

Assistant PF Commissioner(Adm-I)

താഴെ : മതിഷ്യാനിധി
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കർമ്മവാരി മതിഷ്യാനിധി സംഗ്രഹം
(ശ്രീമദ് ഉപ വേദാഗാര മന്ദിരം, മാതാ സേവാലയം)
കേന്ദ്രീയ കാര്യാലയം, "മതിഷ്യാനിധി മന്ദിരം"
പട്ടം, തിരുവനന്തപുരം - 695004



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എം.പ്രൊ.ഫണ്ടിംഗ് ഓഫീസ്, മലബാർ ഓഫീസ്, തിരുവനന്തപുരം
(തൊഴിലാളികൾ & എം.പ്രൊ.ഫണ്ടിംഗ് ഓഫീസ്, മാതാ സേവാലയം)
മലബാർ കാര്യാലയം, മതിഷ്യാനിധി മന്ദിരം
പട്ടം, തിരുവനന്തപുരം - 695 004

EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
REGIONAL OFFICE, Thiruvananthapuram
"BHAVISHYANIDHI BHAVAN", PATTOM,
THIRUVANANTHAPURAM - 695 004
E mail : ro.tvn@epfindia.gov.in

No.KR/RO/TVMADM-I(5)/Tender-DEO/2018-19

Dated: 19/4/2018

TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATOR

Sealed Tenders are invited on behalf of EPFO from reputed firms/Man Power Agencies for providing DATA ENTRY OPERATOR for the Employees' Provident Fund Organization, Zonal Office, Kerala for the year 2018-19 along with an Earnest Money Deposit (EMD) of Rs.10,000/- (Refundable if not selected). The Rates quoted should be on "per DEO per day" basis.

2. Schedule of Requirements

Data Entry Operator to EPFO, Zonal Office, Kerala

- | | | | |
|-----|--|---|---------------------|
| I. | No. of Persons Required | - | 1 (one) |
| II. | Working Timings
(With Normal Lunch Break) | - | 09.00 AM TO 5.30 PM |

3. The last date & time for submission of quotations at the Employees' Provident Fund Organization, Regional Office, Pattom, Thiruvananthapuram is 3.00 PM of 03/05/2018. Tenders received after last date & time will be summarily rejected.

4. TERMS AND CONDITIONS:

- The Data Entry Operators (DEOs) should be of good health, sound mind, obedient, honest, sincere and should not have bad records. They should also be disciplined, polite & courteous with the officers, staff & public.
- The Department will not bear any cost of personal accident/claim for any office facility in respect of the hired Date Entry Operators from your agency.
- The Data Entry Operators and / or agency shall have no right to claim for engagement/ employment with the Department under any circumstances.
- The DEO shall be hired only on short-term contractual basis on the basis of volume of job or work to be done.
- The Employees' Provident Fund Organization, Thiruvananthapuram takes no responsibility for delay, loss or non- receipt of tender documents sent by post.
- Incomplete bid/bids received after the prescribed date and time shall be summarily rejected.

- vii. The Employees' Provident Fund Organization, Thiruvananthapuram reserves full rights to accept or reject all or any of bid in part or full without assigning any reasons what so ever.
- viii. Sub- Contracting of the work of any sort will not be allowed.
- ix. The Contractor to whom the work is awarded shall have to ensure secrecy and security of data provided by the department. The information/ data so provided shall not be passed on to any unauthorized persons, agencies or organizations.
- x. If the work done by the hired DEO is not found satisfactory, replacement has to be provided on the next working day itself.
- xi. Working space and requisite hardware such as computers, printers, stationery etc., will be provided by Employees' Provident Fund Organization.
- xii. Data entry work and typing job has to be carried out under the supervision of the concerned Officer in the rank of Accounts Officer / Assistant P.F. Commissioner / Regional P.F. Commissioner.
- xiii. The Contractor or their operators shall not use the computer or any data media / processors for any personal work or work outside of the scope of the tender.
- xiv. The data entry shall be executed at the premises of the Employees' Provident Fund Organization, at Bhavishyanidhi Bhavan, Pattom, Thiruvananthapuram - Monday to Friday, from 09.00 am to 5.30 pm (working days) under the overall supervision of an officer designated by the Regional P.F. Commissioner in-charge of the region and if required they can be called for work on Saturday/Sunday and other holidays also and no extra payment shall be made other than the per day cost as agreed upon.
- xv. The selected firm/ agency is required to execute an agreement in a non-judicial stamp paper valued for Rs.100/-.
- xvi. The invoice / bill for the monthly charges of hiring the services of DEO need to be sent within 5 days of completion of the month duly including copies of remittance of EPF, ESIC and other statutory dues every month. TDS as applicable will be deducted from the monthly charges every month. Payment shall be released to the firm based on completion of the minimum expected output by each DEO.
- xvii. The bill will be accepted for payment only after successful completion of the monthly target to be fixed by the concerned group/section/officer and on the basis of the certificate of acceptance, accuracy and completeness from him.
- xviii. The deployment of the DEO is to be regulated through an Attendance Register to be kept by EPFO. The conduct of the DEO needs to be certified by the firm and in the event of any reported misconduct what so ever inside the office premises, the firm would be made liable for all the consequences arising thereof. Further if any loss had occurred due to mishandling of the Computer Systems and peripherals by the said DEO, the same would be made good from the payments due to be released / Security Deposit.
- xix. It will be the responsibility of the Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it and EPFO will have no liability in this regard.

- xx. For all intents and purposes the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of DEOs so employed and deployed in EPFO. The Persons deployed by the agency in EPFO shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the EPFO.
- xxi. The Service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The EPFO, RO, Thiruvananthapuram shall, in no way be responsible for settlement of such issues what so ever.
- xxii. The Persons deployed by the service providing agency shall not claim or shall not be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of the EPFO, RO, Thiruvananthapuram during the contract or after expiry of the contract.
- xxiii. The EPFO reserves the right to allot the work depending upon the day to day workload and other contingencies.
- xxiv. The tenders would be opened by a committee of officers at the conference hall of EPFO, at Bhavishyanidhi Bhavan, Thiruvananthapuram at 3.30 PM on 03/05/2018 in the presence of the representatives if any, and the short listed firm would be communicated for executing the contract agreement as per terms and conditions.

5. QUALIFICATION AND EXPERIENCE OF THE DEOs TO BE HIRED:

i. EDUCATIONAL QUALIFICATION:

The Data Entry Operator supplied shall possess minimum qualification of 10+2 Examination passed from any board recognized by Central or State Govt. The same may be relaxed in respect of person have higher experience in above mentioned work in reputed Public / Private Institution / State Govt. / Central Govt. Agencies at the discretion of the Regional Provident Fund Commissioner, RO Thiruvananthapuram.

ii. TECHNICAL QUALIFICATION:

- (a) Knowledge/ Certificate in MS Office/ Computer Application
- (b) Should possess a speed of not less than 8000 key depressions per hour data entry work.
- (c) Experience in Data Entry in MS Excel / Webpage and
- (d) Good command over English and excellent Communication skills (Education Qualification and Technical Qualification shall be evaluated by this Office).

6. BID DETAILS:

1. The Tendering Companies / Firms / Agencies are required to enclose the following, failing which their bids shall be summarily rejected and will not be considered:
 - i. Photocopies of the following documents duly attested along with duly filled in Annexure-I.
 - a) Code Number allotment letter issued by PF and ESIC
 - b) Registration Certificate
 - c) Copy of PAN Card
 - d) Copy of the Income Tax return filed for the last three financial years
 - e) Copy of the Service Tax registration certificate/GSTIN

- f) Copy of Sales Tax registration Certificate
 - g) Registration Certificate in respect of other relevant Labour Laws, etc
- II Photocopy of proof of similar work done like work order/ completion certificates, etc for the past three years.
2. Rate quoted (Financial Bid) should be on the following lines:
- (a) Wages should be quoted on a 'per-DEO-per-day' basis and should be submitted in the format as per the following format.

RATE QUOTED FOR DATA ENTRY OPERATOR

Sl. No	Description	Rate (in Rs.)
1.	Salary(Basic + DA)/per person	
2.	PF Contribution	Employee/Employer
3.	ESI Contribution	Employee/Employer
4.	Any other deduction/payments	
5.	Total	
6.	Commission	
7.	Service Charge	
8.	State GST	
9.	Central GST	
10.	Total amount payable	

- (b) The rates quoted should be in accordance with minimum wages prescribed for DEOs in category-III of Annexure in the Govt. of Kerala G.O.(P) No. 28/2016/Fin dated 26/02/2016 issued by Additional Chief Secretary(Finance), Government of Kerala.
- (c) The Tender submitted with less than minimum wages as prescribed by Government of Kerala as stated above shall be rejected without any notice.

7. OTHER GENERAL INSTRUCTIONS:

- (1) The quotation should be submitted in a sealed envelope which should be marked on the top in bold capital letters as "QUOTATION FOR DATA ENTRY OPERATORS-2018-2019"
- (2) All sealed quotations should be addressed to Regional Provident Fund Commissioner, Employees' Provident Fund Organization, Regional Office, Thiruvananthapuram- 695004 and should reach this office on or before the last date as mentioned above. The quotation can also be submitted in the drop in box installed at Ground Floor of the office Premises.
- (3) The Department shall reserve the right to terminate the contract anytime without disclosing any reason to the agency selected.

19/4/18
Regional Provident Fund Commissioner-I.

**EMPLOYEES' PROVIDENT FUND ORGANISATION
REGIONAL OFFICE, THIRUVANANTHAPURAM**

TENDER FORM FOR PROVIDING DATA ENTRY OPERATORS

1. Name, address of firm/Agency
And Telephone numbers. _____
2. Name, Designation, Address and
Telephone No. of Authorized
Person of Firm/Agency
to deal with. _____
3. Please specify as to whether
Bidder is sole proprietor/
Partnership firm or Limited Company.
Name and Address and
Telephone No. of Directors
/ Partners should Specified. _____
4. Provident Fund Registration No. _____
5. ESI Registration No. _____
6. License Number under
Contract Labour (R & A) Act, 1978
If any. _____

7. Any other information:

8. 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 Official Seal)