



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम मंत्रालय, भारत सरकार / MINISTRY OF LABOUR, GOVT. OF INDIA  
क्षेत्रीय कार्यालय, भविष्य निधि भवन  
REGIONAL OFFICE, BHAVISYA NIDHI BHAVAN  
वी. एम. सी. वार्ड-6 के पास, अकोटा, बड़ौदरा . 390020  
NEAR V.M.C-WARD-6, AKOTA, VADODARA - 390020



सं: जीजे/क्षेभनिआ/प्रशा-II/फाइल(77)/खंड-II/234

दिनांक: 15.06.2018

### निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वडोदरा प्रतिष्ठित एवं प्रचलित एजेंसियों से डाटा एंट्री ऑपरेटर (DEO) की आपूर्ति की लिए सील बंद निविदाएं दो बोली प्रणाली के तहत आमंत्रित करता है। निविदा जमा करने की अंतिम तिथि दिनांक: 06/07/2018 (साय: 05:00 बजे) है। इसका सम्पूर्ण व्योरा वेबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) पर विविध खंड (टेंडर) पर उपलब्ध है।

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सहायक भविष्य निधि आयुक्त (प्रशासन-II)  
क्षेत्रीय कार्यालय, वडोदरा



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GJ/RPFC/BRD/ADMN-II/File(77)/Vol.II/234

Date:15.06.2018

## **TENDER NOTICE**

The Employees' Provident Fund Organisation, Regional Office, Vadodara invites sealed quotations in Two-bid system from reputed agencies for engaging Data Entry Operators on contract basis. The last date of submission of tender is on 06/07/2018 (05:00 PM). Complete details are available on our website [www.epfindia.gov.in](http://www.epfindia.gov.in) in Miscellaneous (tender/auction) section.

Sd-  
ASSISTANT P.F.COMMISSIONER (ADM-II)  
REGIONAL OFFICE, VADODARA



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Date: 15.06.2018

**TENDER NOTIFICATION**

Sealed Tenders on two bid systems are invited from reputed agencies for providing Data Entry Work – **08** (Eight) Nos on contract basis for the office of Regional Office, Vadodara. The details of Manpower category and essential requirements are as under:

S. No.	Name of Post	Qualification	Category	Requirement
1.	Data Entry Operator	(a) Passed 10+2 Examination or equivalent. (b) Possess speed of not less than 8000 key depressions per data entry work.	Skilled	08

The agency shall quote the wages, service charges statutory duties and taxes contributing to total cost per employee in Part B enclosed with the tender document. Wages shall be subject to the minimum wages rates prescribed by the Central Government as applicable for above category of employees from time to time.

Tender form along with the terms and conditions of the tender can be obtained from and submitted in the Drop Box with the Caretaker Sections of Employees' Provident Fund Organisation, Regional Office, Vadodara by paying Rs. 500/- (Rupees Five Hundred only) in the form of DD as non refundable application fee, or can be downloaded from the tender/auction page of Miscellaneous Section under [www.epfindia.gov.in](http://www.epfindia.gov.in). If application is downloaded from the website then application fee in the form of DD is to be enclosed along with the application form. The DD shall be drawn in favour of "Regional Provident Fund Commissioner, Vadodara". If any application is received without the mandatory application fee it will be summarily rejected. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be super scribed. The bigger sealed cover should be duly super scribed **"QUOTATION FOR ENGAGING DATA ENTRY OPERATORS ON CONTRACT BASIS"** and may be send through post/courier etc at the address mentioned on the letter head within the prescribed date and time.

Last date of issue of Tender Forms : 04.07.2018 by 05:00 PM

Last date of submission of Tender Forms : 06.07.2018 by 05:00 PM

Date of opening of Tender Forms : will be informed through e-mail/phone

### **TENDER FOR PROVIDING DATA ENTRY OPERATOR**

1.	Name/Address/e-mail of firm/agency and Telephone Number	
2.	Registration No. of the firm/agency	
3.	Name, designation, address, telephone No. and e-mail of authorised person of firm/agency to deal with	
4.	Please specify as to whether tender is sole proprietor/partnership/Limited Company. Name/Address and Telephone No. of Directors/Partners/proprietor should be specified	
5.	Copy of PAN Card and copy of previous three financial year's Income Tax Return.	
6.	Employees' Provident Fund Account No.	
7.	GST Number	
8.	ESI Number	
9.	License Number under Contract Labour (R & A) Act, 1970, if any	
10.	Details of EMD  (a) Amount (in words) (b) FDR No./DD No. of Bank Guarantee in favour of RPFC, Vadodara. (c) Date of issue (d) Name of issuing authority/Bank	
11.	Details of License as manpower agency	
12.	Any other information	

#### **DECLARATION BY THE BIDDER**

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

(Signature of the Bidder)  
Name & Address with seal

**PART-A (TECHNICAL BID)**

1. Name of the firm :
2. Date of incorporation :
3. List of clients (Minimum two clients to be indicated and copies of providing satisfactory services thereof be enclosed) :
4. Certificate for Supply of Satisfactory Services/ Manpower to clients. :
5. Telephone Number :
6. Registration Number for Manpower Supply :
7. Experience :
8. Number of Employees :
9. Registration No of Coverage :
10. Copy of PAN Card :
11. EPF Code No :
12. ESIC Code No :
13. License Number under Contract Labour (R & A) Act, 1978 if any :
14. Payment Terms :
15. Financial Statements for Last Year :
16. Proof of Payment of Rs. 500/- towards Tender Form :
17. Details of EMD submitted :
18. GST registration details :

(Signature of Tender Applicant)

**PART-B (FINANCIAL BID)**

Payment of wages to personnel will be subject to minimum wages as prescribed by the Central Government. Statutory liability such as GST etc. shall be payable as per applicable rates. Agency is required to quote the total cost per employee per day as below.

S No.	WAGES	DEO	REMARKS
1.	Basic Wages		
2.	Dearness Allowance (DA)		
3.	Total Wages (1+2)		
4.	EPF on (Basic Wages + DA) @12% restricted to Rs. 15000/-		
5.	EDLI & Admin @ applicable rates*		
6.	ESI @ applicable rates*		
7.	Total Statutory charges Sl No (4 to 6)		
8.	Total Wages & Statutory Charges (3+7)		
9.	Service Charges @		
10.	Total Sl No. (8 + 9)		
11.	GST as applicable*		
12.	Grand Total		

\*Mention the % rate.

Please mention NIL against any charges/cost not applicable.

(Signature of Tender Applicant)

## **TERMS AND CONDITIONS**

### **EMD**

Tenders should furnish **EMD of Rs. 10,000/- (Ten Thousand only)** by DD in favour of Regional Provident Fund Commissioner, Vadodara on any Nationalised/Scheduled Bank, which will be refunded to the unsuccessful tenders. However, in case of successful bidder, the EMD will be refunded after submission of "Performance Security Deposit" once the contract is awarded.

### **Agency Charges:**

The Agency shall quote the Agency charges separately. The Agency charges shall be over and above the wages and all Govt. Liabilities viz. PF, ESIC, etc.

## **TERMS AND CONDITIONS**

01. The Agency should be covered under the EPF/ESIC Act and shall extend the benefit of PF and ESIC and also shall comply with the other statutory regulations. GST and Labour Laws, Copies of Registration should be enclosed. Monthly PF-ECR print from respective websites shall be provided.
02. The Agency should pay fair wages to his employees in **their respective bank accounts** as per Minimum Wages Act and comply under Bonus Act and leaves rules as per registration of its establishment. While quoting the rates agency should consider Basic, DA and other statutory Basic, DA and other statutory dues, uniform charges etc, as per Minimum Wages act of Central Govt.
03. The Agency should endorse Income Tax Clearance Certificate along with the quotation.
04. The Successful agency has to execute an agreement with EPFO, Regional Office, Vadodara before commencing the work.
05. The successful agency will have to deposit **"Performance Security" of Rupees One Lakh** for a year, within 10 days from the date of award of the contract in the form of DD favouring "Regional P F Commissioner, Regional Office, Vadodara" or Bank Guarantee from Commercial Bank for the above said amount which will remain valid for a period of sixty days beyond the date of completion of contract.
06. Contract shall be terminated at any time at the discretion of the Competent Authority if the service is found unsatisfactory.
07. The agency should read the terms and conditions, scope of work fully before quoting the rates. No additional claim if any will be entertained at a later stage.
08. Contractor has to arrange for the skilled resources as per requirement of this office. The minimum qualifications/skills required for the person to be deputed as DEO in this office should be:- (i) passed 10+2 Examination or equivalent and (ii) they should possess speed of not less than 8000 key depressions per hour for data entry work.
09. Contractor has to give the complete details of the DEOs who have been associated, comprising of their personal/educational details, permanent/current address with contact number details (land line and mobile) and bank details with the current passport size photograph.
10. Contractor will bear all the liabilities (operational and financial) for any damage done at the reporting place due to the irresponsibility, misconduct or misbehaviour of any DEO deputed by him. Any financial loss due to any lapse or lethargy in operations will have to be directly borne by the contractor.

11. The duration of the work starts from commencement of this agreement up to 31/03/2019. However the same may be get changed and the change would be intimated 15 days in advance.
12. Contractor will ensure secrecy and confidentiality of all data of the EPFO, and shall not disclose the same to the third party without prior consent of the EPFO.
13. DEO will follow normal office discipline and working hours of this office i.e. 9.45 am to 6.15 pm Monday to Friday including half an hour's lunch time.
14. EPFO reserve the right to terminate the Work Order/Contract any day, due to the poor performance or lacking/ delay of the output or due to the code of conduct or behaviour of the DEO without assigning any reasons whatsoever
15. The rate includes all the taxes and no additional remuneration / taxes would be payable by EPFO.
16. No additional payment on account of boarding / lodging / travel etc would be payable by the EPFO.
17. The agency should invariably provide ID cards to its work force applied for entering in office premises.
18. Any dispute regarding terms and conditions of appointment and payment raised by any DEO will be decided by contract agency. EPFO, RO, Vadodara will have no liability on this issue once payment is made to the contractor.
19. **All documents along with tender should be attached in proper manner with page number and summarised content details on first page. Improper submission will lead to rejection of the tender at the discretion of competent authority.**

### **SCOPE and NATURE OF WORK**

1. All type of data entry work and other related work as assigned should be done.
2. 5 Days of working (Monday to Friday) from 09:45 AM to 06:15 PM. However, in case of official contingency the DEOs may be required to attend the office on Saturday/Sunday or closed holidays. Wages shall be paid accordingly.
3. Closed Holidays will be decided by the EPFO, RO, Vadodara.
4. Payment shall be released to the agency on monthly basis on assessment of performance/output of each DEO. The bill should be submitted within 15<sup>th</sup> of every month.
5. The agency shall have to produce evidence of remittance of PF/ESIC and other statutory dues each month before the bill is cleared for payment.
6. The Agency shall have to produce a certified copy of letter of code number of PF/ESIC authority. A Copy of registration with Income Tax Dept i.e PAN card, Sales Tax Dept for professional Tax etc, shall also be enclosed with the quotations.



**OTHER CONDITIONS:**

1. The number of DEOs may be increased or decreased during the contract period or extended period, if any, at the discretion of the Competent Authority.
2. The contract period will be up to 31/03/2019 from the date of award of the contract, and will be automatically void on expiry of the period. However on approval of the Competent Authority the period of contract further may be extended for specific period on similar terms and conditions and satisfactory service of the agency.
3. For any clarification about the tender and nature of work, please contact Administration Department, Regional Office, Vadodara.