



कर्मचारी भविष्य निधि संगठन Employees' Provident Fund Organisation

(श्रम व रोजगार मंत्रालय, भारत सरकार) (Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर / Regional Office, Rajarajeshwari Nagar

राजाराजेश्वरी रेजेंसी, संख्या-570, 26th क्रॉस, आइडियल होम को-ऑप सोसाइटी लेआउट, बंगलूर-560098
Rajarajeshwari Regency, No.570, 26th Cross, Ideal Home Co-op Society Layout, Bangalore-560098
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सं.कर्ना./भ.नि./क्षे.का./रा.रा.न./प्रशा./2017-18/ 109

दिनांक/Date: 24.08.2017

No.KN/PF/RO/RRN/ADM/2017-18/

हाउस कीपिंग सेवाओं के प्रावधान हेतु निविदा आमंत्रण की सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर-98 के द्वारा 05 हाउस-कीपिंग कर्मचारियों को क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर, बंगलूर-560098 में प्रयोगात्मक रूप से 01.10.2017 से आरंभ होकर एक वर्ष की अवधि के लिए काम पर लगाने हेतु हाउस-कीपिंग-सेवा के कार्य में लगे प्रतिष्ठित/ प्राधिकृत संस्थानों/कंपनियों से मुहरबंद कोटेशन आमंत्रित किए जाते हैं।

निविदा की प्रक्रिया

निविदा दो भागों में आमंत्रित की जाती है - (1) अर्हता बोली एवं (2) वित्तीय बोली। एनेक्सर-1 में दर्शाए गए अर्हता बोली हेतु निविदा प्रपत्र एवं एनेक्सर-2 में दर्शाए गए वित्तीय बोली हेतु निविदा प्रपत्र जोकि सभी प्रकार से पूर्ण हो, दो अलग-अलग मुहरबंद लिफाफे में संलग्न किए जाने चाहिए एवं इन मुहरबंद लिफाफों को अवश्य ही एक मुहरबंद लिफाफे के अंदर रखा जाना चाहिए एवं क्षेत्रीय भविष्य निधि आयुक्त, सं. 570, 26वाँ क्रॉस, आइडियल होम्स लेआउट, राजाराजेश्वरी नगर, बंगलूर-560098 को इस उद्देश्य के लिए सेक्युरिटी - गेट के पास रखे टेंडर-बॉक्स में अथवा डाक द्वारा 15.09.2017 को 03:00 बजे अपराहन तक अथवा उससे पहले जमा किया जाना चाहिए। अंदर रखे मुहरबंद लिफाफों के उपर क्रमशः "अर्हता बोली" एवं "वित्तीय बोली" लिखी होनी चाहिए एवं बाहरी मुहरबंद लिफाफे के उपर "हाउसकीपिंग सेवाओं के प्रावधान हेतु बोली-संविदा" लिखा होना चाहिए।

कोटेशन 15.09.2017 के 4:00 बजे अपराहन को कर्मचारी भविष्य निधि संगठन के अधिकारियों की समिति के द्वारा क्षे.भ.नि.आ.-II के कक्ष, सं.-570, 26वाँ क्रॉस, आइडियल होम्स लेआउट, राजाराजेश्वरी नगर, बंगलूर-560098(प्रथम मंजिल) में बोलीदाताओं की उपस्थिति में खोला जाएगा। अपूर्ण बोली दस्तावेजों को अस्वीकृत कर दिया जाएगा। वैद्य अर्हता बोलियों की योग्य बोलीदाताओं को चुनने हेतु विभाग द्वारा छूटनी की जाएगी एवं उसके बाद चुने गए बोलीदाताओं की वित्तीय बोलियों को उसी दिन तुरंत खोला जाएगा। देर से जमा किए गए निविदाओं को स्वीकृत नहीं किया जाएगा।

रु 60,000/- (रुपया साठ हजार मात्र) की बयाना जमा राशि(ईएमडी) प्रति आवेदन के हिसाब से किसी भी अधिसूचित बैंक के डिमांड-ड्राफ्ट/बैंकर चेक के रूप में जोकि "क्षेत्रीय भविष्य निधि आयुक्त, राजाराजेश्वरी नगर, बंगलूर-98" में देय हो अर्हता बोली के साथ लगायी जानी चाहिए। बयाना जमा राशि के बिना अर्हता बोलियों को अस्वीकृत कर दिया जाएगा। निविदा चुनाव प्रक्रिया के

दौरान योग्य बोलीदाताओं के द्वारा बाहर निकलने की स्थिति में ईएमडी जब्त हो जाएगी। संविदा के सफल बोलीदाता द्वारा या तो सावधि जमा अथवा बैंक गारंटी रसीद के माध्यम से संविदा प्राप्त करने की तिथि से तीन दिन के अंदर रू 2,00,000/- (रुपया दो लाख मात्र) की निष्पादन गारंटी जमा की जानी है।

संस्था को हाउसकीपिंग सेवाएँ प्रदान करने के क्षेत्र में कम से कम 3 वर्ष का अनुभव होना चाहिए एवं रोल पर कम से कम 50 कर्मचारी होने चाहिए जिसके लिए कोटेशन के साथ दस्तावेजी साक्ष्य प्रस्तुत किए जाएँ।

सभी नियोक्ताओं की सूची एवं उनके अनुबंध की अवधि दर्शाया जाना चाहिए। सरकारी संगठनों से अनुभव प्राप्त संस्थाओं को प्राथमिकता दी जाएगी। अनुभव-प्रमाण-पत्र की प्रतिलिपि संलग्न की जाए। एजेंसी के द्वारा कोटेशन के समर्थन में आय-कर क्लियरंस सर्टिफिकेट दिया जाए। उपर्युक्त कार्य हेतु उद्धृत की गयी दर मासिक आधार पर होनी चाहिए। दर उद्धृत करने से पहले अनुबंधकर्ता के द्वारा नियम एवं शर्तों को सावधानीपूर्वक पढ़ना चाहिए एवं कार्य की प्रकृति को पूरी तरह से समझने हेतु भौतिक रूप से कार्यस्थल का दौरा किया जाना चाहिए। बाद के स्तर में किसी भी तरीके से किसी भी अतिरिक्त दावे पर विचार नहीं किया जाएगा।

सफल बोलीदाता को कार्य की शुरुआत करने से पहले कर्मचारी भविष्य निधि संगठन के साथ निर्धारित नियम एवं शर्तों को सम्मिलित करते हुए उचित मूल्यवर्ग वाले गैर-न्यायिक स्टांप पेपर में उपर्युक्त अनुबंध हेतु एक करार करना होगा।

निविदाकर्ता यहाँ निहित नियम एवं शर्तों को पढ़े जाने एवं समझे जाने के रूप में इस निविदा दस्तावेज के प्रत्येक पृष्ठ पर हस्ताक्षर करेंगे एवं इसे अर्हता बोली के साथ जमा करेंगे। निविदाकर्ता इस दस्तावेज के अंत में संलग्न किए गए एनेक्सर-1 एवं एनेक्सर-11 में साफ एवं स्पष्ट शब्दों में सूचनाएँ भरेंगे। एनेक्सरों को इसके प्राधिकृत अधिकारी के माध्यम से फर्म द्वारा हस्ताक्षरित एवं मुद्रांकित किया जाना चाहिए। किसी भी संदर्भ में पूर्ण नहीं होने की स्थिति में निविदा प्रपत्र अस्वीकृत कर दिया जाएगा।

दोनों में प्रयोग की जाने वाली सफाई किए जाने वाले सामान की सूची निविदा दस्तावेज में संलग्न प्रारूप में दर्शायी जानी चाहिए।

निविदाकर्ता द्वारा सुनिश्चित किया जाना चाहिए कि अर्हता बोली में (i) एनेक्सर-1 (पूर्ण रूप से भरे हुए), (ii) रू 60,000/- की ईएमडी, (iii) सभी आवश्यक दस्तावेजी सबूत (सभी पेज हस्ताक्षरित किए हुए), (iv) नियम एवं शर्तों की हस्ताक्षरित प्रतिलिपि एवं वित्तीय बोली में (i) पूर्ण रूपेण भरा हुआ एनेक्सर-11 (दो पेज) शामिल है।

एस मुरुगवेल

(एस मुरुगवेल)

क्षेत्रीय भविष्य निधि आयुक्त-11
क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर



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कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम व रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, राजराजेश्वरी नगर / Regional Office, Rajarajeshwari Nagar

संख्या-570, 26th क्रॉस, आइडियल होम लेआउट, राजराजेश्वरी नगर, बंगलूर-560098

No.570, 26th Cross, Ideal Home Layout, Rajarajeshwari Nagar, Bengaluru-560098



No.BG/MRD/ADM/A3/2017-18/ **109**

Date:24/08/2017

**NOTICE INVITING TENDER FOR
PROVISION OF HOUSE KEEPING SERVICES**

The EPFO, Regional Office, Rajarajeshwari Nagar, Bengaluru - 560098 invites sealed quotations from reputed /authorised firms / companies engaged in the business for providing housekeeping services to engage 05 House Keeping staff for its Regional Office, Rajarajeshwari Nagar, Bengaluru - 560098 for a period of one year tentatively w.e.f 01.10.2017.

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 enclosed 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, No. 570, 26th Cross, Ideal Homes Layout, Rajarajeshwari Nagar, Bengaluru 560098, **on or before 15.09.2017 by 3:00 p.m. in the Tender Box kept for this purpose near the Security Gate OR BY POST**. 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 provision of Housekeeping services".

The quotations will be opened by a committee of officers of EPFO on **15.09.2017** at 4.00P.M in the presence of bidders at the chamber of RPFC-II at 570, 26th Cross, Ideal Homes Layout, Rajarajeshwari Nagar, Bengaluru 560098 (I Floor). Incomplete bid documents 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 short listed bidders will be opened on the same day immediately. Late submission of tenders will not be accepted.

Earnest Money Deposit of Rs. 60,000/- (Rupees: Sixty Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of " **The Regional Provident Fund Commissioner, Rajarajeshwari Nagar, Bengaluru-98**" 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 selection process.

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. 2,00,000/-** (Rupees : Two lakh only) within three days from the day of obtaining the contract.

Contd....2

The agency should have experience in the field of providing housekeeping services for a minimum of 3 years and should have at least 50 employees on its roll, for which documentary evidence should be produced along with quotation.

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 endorse Income Tax Clearance Certificate 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.

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.

The tenderer shall sign and stamp each page of this tender document as a token 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. Annexures 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.

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

The tenderer should ensure that the qualifying Bid contains: (i) duly filled in Annexure - I, (ii)EMD for Rs. 60,000/- (iii) All the required documentary proof (all pages signed), (iv) Signed copies of nature of works and Terms and conditions and that the financial Bid contains: (a) duly filled in Annexure – II (2 pages).



(S. MURUGAVEL)
Regional Provident Fund Commissioner-II
RO, RR Nagar.

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

I. DAILY ATTENTION

1. Housekeeping of the entire Office Building at No.570, 26th Cross, Ideal Homes Layout, Rajarajeshwari Nagar, Bengaluru 560098 and its premises (including roof, parking place, recreation club and open area to be done on daily basis). Cleaning inside the office, rooms, etc. inside the premises shall be completed before 9.00 AM.
2. Collection and removal of waste paper from the premises shall not be stored on the premises overnight.
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 Furnitures XII) Any other Office Equipments.
6. Daily Brushing / Sweeping and cleaning the main 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 urinal 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 and Covered Waste baskets) 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. Polishing of brassware.
6. Sweeping and mopping of fire escape stairs.
7. 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.

Accepted the above nature of the works

SIGNATURE OF THE CONTRACTOR WITH SEAL

SIGNATURE OF REGIONAL P.F. COMMISSIONER-II

TERMS AND CONDITIONS

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

1. The sweepers engaged for the work should wear uniform with Identity Card.
2. The Sweepers should be available from 7.30 AM to 4.00 PM with one hour lunch break.
3. 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 50 years.
4. 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.
5. 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.
6. 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.
7. The attendance of the employees engaged should be got certified by the caretaker/staff of Administration section every day.
8. 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.
9. The Insurance and accident risks of the workers shall be the responsibility of the Agency.
10. 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.
11. The Contractor shall maintain and promote a high standard in housekeeping in all the areas of our Office Premises.
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 should visit the site physically and supervise the daily work both morning and afternoon and to carry out the instruction of the Caretaker at Main and Annex Building.
14. If the agency does not deploy the required number of housekeeping personnel for two consecutive days, a penalty of Rs. 250/- will be levied apart from the deduction of salary for absence.
15. Agencies should have registration numbers for Employees' Provident Fund, Employees' State Insurance, and Central Labour Licenses 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. All these statutory liabilities shall be the sole responsibility of the agency. Documentary evidence should be enclosed with the

quotation.

16. License 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. Housekeeping Personnel should be given weekly off, bonus, etc. as per the Contract Labour (R& A) Act, 1970.
18. Failure by the contractor to comply with any statutory requirements and / or the 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.
19. Close liaison should be maintained with our officers-in charge concerned for smooth and efficient performance of housekeeping service.
20. 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 7 days' notice.
21. In case the contractor withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee of Rs.2,00,000 /- (Rupees Two Lakhs only) provided by the successful bidder.
22. The RPF, Rajarajeshwari Nagar, Bengaluru 98 reserves the right to terminate the contract without assigning any reasons by giving 30 days' notice.
23. The Agency is responsible for payment of monthly salary including leave salary, bonus, gratuity, etc. to the housekeeping personnel as applicable to them by law.
24. 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.
25. The agency shall submit its monthly bills with all the relevant documentary proofs within 3 days of close of the billing month.
26. 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.
27. **The agency shall submit its monthly bill within 3days of close the billing month along with the proof of remittance of ESI/PF contributions pertaining to the previous month by way of challans 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.**
28. TDS will be deducted as per the prevailing income tax rules on every bill.
29. Besides the above, an undertaking in the following format should also be furnished:

“The contractor hereby 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.

Accepted the above terms and Conditions.

SIGNATURE OF THE CONTRACTOR WITH SEAL

SIGNATURE OF REGIONAL P.F. COMMISSIONER-II

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 Partner s / Directors
(with Mobile No.) :

4. Contact Person(s) (with mo bile number):

5. No. of years of experience* in providing housekeeping services :

6. List of clientele* alongwith certificate of appreciation from at least two
important clients :

7. PAN No. :

8. Service Tax Registration No. :

9. Details of Registration with EPF authorities
and ESI authorities (attach proof) :

10. Details of EMD :

D E C L A R A T I O N

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 fund in the above statement at any stage, the company will be black listed and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

* 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, Rajarajeshwari Nagar
(EPF Main Building No. 570, 26th Cross, Ideal Homes Layout,
Rajarajeshwari Nagar,
Bengaluru- 98)

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 date)

FINANCIAL BID DOCUMENT

Name of the firm/Company:

Work: Providing House Keeping Services to RO, Rajarajeshwari Nagar, Bengaluru.

(All Amounts in Rs.)

Sl.NO	Category of Required Manpower	No. of persons required in each CATEGORY	*Monthly Gross Wages payable per month	Employer's share of EPF contribution with admin. Charges (13.15% on EPF WAGES)	Employer's share of ESI Contribution	Total Monthly Amount PER PERSON	Total Monthly Amount (Total per person multiplied by No.of persons required)
A	B	C	D	E	F	G=D+E+F	H=G*C
1	Housekeeping staff	05					
	Total manpower cost per month (I)=						
	# Contractor's Service Charge (at _____% of total manpower cost) (II)=						
	Applicable Goods &Service Tax, if any(III)=						
	** Total Bid amount per month (IV= I+II III)=						

* Gross wages payable to the employees shall not be less than the minimum wages notified by the Central Government from time to time.

Contractor's Service Charge percentage must be specified clearly.

** Applicable income tax (presently TDS @ 2%) will be deducted on this amount.

Signature of Authorized Signatory with Seal