



ಕಾರ್ಮಿಕರ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಘಟನೆ ಕರ್ಮಚಾರಿ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಗಠನ

EMPLOYEES' PROVIDENT FUND ORGANISATION

[ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ] [श्रम एवं रोजगार मंत्रालय, भारत सरकार] [Ministry of Labour & Employment, Govt. of India]

ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ / क्षेत्रीय कार्यालय / Regional Office

ಭವಿಷ್ಯ ನಿಧಿ ಭವನ, ನ್ಯೂಬ್ಲಾಕ್ ನಂ .10, ಆದಾಯ ತೆರಿಗೆ ಕಛೇರಿಯ ಹಿಂದೆ, ನವನಗರ, ಹುಬ್ಬಳ್ಳಿ, 580025

भविष्य निधि भवन, न्यूब्लॉक नं .10, आयकर कार्यालय के पीछे, नवनगर, हुबल्ली 580025

Bhavishya Nidhi Bhavan, New Block No.10, Behind Income Tax Office, Navanagar, Hubballi - 580025

ಸಂNo. ಗುಲ GB/ಹುಬ್ಬಳ್ಳಿHBL/ ಪ್ರಶಾADM/CT/2023-24/

दिनांक Date: 01-06-2023

सरकारी ई-बाज़ार (GeM) पोर्टल के माध्यम से निविदा आमंत्रण की सूचना / NOTICE INVITING ONLINE BIDS THROUGH GeM portal.

ಕರ್ಮಚಾರಿ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಗಠನ, ಕ್ಷೇತ್ರೀಯ ಕಾರ್ಯಾಲಯ, ಹುಬ್ಬಳ್ಳಿ ಸರ್ಕಾರಿ ಇ-ಬಾಜಾರ್ (GeM) ಕೆ ಪಂಜೀಕೃತ ವಿಕೃತಾಂಕಿ ಸೆ ಕಿರಾಁ ಪರ ಡಾಟಾ ಂಟ್ರಿ ಆಪರೇಟರ್ (DEO) ಆುರ ಮಲ್ಟಿ ಟಾಸ್ಕಿಂಗ್ ಸ್ಟಾಫ್ (MTS) ಕು ಲೇನೇ ಕೆ ಲೀಁ ಆನ್ಲಾಁನ್ ಬುಲೀ ಆಮಂತ್ರಿತ ಕರತಾ ಹೆ. ಇಚ್ಛಿಕ ಪಾರ್ತಿಁ ಆಪನೀ ಆನ್ಲಾಁನ್ ಸಂಖ್ಯಾ **GEM/2023/B/3515198** ದಿನಾಂಕ **01.06.2023** ಕು GeM ವೆಬಸಾಁಟ್ <https://gem.gov.in> ಕೆ ಮಾಧ್ಯಮ ಸೆ ಜಮಾ ಕರ ಸಕತೀ ಹೆ. ಆನ್ಲಾಁನ್ ಜಮಾ ಕರನೇ ಕೀ ಅಂತಿಮ ತಿಥಿ **13.06.2023**, ಡುಪಹರ **12:00** ಬಜೆ ಹೆ.

Employees' Provident Fund Organisation, Regional Office, Hubballi invites online Bid for hiring Data Entry Operator & Multi-tasking Staff from the registered sellers of Government e Marketplace (GeM). Interested parties may submit their online Bid No. GEM/2023/B/3515198 dated: 01.06.2023 through GeM website <https://gem.gov.in>. The last date for online submission is 13.06.2023 at 12:00 PM.

[RAMKESH MEENA]

Regional PF Commissioner-I
Regional Office, Hubballi.

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-06-2023 12:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-06-2023 12:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees Provident Fund Organisation (epfo)
Office Name/कार्यालय का नाम	Regional Office, Hubballi
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *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/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

REGIONAL PF COMMISSIONER
Regional Office, Hubballi, NA, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment
(Employees Pf Organisation)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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.

2. 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.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:1

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:1

Geographic Presence: Office registration certificate:Dharwad District of Karnataka

Scope of work & Job description:[1685600775.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1685600933.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (25)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	

Specification	Values
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 3	0
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Designation	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Shrinivas Ganesh Pujari	580025,REGIONAL OFFICE, BHAVISHYA NIDHI BHAVAN, NEW BLOCK 10, BEHIND INCOME TAX OFFICE, NAVANAGAR, HUBBALLI	25	<ul style="list-style-type: none"> Bonus (INR per day) : 0 EDLI (INR per day) : 4.08 EPF Admin Charge (INR per day) : 4.08 Minimum daily wage (INR) exclusive of GST : 816 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 ESI (INR per day) : 26.52 Number of working days in a month : 26 Provident Fund (INR per day) : 97.92 Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff (16)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 3	0
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Designation	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Shrinivas Ganesh Pujari	580025,REGIONAL OFFICE, BHAVISHYA NIDHI BHAVAN, NEW BLOCK 10, BEHIND INCOME TAX OFFICE, NAVANAGAR, HUBBALLI	16	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.08 • EPF Admin Charge (INR per day) : 3.08 • Minimum daily wage (INR) exclusive of GST : 616 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 20.02 • Number of working days in a month : 26 • Provident Fund (INR per day) : 73.92 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

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.

3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

4. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Terms & Conditions regarding Outsourcing DEOs for the Employees Provident Fund Organisation, Regional Office, Hubballi, Karnataka.

1. Estimated number of Data Entry Operators is 25 nos (Numbers are subject to change depending on actual requirement)
2. The DEO deployed shall possess qualification of degree along with speed 5000 key depression per hour.
3. The deployed DEO shall be supplied with identity card & shall be displayed while on duty.
4. This office reserves the right of rejection of personnel supplied if they are not found suitable and their performance is not up to the mark.
5. Service providers will deploy DEO upon receiving a specific order in writing from this Office.
6. The contract can be terminated by either of the parties by giving notice of 15 days.
7. This office shall make no payment directly to the personnel sent by the service provider for DEO and the payment shall be made in the name of the Service Provider.

8. The service provider shall be responsible for payment of minimum wages as per Labour Commissioner (Central), Provident Fund, ESI contributions, PT & GST and other statutory Dues in respect of personnel supplied as per law.
9. The service provider is required to pay salaries/wages of contracted staff deployed at buyer location first i.e. on their own before 7th day of every month and then claim payment from buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
10. The location of the registered office of the Service Provider should be within the jurisdiction of the Karnataka State only and they may submit or participate in the said BID.
11. The Bidder shall submit Demand Draft of Rs.1,000/- (One Thousand rupees) (non-refundable) in favour of Regional PF Commissioner – I, payable at Hubballi, Karnataka towards application fee, DD should be reached within Bid End date, no exemption is allowed on application fee. Non submission of Demand Draft will lead to disqualification of bidder.

Terms & Conditions regarding Outsourcing Multi Task Staff for the Employees Provident Fund Organisation, Regional Office , Hubballi, Karnataka.

1. Estimated number of Multi Task Staff is 16nos (Numbers are subject to change depending on actual requirement)
2. The Multi Task Staff deployed shall be provided with uniform & identity card as provided by the agency & shall be displayed while on duty.
3. This office reserves the right of rejection of personnel supplied if they are not found suitable and their performance is not up to the mark.
4. Service providers will deploy Multi Task Staff upon receiving a specific order in writing from this Office.
5. The contract can be terminated by either of the parties by giving notice of

f 15 days.

6. This office shall make no payment directly to the personnel sent by the service provider for Multi Task Staff and the payment shall be made in the name of the Service Provider.
7. The service provider shall be responsible for payment of minimum wages as per Labour Commissioner (Central), Provident Fund, ESI contributions, PT & GST and other statutory Dues in respect of personnel supplied as per law.
8. The service provider is required to pay salaries/wages of contracted staff deployed at buyer location first i.e. on their own before 7th day of every month and then claim payment from buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
9. The location of the registered office of the Service Provider should be within the jurisdiction of the Karnataka State only and they may submit or participate in the said BID.
10. The Bidder shall submit Demand Draft of Rs.1,000/- (One Thousand rupees) (non-refundable) in favour of Regional PF Commissioner – I, payable at Hubballi, Karnataka towards application fee, DD should be reached within Bid End date, no exemption is allowed on application fee. Non submission of Demand Draft will lead to disqualification of bidder.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.

5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---