



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम मंत्रालय, भारत सरकार) (Ministry of Labour, Govt. of India)

क्षेत्रीय कार्यालय, ठाणे / Regional Office, Thane

वरदान कमर्शियल कॉम्प्लेक्स, छठी मंज़िल, एम. आई.डी.सी. रोड न:16, वागले इस्टेट, ठाणे (प.)-400 604

Vardan Commercial Complex, 6th Floor, M.I.D.C., Wagle Estate, Thane (W) - 400 604



सं-क्षे.भ.नि.सं./महा./ठाणे/मा.सं.प्र.-II/निविदा/2017-18/

दिनांक-23/02/2018

दैनिक मजदूरी आधार पर स्टाफ की आपूर्ति हेतु

कर्मचारी भविष्य निधि संगठन एक श्रम एवं रोजगार मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण के अधीन एव स्वायत्त निकाय है। क्षेत्रीय कार्यालय, ठाणे द्वारा एक वर्ष की अवधि के लिए दैनिक मजदूरी आधार पर स्टाफ की आपूर्ति हेतु सीलबंद निविदा आमंत्रित की जाती है।

इच्छुक एजेंसियां निविदा संबंधित दस्तावेज एवं निविदा का विवरण क्षेत्रीय कार्यालय, थाणे एवं www.epfindia.gov.in के वेबसाइट से प्राप्त कर सकते हैं।

यह नोट किया जाए कि बोली के साथ रु.1,25,000/- का बयाना जमा राशि जमा करना होगा। बिना बयाना जमा राशि के बोली को अस्वीकृत कर दिया जाएगा।

निविदा की समय सारणी

निविदा जमा करने की अंतिम तारीख -16/03/2018, 2.00 बजे (अप.) तक

बयाना जमा राशि - रु.1,25,000/-(एक लाख पच्चीस हजार रु. मात्र)

निविदा खुलने की दिनांक एवं समय -16/03/2018, 3.00 बजे (अप.)

निविदा संबंधित दस्तावेजों के मूल्य - रु.250/-

तकनीकी बोली एवं वित्तीय बोली जमा करने की तारीख एवं समय पर या उससे पहले अलग-अलग जमा करें। क्षेत्रीय कार्यालय, ठाणे कोई कारण बताए बिना किसी भी कोटेशन को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

(एस. कामलादेवी राजा)

सहायक भ. नि. आयुक्त (मा.सं.प्र.)

क्षेत्रीय कार्यालय, मुंबई-II, थाणे



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Employees' Provident Fund Organisation

(श्रम मंत्रालय, भारत सरकार) (Ministry of Labour, Govt. of India)

क्षेत्रीय कार्यालय, मुंबई - II, Regional Office,

वरदान कमर्शियल कॉम्प्लेक्स, छठी मंज़िल, एम.आई.डी.सी., रोड न. - 16, वाग्ले इस्टेट, थाने (प.) - 400 604

Vardan Commercial Complex, 6th Floor, M.I.D.C., Wagle Estate, Thane (W) - 400 604

No. MH/PF/RO/MUMBAI-II/THANE/HRM-II/2017-18/05

Date :- 21.02.2018

Tender for Supply of Daily wages Staff

Employees' Provident Fund Organisation, is an autonomous Body under the administrative control of Ministry of Labour, Govt. of India. Sealed tenders are invited Tender for supply of Daily wages Staff for Regional Office, Thane. For the period of one year in respect of Employees' PF Organisation, RO, Thane.

Interested agencies may collect the Tender document from EPFO office Thane and details downloaded from website www.epfindia.gov.in.

It may be noted that an Earnest money Deposit (EMD) of Rs. 1,25,000/- has to submitted alongwith the Bid. Bids received without EMD will be summarily rejected.

Schedule of Tender

Last date of submission of tender 16/03/2018 upto 2.00 p.m.

Amount of EMD Rs.1,25,000/- (Rupees One lakh twenty five thousand only)

Date & time of tender opening event 16/03/2018 at 3:00PM.

Tender Document Cost Rs.250/-

Technical bid and Financial bid shall be Submitted separately on or before schedule time & date of submission. The EPFO Regional Office, Thane reserves the right to accept/reject any quotation(s) without assigning any reason thereof.

(S. Komaladevi Raja)
Assistant P.F. Commissioner(HRM)
Regional Office, Mumbai-II, Thane

E-mail: rothane@epfindia.gov.in

Tel. No. 25838444/45

Fax no. 25838446



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम मंत्रालय, भारत सरकार) (Ministry of Labour, Govt. of India)

क्षेत्रीय कार्यालय, मुंबई - II, Regional Office, Mumbai - II



वरदान कमर्शियल कॉम्प्लेक्स, छठी मंज़िल, एम.आई.डी.सी., रोड नं. - 16, वाग्ले इस्टेट, थाने (प.) - 400

604

Vardan Commercial Complex, 6th Floor, M.I.D.C., Wagle Estate, Thane (W) - 400 604

No. MH/PF/RO/MUMBAI-II/THANE/HRM-II/2017-18/05

Date: 23.01.2018

**TENDER FOR SUPPLY OF
DAILY WAGES STAFF
AT
EMPLOYEES' PROVIDENT FUND ORGANISATION,
REGIONAL OFFICE, THANE**

²⁵⁰
COST: Rs. ~~500~~ /- ONLY

TENDER DOCUMENT FOR SUPPLY OF DAILY WAGES STAFF

TERMS AND CONDITIONS :-

- 1) The agency should be covered under the EPF/ESIC Act and shall extend the benefits of PF and ESIC and also shall comply with the other statutory regulations, Service Tax and Labour Laws. Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print from respective websites shall be provided.
- 2) The agency should pay fair wages to his employees as per Minimum Wages Act of Central Government or as applicable and comply under Bonus Act and leave rules as per registration of its establishment. While quoting the rates agency should consider Basic, DA and other statutory dues, etc. as per Minimum Wages Act of Central Government or as applicable.
- 3) **This office will pay the wages as per the rates prescribed by Minimum Wages Act of Central Government or as applicable from time to time for unskilled category & statutory dues. The Agency shall quote only the service charges/commission payable to it per person per month in lumpsum on the basis of which the tender will be decided as the minimum wages and statutory dues are not negotiable. The Service charge should include the Tax deducted at source as per Income Tax Act/Rule.**
- 4) The agency must have obtained the applicable Labour License from appropriate authority for supply of manpower to EPFO, RO, Thane.
- 5) The agency should endorse Income Tax Clearance Certificate along with the quotation.
- 6) The Earnest Money (2 to 5%) amounting to **Rs. 1,25,000 /-** may be deposited in the form of DD/Pay Order favouring **"Regional P.F. Commissioner, Thane"** at the time of submission of Tender.
- 7) The successful agency has to execute an agreement with EPFO, RO, Thane before commencing the work.
- 8) The successful agency should deposit security deposit (Performance security) @ 5% to 10% of total value or **Rs.3.0 lac** for **One Year** within 7 days from the date of award of the contract in the form of DD favouring **"Regional P.F. Commissioner, Thane"** or Bank Guarantee from any Commercial Bank for the said amount which will remain valid for a period of sixty days beyond the date of completion of contract.
- 9) Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.
- 10) 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.
- 11) The working hours will be between 08:00 A.M and 06:00 P.M as per shift duties of prescribed hours as per applicable rules in the state.
- 12) The payment will be made on monthly basis on receipt of the bill from the agency. The agency should make the payment of the staff engaged before the 5th of the following month.
- 13) **TDS at the prescribed rate shall be deducted from the total amount of Bill as per Income-Tax Rules.**
- 14) The agency will be solely responsible towards all its statutory dues and compliances including payment of minimum wages as per rules, various labour laws and social

- security regulations and contribution towards Maharashtra Labour Welfare Board or any other board as applicable.
- 15) EPFO, RO, Thane will not be responsible for any contingency/accident occurred while working in the premises of the office.
 - 16) In case of loss of property of the organisation caused by the negligence of the employee of the agency, the agency will be responsible for making good to the said losses.
 - 17) The agency should invariably provide ID Cards and Uniforms to its work force for allowing entry in office premises.
 - 18) Structure of wages payable to Daily Wages Staff should be specified before commencement of the work.
 - 19) The Agency should submit Balance sheets for last 3 years along with a minimum turnover of Rs 10 Lakh.
 - 20) EPFO, RO, Thane reserves the right to accept or reject any tender.
 - 21) The engagement of manpower may vary time to time subject to maximum of 22 **Daily Wages Staff** as per requirement of the office.
 - 22) 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.
 - 23) The Agency shall have to produce a certified copy of letter of code no, issue PF/ESIC authority. A Copy of registration with Income Tax Dept. i.e PAN Card, Sales Tax Dept. for Professional Tax, GST No. etc. shall also be enclosed with the quotations.
 - 24) The agency should have a local office in Mumbai.
 - 25) The agency should have atleast 5 years experience of supply of Manpower.
 - 26) It is responsibility of the supplier to get the police verification from the respective police authorities, of each and every employee (Daily Wages Staff).

SCOPE OF WORK

COMMON CONDITIONS :-

1. 6 days of working (Monday to Saturday) with eight hours (8 hours) of duties between 08:00 A.M and 08:00 P.M as per requirement.
2. Sundays and 03 National Holidays will be observed as holidays.
3. The work involves multi-tasking as directed by the controlling officer.
4. He/She should be able to read and write Hindi/Marathi/English.

Tender Offer - Cum - Undertaking Form

Date

Tender reference No.

To: (Name & Address of Tenderer)

Sub: Sealed tender offer for supply of manpower

Sir,

Having examined the tender documents including all annexures the receipt of which is hereby duly acknowledged, we the undersigned offer our tender for supply of manpower as required by the EPFO, Regional Office, Thane in conformity with the said tender document.

We undertake, if our tender offer is accepted, to commence contract within Seven days from the date of receipt of your Notification of Award.

We declare that we have not been black listed by any Govt. Department.

If our tender offer is accepted, we will furnish the D.D. @5% to 10% of total value for **One Year or Rs.3.0Lac** for the due performance of the contract during the contract periods. The decision of the EPFO, Regional Office, Thane for calculation of average monthly payment for the purpose of security deposit will be accepted and executed.

We agree to abide by this tender offer for a period of three months or the date of execution of final contract, whichever is earlier and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive and also to reject any offer without assigning any reason whatsoever.

Dated this day of 2017.

Signature :

(In the capacity of:)

Duly authorized to sign the tender offer for and on Behalf of

TECHNICAL BID

Annexure – B

1. Name of the Tenderer :
2. Name of the Company/Agency :
3. Address of the Company/Agency :
4. Name of the Partners (if any) :
5. Telephone Numbers :
6. Fax Number :
7. Adhar Number
8. Year of Establishment :
9. Bankers :
10. Information about Regional Offices / :
Branches (if any)
11. Work completed by the Tenderer during :
Last 3 years (in enclosed format of performance Statement)
12. Details of work in hand :
13. Labour license Number :
14. Registration Number under Bombay Shop :
and Establishment Act
15. EPF Registration Number :
16. ESI Registration Number :
17. Service tax Registration Number :
18. PAN/TAN from Income Tax Department :
19. GST Number :
20. Turn-over for the 3 financial year :
(2014-15, 2015-16, & 2016-17)
21. Nature of work :
22. Place of work :
23. Nature of manpower :
24. Earnest money deposit :

DD no.dated

Date :-

Signature of Tenderer/
Competent Authority of Company/Agency
Official Stamp & Seal

PERFORMANCE STATEMENT

Name of the Firm :-

Order no. & Date	Name & Address of the Office Placing order	Description of Manpower Supplied	Value of order in Rs.	Date of Completion		Remarks indicating for reasons for the late supply. If Any	Success/Failure Supply
				As per contract	Actual		
		Daily Wages Staff					

Place :

Date :

Signature of Tenderer

COMMERCIAL BID

Annexure – D

Serial No.
Tender Reference No.
Last date and time for receipt of tender offers
Time and Opening of tender offer
Tender offer validity till

Please note that the bidders shall quote the price in the following format –

Sr. No.	Requirement	Category	No. of Persons/Specification	Agency Charges per person per month
1.	Daily wages Staff	Unskilled	22	

Signature of Tenderer:
Business Address:

Place :
Date ;