



कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)

क्षेत्रीय कार्यालय : मुंबई - 1, भविष्य निधि भवन,
341, बांद्रा (पूर्व), मुंबई 400 051

Tel: 022 - 26470001,2,3,4,5 Fax: 022 - 26470028



सं. महा/बांद्रा/भ.नि./रखवाल/ ११

दिनांक: 17/05/2019

निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, मुंबई-1, संविदा की तिथि से एक वर्ष के लिए कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, बांद्रा के लिए सामान एवं श्रम का मूल्य सहित व्यापक साफ - सफाई (हाउसकीपिंग) के लिए प्रसिद्ध अनुभवी एवं आर्थिक रूप से संपन्न जनशक्ति आपूर्ति करनेवाली कंपनियों/ फर्मों/ एजेंसियों से, निम्नलिखित जनशक्ति की आपूर्ति करने हेतु सीलबंद निविदाएं आमंत्रित करता है। संविदा की उक्त अवधि को विभाग द्वारा घटाया या बढ़ाया भी जा सकता है।

क्र. स.	सेवा का नाम	अनुमानित आवश्यकता	श्रेणी	स्थल
1	साफ सफाई कर्मचारी	24	गैर कुशल	341, भविष्य निधि भवन, बांद्रा (पूर्व), मुंबई 400 051

निविदा दस्तावेज में नियम एवं शर्तें, पूर्व अर्हता मानदंड इत्यादि समाहित हैं, जिसे "क्षेत्रीय भविष्य निधि आयुक्त, मुंबई-1" के नामसे मुंबई में देय डिमांड ड्राफ्ट / पे ऑर्डर के माध्यम से रु. 500/- का भुगतान कर इस कार्यालय से प्राप्त किया जा सकता है। उक्त दस्तावेज को इस कार्यालय की वेबसाइट www.epfindia.gov.in से भी डाउनलोड किया जा सकता है। अन्य विवरण निम्नलिखित अनुसार है।

1	निविदा दस्तावेज की आपूर्ति	05/06/2019 अपराह्न 05:00 बजे तक
2	निविदा दस्तावेज की कीमत	रु. 500/-
3	अग्रिम जमा राशि	रु. 1,00,000/-
4	निविदा प्रपत्र जमा करने की अंतिम तिथि	06/06/2019 को दोपहर 02:30 बजे
5	तकनीकी बोली का खुलना	06/06/2019 को अपराह्न 03:00 बजे
6	वित्तीय बोली का खुलना	07/06/2019 को अपराह्न 03:00 बजे

निविदा सीलबंद लिफाफे में जिसके ऊपर "बिड कॉन्ट्रैक्ट फॉर हाउसकीपिंग सर्विसेस" लिखकर क्षेत्रीय भविष्य निधि आयुक्त को संबोधित करते हुए भविष्य निधि भवन 341, बांद्रा (पूर्व), 400051 के ग्राउंड फ्लोर, रिसेप्शन काउंटर में रखे गए कोटेशन बॉक्स में निविदा को जमा करने के निर्धारित समय को या उससे पूर्व जमा करना होगा। निर्धारित समय सीमा के पश्चात निविदा दस्तावेज को किसी भी स्थिति में स्वीकार नहीं किया जाएगा। कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय बांद्रा कोई एक या सभी निविदाओं को बिना कोई कारण बताए स्वीकार या रद्द करने का अधिकार अपने पास सुरक्षित रखता है।

(सुबोध सुलाखे)

सहायक भ. नि. आयुक्त (रखवाल)

क्षे. का. मुंबई-1, बांद्रा



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय), भारत सरकार
(Ministry of Labour & Employment, Govt. of India)



Regional Office : Bandra-I, Bhavishya Nidhi Bhavan/ क्षेत्रीय कार्यालय - बांद्रा :1, भविष्य निधि भवन,
341, Bandra (East), Mumbai 400 051/341, बांद्रा (पूर्व), मुंबई 051 400

Tel: 022 - 26470001,2,3,4,5 Fax: 022 - 26470028

No.MH/BAN/PF/CT/11

Date: 17/05/2019

TENDER NOTICE

Employees Provident Fund Organisation, Mumbai-I, invites sealed tenders from reputed, experienced and financially sound suppliers of manpower service companies/ firms/ agencies for **comprehensive House-keeping Services including cost of material and labour** for providing below mentioned manpower for Employees Provident Fund Organisation, R.O. Bandra for a period of one year from the date of contract. The period may be further extended or reduced by the department.

Sr. No.	Name of service	Approximate Requirement	Category	Location
1	House-keeping staff	24	Un-skilled	341, Bhavishya Nidhi Bhawan, Bandra East, Mumbai 51.

The terms and conditions, pre-qualification criteria, etc. are incorporated in the tender document and is available in this office on payment of Tender Document Cost of Rs. 500/- by way of **Demand Draft / Pay Order** drawn in favour of **"Regional Provident Fund Commissioner, Mumbai -I"** payable at **Mumbai**. The same may also be downloaded from this office website www.epfindia.gov.in. The other details are as follows.

1	Supply of tender documents	05/06/2019 up to 05.00 P.M.
2	Tender Document Cost	Rs.500/-
3	Earnest Money Deposit	Rs. 1,00,000/-
4	Last date of submission of tenders	06/06/2019 up to 02.30 P.M.
5	Opening of Technical Bid	06/06/2019 at 03.00 P.M.
6.	Opening of Financial Bid	07/06/2019 at 03.00 P.M.

The tender /quotation in sealed envelope addressed to the undersigned super scribing there on **"Bid contract for House-keeping Services"** be deposited in the quotation box placed at the ground floor reception counter, Bhavishya Nidhi Bhawan 341, Bandra (E) 400-051, on or before scheduled time & date of submission. The tenders / quotation received beyond the specified date & time will not be considered on any ground. The EPFO Regional Office, Mumbai-I, Bandra reserves the right to accept / reject any quotation(s) without assigning any reason thereof.

(Subodh Sulakhe)

Assistant P.F. Commissioner (CT),
R.O. Mumbai -I, Bandra.



कर्मचारी भविष्य निधि संगठन Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय), भारत सरकार

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

Regional Office : Bandra-I, Bhavishya Nidhi Bhavan/ क्षेत्रीय कार्यालय - बांद्रा :1, भविष्य निधि भवन,

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Provision of House-keeping Services

The EPFO, Regional Office, Bandra invites sealed offers from reputed/authorised firms / companies for providing House-keeping Services for its Regional Office, Bandra for a period of one year.

TENDERING PROCESS:

Tender is invited in two parts i.e. **(1) Qualifying Bid and (2) Financial Bid**. The tender form for qualifying bid prescribed in Annexure-I and the tender form for the financial bid prescribed in Annexure-II complete in all respects should be closed in two separate sealed covers and **both these sealed covers must be put inside a single sealed cover** and submitted to the Regional Provident Fund Commissioner, 341, Bhavishya Nidhi Bhawan, Bandra Mumbai-I, **by 02:30 p.m. on 06/06/2019 in the Tender Box kept for this purpose in ground floor reception counter at Regional Office, Bandra**. The inner sealed covers shall be super scribed with "Qualifying Bid" and "Financial Bid" respectively and outer sealed cover shall be super scribed with "Bid – Contract for House-keeping Services".

The offers will be opened by a committee of officers of EPFO on **06/06/2019 at 03.00 P.M.** in the presence of bidders in **Conference Hall at second floor**. Incomplete bid document will be rejected. The valid qualifying bids will be scrutinised by the Department to shortlist the eligible bidders and thereafter the financial bids of the shortlisted bidders will be opened on **07/06/2019 at 03.00 P.M.** Late submission of tenders will not be accepted.

Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) per application in the form of Demand Draft/Banker's Cheque drawn in favour of "The Regional Provident Fund Commissioner, Mumbai-I" should accompany the qualifying bid. Qualifying Bids without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender election process. The EMD of the unsuccessful bidder will be returned immediately after scrutiny of the proposals.

The successful bidder of the contract has to submit a **Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt for an amount of Rs. 3,00,000/- (Rupees Three Lacks only)** within 15 days from the day of obtaining the contract.

Eligibility Conditions: The agency who will be able to meet the following criteria are only eligible to apply:-

1) Agency should have atleast **Five Year** experience in Housekeeping services (copy of the supply orders should be enclosed).

2.The agency should furnish attested copies of the following documents:

- Registration Certificate under
- i) Contract Labour (R&A) Act, 1970
- ii) ESI/EPF/Income-Tax/Service Tax Registration Certificates.
- iii) License from Labour Department and also from the controlling authority under the "Private Security Agencies (Regulation) Act, 2005

- b) Enclose latest Income Tax return.
- c) Minimum wages payment certificate from Labour Enforcement Office.
- d) Balance sheet for last three years.

3. The bidder should submit Earnest Money Deposit (EMD) by way of Demand Draft of Rs. 1,00,000/- (Rupees One Lakh Only) drawn in favour of "The Regional Provident Fund Commissioner, Mumbai-I" along with the quotations failing which the tender will be out rightly rejected. EMD in any form other than stated above shall not be accepted. The successful bidder of the contract has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt for an amount of Rs. 3,00,000/- (Rupees Three Lakh Only) within 15 days from the day of award of contract. The EMD and Performance Guarantee will be refunded after completion of the contract period.

4. Tender without documents, as above/incomplete tenders are liable to be rejected. The EPFO reserves the right to accept/reject any offer without assigning any reason thereof.

5. Bidders should have carried out three similar works of House-keeping services of value not less than Rs. 25 Lakhs/annum in last 04 years ending 31st March 2019. Out of the above at least two completed works should have been carried out in Govt./Semi Govt./Autonomous Organisation/PSUs and private sector. Work experience should be supported with copy of relevant performance certificate issued by the competent authority.

6. Agency should have at least 30 employees on its roll, for which documentary evidence should be produced along with quotation.

7. The list of all the clients and their period of contract should be furnished. Agencies having experience with Government Organisation will be given priority. A copy of the experience certificate shall be enclosed. Agency should enclose latest Income Tax return along with the quotation. The rate quoted should be on monthly basis for the above said work. The contractor should read the terms and conditions carefully and visit the site physically for understanding the nature of the work fully, before quoting the rates. No additional claim in any manner will be entertained in later stage.

8. The successful bidder has to execute an agreement for the above contract with the EPFO incorporating the prescribed terms and conditions in a non-judicial stamp paper of appropriate denomination before commencing of works.

9. The tenderer shall sign and stamp each page of this tender document as spoken of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Annexure will also have to be signed and stamped by the firm through its Authorised Signatory. The tender forms shall be rejected if it is not complete in any aspect.

10. The list of cleaning materials to be used at Regional Office should be furnished in the proforma enclosed in the Tender document.

11. The tenderer should ensure that the qualifying Bid contains: (i) duly filled in Annexure- I, (ii) EMD for Rs.1,00,000/- (iii) All the required documentary proof (all Page assigned), (iv) Signed copies of nature of works and Terms and conditions and that the financial Bid contains: (i) duly filled in Annexure-II (2 pages).



(Subodh Sulakhe)
Assistant P.F. Commissioner (CT),
R.O. Mumbai -I, Bandra.

NATURE OF HOUSE-KEEPING WORKS IN THE REGIONAL OFFICE PREMISES IS AS BELOW:

I. DAILY ATTENTION

1. House-keeping of the entire Office Building and its premises (including roof, parking place, recreation club and open area to be done on daily basis). Cleaning inside the office, rooms, conference hall shall be completed before 9.00 AM.
2. Waste paper collected from the premises shall be stored on the place identified by the Care Taker and other garbage swept materials should be cleared every day and not to be stored in the premises.
3. Cleaning and mopping of the floor should be done by fibre mope / sponge mope using detergents mixed with perfumed phenyl.
4. Carpets shall be cleaned with vacuum cleaners only. No brooms shall be used.
5. Cleaning / dusting should be done daily on the following things:
I) Tables II) Chairs & Stools III) Trays IV) Telephones V) Racks VI) Sofa Set VII) Computer and Keyboards VIII) Cup-Boards IX) Filling cabinets X) Dust bins XI) Modular Furniture's XII) Any other Office Equipment.
6. Daily Brushing / Sweeping and cleaning the main staircase and fire escape staircase with long handle fibre mope.
7. Wet Cleaning and drying of the toilets should be done for at least **thrice a day**. There should not be any stains on the pots and washbasins and foul smell. Wet cleaning shall be of perfumed phenyl.
8. Availability of sanitary materials such as Naphthalene Balls, Odonil, Liquid Soap (Soap, Freshener, Toilet Paper, Towel, Covered Waste baskets and buckets etc.) inside the toilet throughout the year shall be ensured.
9. Perfumed disinfection spray should be sprayed daily in the rooms, cabins and visitors area of the office.

II. WEEKLY ATTENTION:

1. Cleaning of window glasses, glass panes and doors.
2. Cleaning of lights, fans, etc.
3. Cleaning of the blower part and area around the Air-Conditioner.
4. Cleaning of Venetian Blinds.
5. Cleaning of steps rails and maintenance rust free.

III. MONTHLY ATTENTION:

1. Cleaning of windows from outside with soap and water.
2. Sweeping and dusting of entire Ceiling, Walls, Pillars and partitions with vacuum cleaners only.
3. Sweeping and cleaning with vacuum cleaners by shifting the furniture etc.
4. Cleaning and dusting of racks by removing files and papers and replacing the same in order.
5. Cleaning and removing stains from rexine or leathers of sofa, Chairs with necessary chemicals.
6. Removing stains from the painted walls, wall edges, furniture etc.
7. Removal of cob-webs wherever they exists.
8. Wet cleaning the terrace of both building with soap water.

IV. GARDEN

1. The gardener engaged should have minimum five years' experience in maintenance of gardens.
2. He should fetch water to all plants planted inside the office premises
3. He should remove the weeds periodically and feed manure to the plants



(Subodh Sulakhe)
Assistant P.F. Commissioner (CT),
R.O. Mumbai -I, Bandra.

TERMS AND CONDITIONS

The Agency will be considered forward of contract only if they agree to abide by the following terms & conditions:

1. The sweepers and gardeners engaged for the work should wear uniform with Identity Card.
2. The Sweepers should be available from 7.30 AM to 4.30 PM with one hour lunch break for Regional Office, Bandra. The Agency should engage persons who are physically fit and have good moral characters and must be above the age of 21 years and below the age of 58 years.
3. The persons engaged for the works will not be allowed to stay in the premises after completion of the work and the persons should not take bath or misuse the water.
4. Any absenteeism in manpower will be noted down on a daily basis and would be debited proportionally at the time of payment at the end of every month.
5. The staff at work and the supervisor are in charge for all the items such as rubber mats, nylon mats, taps, water hosepipes etc. and in case any breakage / loss of these items will lead to deduction of the actual cost of the items from the bills of the agency.
6. The attendance of the employees engaged should be got certified by the caretaker/staff of section every day.
7. The EPFO shall have no connection with the persons engaged by the Agency and such persons shall not be on the rolls of EPFO at any point of time.
8. The Insurance and accident risks of the workers shall be the responsibility of the Agency.
9. The EPFO reserves the right to order removal of any worker of the agency from the office premises at any time if it is felt that he/she is undesirable.
10. The Contractor shall maintain and promote a high standard in house-keeping in all the areas of our premises.
11. The sanitary material used should have appropriately branded and of ISI quality and the same should be handed over / shown to the caretaker on the first day of every month. The material shall be kept in the room with double lock system and utilized on day to day basis with the knowledge of caretaker.
12. The supervisor of the agency should report to the caretaker everyday twice (i.e.) in the morning and in the evening and report the compliance of the work.
13. The Contractor or his representative should visit the site physically and supervise the daily work both morning and afternoon and to carry out the instruction of the Caretaker.
14. If the agency does not deploy the required number of housekeeping personnel for two consecutive days, a penalty of Rs. 250/- per day consolidated.
15. Agencies should have registration numbers for Employees' Provident Fund, Employees' State Insurance, and Central Labour Licences and pay the Provident Fund / Employees' State Insurance benefits to the employees. The wages paid to housekeeping personnel should strictly comply with Minimum Wages Act and Contract Labour(R&A) Act, 1970 and at rates specified by the Central Government. All these statutory liabilities shall be the sole responsibility of the agency. Documentary evidence should be enclosed with the quotation.
16. Licence from Labour Department as per section 12 of Contract Labour (R&A) Act, 1970 should be obtained for the contract work within 7 days of award of contract.
17. Failure by the contractor to comply with any statutory requirements and/or other terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
18. Close liaison should be maintained with our officers-in charge concerned for smooth and efficient performance of housekeeping service.
19. The period of contract will be for One year. At the end of the period of contract the same may be extended by EPFO for another one year at its discretion by giving 15 days' notice.

20. In case the department terminates or the contractor withdraws for any deficiency in services / violation of terms and conditions during the period of contract, notice is to be issued in three months advance by either side. In case the contractor withdraws without issuing any notice, the performance guarantee will be forfeited.

21. The RPFC, RO Bandra reserves the right to terminate the contract without assigning any reasons by giving 30 days' notice.

22. The payment will be made as per the Attendance Register duly signed by the Supervisor periodically at least once in a week and accepted by Caretaker of this organisation.

23. The agency shall submit its monthly bills with all the relevant documentary proofs within 3 days of close of the billing month.

24. The payment will be done on monthly basis within 10 days of close of the billing month provided the bills with all the necessary documentary proof are submitted by the agency within 3 days of close of the month.

25. In some occasions due to budgetary constraints, the payment may be delayed for one or two months. The contractor should bear such situation and should not stop the work for want of payment.

26. The agency shall submit its monthly bill within 3 days of close the billing month along with the proof of remittance of ESIC/PF contributions pertaining to the previous month by way of challan and a statement in the proforma as prescribed by this office under Para 36B of the EPF Scheme, 1952. Without submission of the above details and proof, no payment will be made to the agency.

27. TDS will be deducted as per the prevailing income tax rules on every bill.

28. The workers engaged under the contract should invariably have PF No. , UAN & Aadhar No. And the same should be furnished after award of the work to the agency.

29. Besides the above, an undertaking in the following formater should also be furnished:

"The contractor here by agrees to undertake that he shall abide and conform to the various provisions in so far as they relate to him as specified in Contract Labour(R & A) Act, 1970".

30. The decision of the RPFC of EPFO in all matters of the Contract shall be final and binding on both the parties.



(Subodh Sulakhe)
Assistant P.F. Commissioner (CT)
R.O. Mumbai -I, Bandra.

QUALIFYING BID DOCUMENT

1. Name of the Registered Firm/ Company :
2. Address of the company
(with Tel No., Fax & E-mail) :
3. Name & Address of the Partners/Directors
(with Mobile No.) :
4. Contact Person(s) (with mobile number):
5. No. of years of experience * in providing housekeeping services :
6. List of clients along with certificate of appreciation format least two important clients :
7. PAN No. :
8. GST No. :
9. Service Tax Registration No. :
10. Details of Registration with EPF authorities
And ESI authorities (attach proof) :
11. Details of EMD :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with seal)

* Details in respect of government and non-government organizations may be provided in separate annexure accompanying this qualifying bid.

Details of Enclosures

NAME OF THE WORK : Housekeeping works at Employees' Provident Fund Organisation, Regional Office, Bandra – 51 /

LIST OF ENCLOSURES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I have gone through the terms and conditions and nature of work to be undertaken. I have also visited the site physically and the rate quoted is as per the above.

(Signature of Authorized Signatory with seal)

LIST OF MATERIALS TO BE UTILIZED FOR ONE MONTH
REGIONAL OFFICE, BANDRA (Old Building).

Sl. No.	Name of the materials (including brand name)	Quantity	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

SIGNATURE OF AUTHORISED SIGNATORY WITH SEAL

LIST OF MATERIALS TO BE UTILIZED FOR ONE MONTH for Bandra (New Building)

Sl. No.	Name of the materials (including brand name)	Quantity	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SIGNATURE OF AUTHORISED SIGNATORY WITH SEAL

FINANCIAL BID DOCUMENT**Name of the Firm/Company****Providing Housekeeping services at RO, Bandra-51**

(All amount in Rs)

Sl No.	Category of Manpower Required	No. Of persons required in each category	Monthly Gross wages payable per person (Not to be below the Minimum Wages notified by the Central Govt.)	Total Monthly Amount (Total per person multiplied by No. Of persons required)
A	B	C	D	E
1	Sweepers	19		
2	Gardner	1		
3	Lift Operator	2		
4	Plumber cum Pump Operator	1		
5	Supervisor	1		
Total Bid amount per month for RO, Bandra (Including Service charge/House Keeping materials etc.)				

Signature of Authorised Signatory with Seal

Break up Details

Particulars	Salary break up details				
	Sweeper/ Cleaner	Pump operator	Lift Operator	Supervisor	
Basic +DA					
EPF					
ESI					
Sub total					
Administrative service charges					
Materials					
Total wages per month					
GST %					
Grand Total					

Signature of Authorised Signatory with Seal