कर्मचारी भविष्य निधि संगठन,
EMPLOYEES PROVIDENT FUND ORGANISATION
(मंत्र सरकार भारत सरकार)
(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)
क्षेत्रीय कार्यालय/ REGIONAL OFFICE,
36/685, भविष्य निधि भवन, कलूर, कोल्कत्ता — 682 017.
36/685A, BhavishyaNidhiBhawan, Kaloor, Kochi — 682 017.
दूरभाष: 2341516, 2341559, 2341599 फॅक्स: 0484-2338410
E- mail: sro.kochi@epfindia.gov.in

के आर/केसी/प्रशा.II(5) /06(1) /2015-16 दिनांक:03.05.2017

कोटेशन/निविदा आमंत्रण आधिकृतन

कर्मचारी भविष्य निधि संगठन(क.भ.नि.आ.), जो श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय है, की ओर से क्षेत्रीय भविष्य आयुक्त, कोलकाता द्वारा क्षेत्रीय कार्यालय, कोलकाता-17 के लिए “गृह व्यवस्था के लिए कोटेशन” आमंत्रित है। विस्तृत निर्देशन ओर शर्तों की जानकारी सभी कार्य दिवसों में कार्यालय से तथा हमारी वेबसाइट www.epfindia.gov.in, www.epfkerala.in से पा सकते हैं। कोटेशन/निविदा 25/05/2017 को अपराह्न 2.00 बजे तक अधोस्ताध्याय को पहुँच जाना चाहिए तथा कोटेशन उसी दिन अपराह्न 4.00 बजे खोला जाएगा।

(सहायक भ.नि.आयुक्त(प्रशा.II))
दूरभाष:0484-2535130
NOTIFICATION INVITING QUOTATION / TENDERS

Regional Provident Fund Commissioner, Kochi, on behalf of the Employees' Provident Fund Organisation (EPFO) a statutory Body under the Ministry of labour and Employment, Government of India, invite sealed Quotation for Housekeeping for Regional Office, Kochi-17. The detailed terms and conditions can be known from the office on all working days and also from our websites, www.epfindia.gov.in, www.epfkerala.in. The tender/quotatIon should reach the undersigned on or before 2 pm, on 25/05/2017 and the quotation will be opened on the same day at 4 PM.

(Ebin Viswanath V.)
Asst. PF Commissioner (Adm.II)
Ph.: 0484 – 2535130
NOTICE FOR INVITING QUOTATION

The Regional P F Commissioner, Kochi invites sealed quotations from reputed agencies for supplying two cleaning staffs (No of persons will likely be increased on demand) for cleaning office and office premises/ housekeeping of the Regional Office Kaloor, Kochi -682017 for period of one year from 01/06/2017 to 30/05/2018 stated below.

<table>
<thead>
<tr>
<th>Particulars of building</th>
<th>Approx. area</th>
<th>No of toilets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhavishyanidhi Bhavan, Regional Office, Kochi -682017</td>
<td>1000 sq m</td>
<td>12</td>
</tr>
</tbody>
</table>

(A) OFFICE SPACES

1. The office floor area including officer's chambers, staff halls visitor's rooms, recreation room, Stationery room, facilitation counter stair case, corridors etc. shall be cleaned and mopped once daily or on call basis and scrubbed and vacuum cleaned once a week. They shall do extra mopping at entrance of the building and as required in rainy days to avoid slippage.

2. Furniture like tables, chairs, optimisers, visitors chairs, computer tables, almirahs etc and electronic gadgets like computers, telephones, fax machines, photocopier machines etc installed in the above mentioned areas shall be dustfree and dusting shall be done daily. The compactors doors windows, partition venetian blinds and curtains shall also be kept clean by cleaning them once in a week.

3. All records are kept in the compactors /almirahs/racks. The dust getting accumulated over them shall be vacuum cleaned once in a fortnight that too only on a working day in the presence of the official who is in possession of such records or such other designated official.

4. The lobby at the main building shall be maintained spic- and - span and moping off dirt shall be done as and when strain or foot marks appear. All items installed at the lobby viz tables, chairs, glass doors, shall be wiped off dirt at regular intervals on all working days.

5. The electrical fittings like tube light fans etc. shall be cleaned once in a week.

6. All door mats and carpets shall be cleaned on a weekly basis.

7. The pipeline shafts in all the buildings shall be cleaned once in a month.

(B) TOILETS

(i) The specified area of this office building has 12 toilets. All the toilets shall be cleaned and made fit for use by 8.45 am. Care shall be taken that the cleaning operations does not obstruct the use of toilets for very long time. The common toilets in the office Urinals, commodes, wash basins, mirror, tap fittings etc shall be cleaned four times daily.

(ii) Toilet fresheners naphthalene balls and urinal cubes shall be applied in all toilets by contractor up on supply by this office.

(iii) The electrical fittings like tube lights fans exhaust fans etc shall be cleaned once in a week.

(iv) A time chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the housekeeper in it as a mark of having completed the cleaning operation.
(C) COMMON AREA

(i) The corridor area, staircases and its railing and the lifts shall be cleaned and mopped twice a day. The corridors and staircases shall also be cleaned using a scrubber machine once in a week.

(ii) The electrical fittings like tube light, fans, exhaust fans etc in the corridor staircases and lifts shall be cleaned once in a fortnight.

(iii) The doors, windows, glass partitions, walls, skirting, artificial plants, door mats, carpets, paintings, name boards, fire extinguishers etc in the corridors and staircases shall also be wiped clean once in a week.

(iv) Apart from periodic cleaning, if strains, spills or foot marks or by any act of human or nature anything is found or reported in these areas, the same shall be cleaned immediately.

(v) The surroundings of these buildings including car parking area, scooter/cycle sheds etc shall be cleaned daily. They should be totally free from dead/dropped leaves and litter.

(vi) Cobwebs, honey combs etc, if found or reported anywhere shall be removed immediately. Fumigation, fogging and spray of larvicides shall be done once in a month to control mosquito and cockroach infestations. Periodical measures shall be undertaken to prevent rodent menace.

(vii) All rubbish and waste items that get accumulated at the canteen/toilet/ corridors and staircases shall be relocated periodically to the dumping points set up by the department and there shall be no left over at the end of the day.

OBLIGATIONS OF THE CONTRACTOR

I. Any short supply or inadequacy with regard to manpower and equipment employed by the contractor as stated in the bid shall be viewed seriously.

II. In the areas in the office which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use by 8.45 AM. All hourly operations shall be executed continuously till the closing time of duty i.e. 03.30 PM. Working hours is from 7.30 am to 3.30 pm for all days except Sunday and National Holidays.

III. The schedule of weekly and fortnightly cleaning operation to be undertaken shall be submitted to the designated officer on the last working day of the previous month and the contractor shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and Holidays or at the convenience of the officer occupying the chart.

IV. The contractor shall ensure that his personnel shall have identity cards provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the contractor.

V. The personnel shall report to the Officer in-charge assigned by the Department.

VI. The Office will provide all cleaning equipment and cleaning materials.

VII. The contractor is responsible for payment of monthly salary to the personnel as per the Payment of Wages Act, Minimum Wages Act or such other statutes as applicable regard to wages and Payment shall be affirmed based on actual working days / work done.

VIII. The contractor should have EPF and ESI registration. The contractor is solely responsible for the statutory payments such as ESI EPF etc. paid to the concerned authorities. Proofs of such payments made in the previous month have to be produced every month before obtaining payment.
(ix) The contractor shall have valid registration under Contract Labour (regulation and abolition) Act 1970 and shall continue to be registered till the expiry of the contract.

(x) The contractor shall submit the bill for the current month by the first day of the next month so as to enable the department to process the same and pay the contractor.

(xi) Tax shall be deducted at source as per the Income Tax Rules on monthly bills.

(xii) If in the opinion of the Department, the Contractor does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the department may get the work done through alternative method and the cost of which shall be recovered from the contractor from the monthly payment and or the money available with the Department as performance guarantee.

(xiii) In the event of the Department deciding to renew this contract on the same terms and embodied or such other modified terms as it may think fit and proper the department shall communicate the decision to the contractor in which event the parties to this agreement shall be governed by such documents for future or further transactions.

(xiv) Liaison shall be maintained by the contractor with our officers in charge concerned for smooth and efficient performances of duties of the house keepers.

(xv) The contractor shall ensure that the personnel present themselves, clean and tidy and in proper attire wherever they carry out the work covered by this agreement. Their uniform shall be decided in consultation with the Officer in Charge EPFO, Regional Office, Kochi.

(xvi) The contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of the persons engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.

(xvii) The contractor shall at all times indemnify the Department against any claim which could arise under the Workmen Compensation Act, 1953 and or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained by any of the workmen engaged by the contractor or other persons which entry into the Department premises has been authorised by the contractor. The contractor shall ensure all the personnel engaged for this job and such policy shall be produced to the Department on demand.

(xviii) In the event of any exigencies, the Department shall have discretion to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this Agreement.

(xix) Service Tax as per laws in force shall be paid by the Department.

(x) That the contractor shall arrange for the maintenance of all such register and forms as are statutorily required and/ or considered necessary for the efficient performance of the contract.

(xoi) That it shall be clearly agreed and understood by the Contractor that all the persons provided shall be the employees of the contractor and all disputes between the contractor and its employees shall have no bearing on the department. The department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee, ex-employee of the contractor. The contractor is fully responsible for disciplined behaviour or its workmen.

(xoii) All damages caused by the contractor or that by the contractor’s employees or by any other personnel arising out of its employees instructions shall be charged to the Contractor and recovered from its dues/bills or adjusted against the performance guarantee.

(xoi). Failure by the contractor to comply with any statutory / requirements and / or terms of the agreement during the period of contract shall result in deductions from the bill at the rate fixed by the department for each lapse and or termination of the contract and subsequent disqualification in any future tender of the department.
(xxii). Besides the above an undertaking in the following format shall also be furnished.

The contractor hereby agree 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.

(xxiv). The performance guarantee as required by the department is Rs.10000/- (non interest bearing) by the contractor on the event he selected for work.

Quotations should reach Sri. Ebin Viswanath V. Assistant Provident Fund Commissioner, EPF, Regional Office, Kochi-682017 on or before 25/05/2017 at 2 P.M. Bids received after 2 PM on 25/05/2017 will not be considered.

An EMD of Rs.10000/- by way of Demand Draft drawn in favour of Regional P F Commissioner, Regional Office, Kochi, payable at Ernakulam which is refundable should accompany with the quotation. Bids without requisite EMD will be rejected forthwith.

(Ebin Viswanath V.)
Assistant P F Commissioner (Adm II)
EPF, RO, Kochi-682017