



कर्मचारी भविष्य निधि संगठन, Employees' Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार, Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, रोड. एस.जी, पूर्वोत्तर क्षेत्र, Regional Office, N.E. Region, G.S. Road,

भांगगावट गुवाहाटी, -असम 781005, Bhangagathi, Guwahati - 781005, ASSAM

दूरभाष/Phone: 0361- 2529047, Fax : 0361 - 2529265, 2458473

e-mail ro.guwahati@epfindia.gov.in

No. AS/PF/ADM-II/DEO/Outsource/2019/112

Date: 16-07-2-19

NOTICE INVITING TENDER

Sealed Tender/Quotations are invited from reputed Security Agencies/Manpower Supplier Agencies for Data Entry Operator (DEO) on contractual basis for EPF Organisation, Regional Office, Guwahati at the minimum wage notified by the State Govt. of Assam.

The details/Tender document can be downloaded from www.epfindia.in or the same can be obtained from the office during the working hours.

The last date of receiving tender is 3.00 PM of 26/07/2019 and the same will be opened at 3.30 PM of 26/07/2019.


(K. HUNGYO)
ASSISTANT P.F. COMMISSIONER(ADM)



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय, भंगागढ़, गुवाहाटी -5 (असम)

Regional Office, Bhangagarh, Guwahati-5 (Assam)

दूरभाष - 0361-2529047 फ़ैक्स - 0361-2529265, 2458473

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क्रमांक : असम/पीएफ/प्रशा.-॥/डीईओ/आउटसोर्स/2019/113

दिनांक : 16.07.2019

निविदा आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, गुवाहाटी में अनुबंध के आधार पर डाटा एन्ट्री ऑपरेटर की आपूर्ति हेतु असम सरकार द्वारा अधिसूचित न्यूनतम मजदूरी दर पर प्रतिष्ठित/अनुभवी सेकुरिटी एजेंसियों से मुहरबंद निविदा/कोटेसन आमंत्रित की जाती है।

कार्यालय का वेबसाइट www.epfindia.gov.in से निविदा दस्तावेज़ डाउनलोड की जा सकती है या इसे कार्यालय-अवधि में कार्यालय से भी प्राप्त की जा सकती है।

निविदा को प्राप्त करने की अंतिम तिथि 26.07.2019 को अपराह्न 3.00 बजे है और इसे उसी दिन अर्थात् दिनांक 26.07.2019 को अपराह्न 3.30 बजे खोली जाएगी।

(के हुंग्यों)

सहायक भ.नि. आयुक्त(प्रशा.)

क्षे. का. गुवाहाटी



कर्मचारी भविष्य निधि संगठन, Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार, Ministry of Labour & Employment, Govt. of India
क्षेत्रीय कार्यालय, रोड एस.जी. पूर्वोत्तर क्षेत्र, Regional Office, N.E. Region, G.S. Road
भागारगढ़ गुवाहाटी, -असम 781005, Bhangagarh, Guwahati - 781005, ASSAM
दूरभाष/Phone : 0361- 2529047, Fax : 0361 - 2529265, 2458473 e-mail ro.guwahati@epfindia.gov.in
No. AS/PF/ADM-II/DEO/Outsource/2019/ Date:-

NOTICE INVITING TENDER

FOR PROVIDING DATA ENTRY OPERATOR (DEO) TERMS AND CONDITIONS/INSTRUCTIONS TO BIDDERS

1. GENERAL:-

- 1.1 The present tender is being invited for providing 04 (Four) numbers of **DATA ENTRY OPERATOR (DEO)** for a initial period of 06(Six) months purely on contract basis at the minimum wages notified by the State Govt. of Assam at Regional Office, Guwahati.

2. BASIC CRITERIA FOR DATA ENTRY OPERATOR (DEO):-

- 2.1 Certificate on Computer Application from recognized institute
2.2 Should have a speed of 5000 key depressions per hour
2.3 Should be fluent in accounts oriented data entry works
2.4 Should be able to work in English

3. ELIGIBLE BIDDERS:-

- 3.1 All Security Agencies/Man Power Supplier Agencies registered under Indian Registration Act 1908/Indian Partnership Act 1932/Companies Act 1956, providing similar kind of services for at least last three consecutive years.
3.2 The bidder should have valid Provident Fund/ESIC Registration number, PAN Card and Service Tax Permanent/GST registration number.
3.3 Bidder should have mentioned the name of agencies/department where the personnel's are presently deployed, if any.
3.4 Minimum 02 (Two) references.
3.5 The Agency should have its Office/Branch Office at Guwahati.

4. QUALIFICATION OF THE BIDDERS:-

- 4.1 Bidder shall submit P.F., ESIC, Service Tax/GST payment registration number and PAN Card No. under the Income Tax Act.
4.2 Bidder must copies of all documents asked for this tender, duly self attested, along with technical bid of the tender.
4.3 Earnest Money Deposit of Rs. 10000/- in the form of Demand Draft of a scheduled bank drawn in favour of "Regional P.F. Commissioner, Guwahati" payable at Guwahati must be submitted along with Tender.

5. DOCUMENTS TO BE SUBMITTED:-

- 5.1 (a) Tender Form for providing Data Entry Operator (DEO) (Annexure-I)
- (b) Check list for Pre-qualification Bid (Annexure-II)
- (c) Undertaking (Annexure-III)
- (d) Price Bid (Annexure-IV)

6. DATE OF TENDER SUBMISSION:-

- 6.1 Starting date of Tender submission : From 10.00 AM on working days.
- 6.2 Last date of Tender submission : 03.00 PM on 26/07/2019
- 6.3 The Tender will be opened by a Tender Opening Committee in the presence of the Bidders or of their representatives who choose to attend at the Office of Regional P.F. Commissioner, EPFO, Guwahati at 3.30 PM on 26/07/2019.
- 6.4 The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- 6.5 Conditional bids will also be summarily rejected.

7. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-

- 7.1 The Regional P.F. Commissioner shall have the right to accept the lowest or any bid and may at any time terminate the tendering process without assigning any reason.
- 7.2 The L-1 shall be determined on the lowest rate quoted Agency as all the others are amount as per notification of the Government of Assam.

8. JURISDICTION OF COURT:-

The Court at Guwahati shall have the exclusive jurisdiction to try all disputes, if any arising out of this agreement between the Parties.


K. Hungyo
Assistant Commissioner

ANNEXURE-I

TENDER FORM FOR PROVIDING DATA ENTRY OPERATOR (DEO) AT EPFO,
REGIONAL OFFICE, GUWAHATI

1. Names, address of Firm/ Agency/
Company and Telephone
Numbers. _____

2. Registration No. _____
3. Name, Designation, Address
and Telephone No. of
of authorized person _____

4. Please specify as to whether
Tenderer is sole proprietor/
Partnership Firm/Private or Limited
Company _____

5. Name, Address and Telephone
No. of Directors/Partners _____

6. Copy of PAN Card issued by
Income Tax Department and
Copy of previous Financial
Year's Income Tax Return _____

7. Provident Fund Code No. _____

8. ESI Code Number _____

9. License number under
Contract Labour (R&A)
Act 1970, of the employer
For whom the Security Agency
is currently undertaking the work

10. Details of Bid Security/Earnest
Money Deposit :

(a) Amount:

(b) Demand Draft/Pay order/
Banker Cheque No.

(c) Date of Issue :

(d) Name of Issuing Bank:

11. Any other information:

12. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood
all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder)
Name and Address
(With Seal)

CHECK LIST FOR QUALIFICATION BID FOR DATA ENTRY OPERATOR (DEO)

Sl. No.	Documents asked for	Page number at which document is placed
1	Earnest Money	
2	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/Directors also.	
3	Undertaking on a letter head (as per format prescribed in Annexure-I)	
4	Self attested copy of the PAN card issued by the Income Tax Department with copy of Income- Tax Return of the last Financial Year	
5	Self attested copy of Service Tax/GST Registration No.	
6	Self attested copy of valid Registration number of the firm/agency	
7	Self attested copy of the License number under Contract Labour (R&A) Act 1970, of the employer for whom the Security Agency is currently undertaking the work.	
8	Self attested copy of valid Provident Fund Registration number	
9	Self attested copy of valid ESI Registration number	
10	Proof of experiences of last three financial years as specified along with satisfactory performance certificates from the concerned employers.	
11	Price Bid in Annexure-IV	

(Signature of the bidder)
 Name and Address of the Bidder
 Telephone

(TO BE TYPED ON A LETTER HEAD OF THE AGENCY/FIRM)

UNDERTAKING

To,
The Regional P.F. Commissioner-I,
Employees Provident Fund Organisation
G.S. Road, Bhangagarh,
Guwahati

Sub:- Tender for providing Data Entry Operator (DEO) – regarding

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, contract Labour Act. And other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, Reliving charges, Uniform and Allowances thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as DGR rates/Minimum Wages Act as amended by the Government of Assam from time to time and shall be fully responsible for any violation.

(Signature of the bidder)
Name and Address of the Bidder
Telephone.

ANNEXURE-IV

PRICE BID

Sl. No.	Particulars	Data Entry Operator (DEO)
1	Minimum wages as per latest notification of the State Govt. of Assam i.e. Wages (Basic + VDA) per DEO per month (30 days) @ Rs. _____ per Day.	Rs.
2	EPF Contribution with all charges (give in %)	Rs.
3	ESIC Contribution with all charges (give in %)	Rs.
4	Service Tax/GST (give in %)	Rs.
5	Agency Commission or Service charges (give in %)	Rs.
TOTAL:		

The minimum wage shall change as per notification of the State Govt. of Assam

(Signature of the Bidder)
Name and Address of the Bidder