध/2022-23

दिनांक 24-11-22

निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, तिरुवनंतपुरम Government E-Marketplace (GeM)में पंजीकृत सरकारी/अर्ध सरकारी/निजी संस्थाओं से GeM द्वारा अनुमोदित निबंधन एवं शर्तों के अधीन मासिक वेतन के आधार पर कार्यालयीन कार्य हेतु Data Entry Operator (डीईओ) सेवाएं लेने का इच्छुक है। GeM पोर्टल के माध्यम से DEO केलिए निविदा जमा करने की अंतिम तिथि 19/12/2022 समाय 03.00 बजे(अपराह्न) तक है। इच्छुक निविदाकर्ता DEO केलिए देय वेतन/मज़दूरी(केंद्रीय श्रम कानूनों के तहत केंद्र सरकार के कार्यालयों के लिए ही) के साथ साथ अन्य शुल्क तथा सांविधिक (EPF,ESIC इत्यादि) शुल्क एवं अपना कमीशन/सेवा-शुल्क इत्यादि प्रस्तुत करें। DEO के नियोक्ता के तौर पर किसी भी प्रकार के दायित्व हेतु सफल निविदाकर्ता ही जिम्मेदार होगा। निविदाएं GeM पोर्टल के माध्यम से ही स्वीकार की जाएंगी तथा निविदा खोलने के समय निविदाकर्ता या उनका अधिकृत प्रतिनिधि EPFO कार्यालय, तिरुवनंतपुरम में दिनांक 20/12/2022 समय 03.30 बजे(अपराह्न) पर सक्षम अधिकारी के कक्ष में उपस्थित रह सकते हैं। GeM पोर्टल पर की गई Bid का विवरण संलग्न है।

विन्दू.जे.एस

सहायक भविष्य निधि आयुक्त
क्षेत्रीय कार्यालय, तिरुवनंतपुरम



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എംപ്ലോയീസ് പ്രോവിഡൻ്റ് ഫണ്ട് ഓർഗനൈസേഷൻ
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(കൊഴിക്ക് & എംപ്ലോയ്മെൻ്റ് രൂഢാലയം, ഭാരത സർക്കാർ)

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Govt. of India
മലയാള കാര്യാലയം, തിരുവനന്തപുരം

क्षेत्रीय कार्यालय, तिरुवनंतपुरम
Regional Office, Thiruvananthapuram
കാർഷ്യന്മാർ ഭവൻ, പട്ടം, തിരുവനന്തപുരം 695 004

"भविष्यनिधि भवन", पट्टम, तिरुवनंतपुरम - 695004
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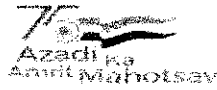
No.KR/RO/TVM/Adm II(3) DEO Contractual/2022-23

Dated: - 24/11/2022

TENDER NOTICE

Employees' Provident Fund Organisation, Regional Office, Thiruvananthapuram is willing to take services of Data Entry Operators (DEO) for official work from Government/Semi Government/Private Institutions registered in GeM on monthly salary basis subject to the terms and conditions approved by GeM. The last date for submission of tender for DEO through GeM portal is 19.12.2022 till 3.00 PM. Interested tenderers should submit their salary/wages payable to DEO (only for Central Government offices under Central Labor Laws) as well as other fees and statutory (EPF, ESIC, etc) fees and their commission/service charges etc. As the employer of the DEO, the successful tenderer will be responsible for any liability. Tenders will be accepted only through GeM portal and at the time of opening of tender, the tenderer or his authorised representative can remain present in the room of the competent authority at EPFO Office, Thiruvananthapuram on 20.12.2022 time at 03.30 PM. The details of the bid made on the GeM portal is attached.


Assistant P.F. Commissioner
Regional office, Thiruvananthapuram



Bid Number: GEM/2022/B/2779234
Dated: 25-11-2022

Bid Document

Bid Details	
Bid End Date/Time	19-12-2022 15:00:00
Bid Opening Date/Time	19-12-2022 15:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Labour And Employment
Department Name	Na
Organisation Name	Employees Provident Fund Organisation (epfo)
Office Name	Regional Office Trivandrum
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	82 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
Document required from seller	Experience Criteria, Bidder 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
Time allowed for Technical Clarifications during technical evaluation	5 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	No
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Details of the Competent Authority for MSE

Name of Competent Authority	ASHISH KUMAR
Designation of Competent Authority	REGIONAL PF COMMISSIONER-I
Office / Department / Division of Competent Authority	EMPLOYEES PROVIDENT FUND ORGANISATION
CA Approval Number	
Competent Authority Approval Date	25-11-2022
Brief Description of the Approval Granted by Competent Authority	RPFC-I is the CA and has accorded sanction for exemption from providing purchase preference to MSE

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

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 data sheet (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. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Scope of work & Job description:[1669292862.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1669293107.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (6)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech) , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	DATA ENTRY OPERATOR

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Bindu J S	695004, Employees Provident Fund Organisation, Regional Office, Pattom, Thiruvananthapuram	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 788 • EDLI (INR per day) : 4 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 4 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 26 • Provident Fund (INR per day) : 95 • ESI (INR per day) : 26 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. 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.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

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---