



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
क्षेत्रीय कार्यालय / Regional Office



प्लॉट नं.2, भविष्य निधि भवन, टाउन सेंटर, व्यावसायिक क्षेत्र, सिडको, औरंगाबाद – 431 029

Plot No. 2, Bhavishya Nidhi Bhavan, Town Centre, Commercial Area, CIDCO, Aurangabad – 431 029

क्र.महा/भनि/मासप्र/रखपाल/2017/ 134

दिनांक-30/08/2017

कर्मचारी भविष्य निधि संगठन के उपक्षेत्रीय कार्यालय, औरंगाबाद में सुरक्षा सहायको व गृह प्रबंधन कर्मचारी प्रदान किए जाने हेतु निविदा आमंत्रण

रोजगार एवं श्रम मंत्रालय के अधीन कर्मचारी भविष्य निधि संगठन के उपक्षेत्रीय कार्यालय, औरंगाबाद में निविदा के आधार पर सुरक्षा एवं रखरखाव हेतु वर्ष 2017-18 के लिए मानव संसाधन प्रदान किए जाने हेतु प्रतिष्ठित संस्थाओं से द्विबोली खुली निविदा व्यवस्था के अंतर्गत मुहरबंद निविदा आमंत्रित की जाती है। आवश्यक कार्मिक, श्रेणी एवं अनिवार्य आवश्यकताओं का विवरण निम्नानुसार है:

क्र	पद का नाम	योग्यता	श्रेणी	कुल आवश्यकता
01	सुरक्षा गार्ड	न्यूनतम हिंदी, अंग्रेजी, मराठी पढ़ सके क. कद कम से कम 5-5' ख. आयु 50 वर्ष से अधिक नहीं	अकुशल	04
02	गृह प्रबंधन कर्मचारी (हाउस कीर्पींग स्टाफ)	न्यूनतम हिंदी, अंग्रेजी, मराठी पढ़ सके	अकुशल	12

निविदा जमा करने की तिथि को महाराष्ट्र सरकार द्वारा उपरोक्त श्रेणी के कर्मचारियों हेतु लागू न्यूनतम मजदूरी से कम दर, संस्था द्वारा निविदा में उल्लेखित न की जाय।

नियम व शर्तें, विवरण के साथ एवं निविदा प्रपत्र, कर्मचारी भविष्य निधि संगठन, उपक्षेत्रीय कार्यालय औरंगाबाद के कार्यालय में रखपाल से र 100/- (अप्रतिदेय) का डीडी क्षेत्रीय भविष्य निधि आयुक्त के नाम से देय बना कर प्राप्त किया जा सकता है, अथवा कर्मचारी भविष्य निधि संगठन की वेबसाईट www.epfindia.gov.in से डाउनलोड किया जा सकता है। वे लोग जो वेबसाईट से निविदा दस्तावेज डाउनलोड करेंगे वे अपने निविदा बोली में तकनीकी बोली के साथ रु 100/- का अतिरिक्त डीडी संलग्न करेंगे। कोई भी आवेदन बिना आवश्यक शुल्क जमा किए हुए, का सरसरी तौर पर ही अस्वीकार कर दिया जाएगा। कोई भी संशोधन पत्र/सुधार/परिवर्तन यदि होगा तो वेबसाईट पर प्रदर्शित किया जाएगा। क्षेत्रीय भविष्य निधि आयुक्त का निर्णय अंतिम एवं बाध्य होगा। क्षेत्रीय भविष्य निधि आयुक्त बिना कोई कारण बताए किसी या सभी निविदा को अपने विवेकानुसार निरस्त करने का अधिकार सुरक्षित रखते हैं।

निविदा प्रपत्र जारी करने की अंतिम तिथि	-	12/09/2017 को सांय 04:00 बजे तक
निविदा प्रपत्र जमा करने की अंतिम तिथि	-	19/09/2017 को सांय 04:00 बजे तक
निविदा खोले जाने की तिथि	-	20/09/2017 को सांय 03:00 बजे तक

ईमेल/E-Mail: sro.aurangabad@epfindia.gov.in फैक्स /Fax : 0240-2483199 दूरभाष/Ph : 0240-2476971



कर्मचारी भविष्य निधि संगठन
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Plot No. 2, Bhavishya Nidhi Bhavan, Town Centre, Commercial Area, CIDCO, Aurangabad – 431 029

No. MH/PF/CT/HRM/2017/134

Date:-30/08/2017

INVITATION OF BIDS FOR PROVIDING SECURITY GUARDS & HOUSE KEEPING STAFF TO EMPLOYEES PROVIDENT FUND ORGANISATION, SUB REGIONAL OFFICE, AURANGABAD

Sealed Bids on two bid system are invited from reputed agencies for providing Security guards, and Housekeeping staff on contract basis for the year 2017-2018 for the Regional Office, Aurangabad of Employees Provident fund Organisation Ministry of Labour & Employment, Govt. of India. The details of manpower, category and essential requirements are as under.

Sr. No.	Name of the Post	Qualification	Category	Total Requirement
1	Security Guards	Minimum read Marathi, Hindi & English G. Height-5.5" H. Age- Not more than 50 years	Unskilled	4
2	House Keeping Staff	Minimum read Marathi, Hindi & English	Unskilled	12

The agency shall not quote rates below prescribed Maharashtra Government Minimum Wages applicable for above category of employees as on the date of submission of the tender.

Bid Form along with terms and conditions of the Bid can be obtained and submitted with the Caretaker at Employees Provident Fund Organisation, Regional Office, Aurangabad on payment of non refundable Demand Draft of Rs.100/- drawn in favour of Regional P.F. Commissioner, Aurangabad or can be downloaded from EPFO website www.epfindia.gov.in. Those who download the tender documents from website should enclose additional separate non refundable DD for Rs. 100/-along with their bid in the "Technical Bid". Any application received without the mandatory application fee will be summarily rejected.

Any Corrigendum/Amendments/Changes, if any will be published on website. The decision of Regional P.F. Commissioner shall be final and binding. The Regional P.F. Commissioner reserve rights to reject any or all the Bids at his discretion without assigning any reason whatsoever.

Last date of issue of Bid Forms : -12/09/2017 by 4.00 P.M.
Last date for submission of Bid Forms : -19/09/2017 by 4.00 P.M.
Date of opening of Bid Forms : -20/09/2017 by 3.00 P.M.

ELIGIBILITY CONDITIONS

1. The Agency should have a minimum experience of 5 years in providing manpower services by deployment of personnel in any reputed /Government organization. Documentary evidence in support of this should be provided.
2. The Agency/ Company must be registered under EPF & MP Act, ESIC Act and Shops & Establishments Act. Copy of the registration papers along with code numbers allotted to the Agency/Company shall be provided. The Agency/Company should also provide the compliance under the EPF & MP Act & ESIC Act by providing last 6 months challans.
3. The Bidder should ensure that they have rendered satisfactory performance during the last 5 years and the order/orders placed subsequently should not have been cancelled or closed by any department in the last 5 years due to un-satisfactory performance. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender/cancellation of work order.
4. The Agency/Company shall have Service Tax Registration No., Permanent Account No. (PAN) and Professional Tax (P.T). Documentary evidence for the same shall be provided.
5. The Agency/Company should have not been blacklisted by any organization/Govt. Department. An affidavit/undertaking in this respect is required to be given in the Tender.
6. Any suggestion given by any Agency/Company would not be considered and will not be replied. In this regard no correspondence should be made.
7. All attested documents should be attached serially as per format enclosed with covering letter of the establishment.
8. The statutory deduction towards TDS and any other dues will be deducted as per rule.

EMD/Security Deposit

Bidders should furnish EMD of Rs.50000/- (Rupees Fifty Thousand only) by Demand Draft drawn in favour of Regional Provident Fund Commissioner, Aurangabad on any Nationalized/Scheduled Bank which will be refunded to the unsuccessful bidders, and the same of the successful bidder will be retained in lieu of performance deposit till the successful completion or work contract.

Duties and responsibilities of the Security Guards.

The personnel supplied ought to be polite but firm, disciplined, physically fit and alert, smartly dressed in uniform. To attend to complaints of visitors, check control and restrict entries to Staff/Workers/Authorized personnel of Organisation and other by valid passes or searching if required and movement of vehicles and incoming/outgoing materials and time keeping, Maintain strict security of men, material and premises and maintain i.e. to note all important events/happenings, information received from the management. Entirely responsible for thefts of easily movable open items, such as bathroom fittings, fans telephone instruments, Computer systems, Fire fighting systems, etc.

1. The Security guard on duty shall maintain proper register of all the guests coming to meet of the Officers of this Office.
2. He shall Not to leave the place of duty under any circumstance until and unless properly relieved and should maintain and sign accordingly in handing/taking over register.
3. Prevent misuse of Electricity and water and maintain necessary log books.
4. In case of fire, during or after Office hours, the Security Guards on duty will immediately alert the Assistant Provident Fund Commissioner (Caretaker) and inform the nearest Fire Station and assist in fire fighting operations.
5. The Security Guards on duty must watch that there is no unidentified/unclaimed/suspicious Objects/persons in the premises, and if found, to be immediately brought to the notice of Assistant Provident Fund Commissioner (Caretaker).
6. The Security Guards should ensure that all the electrical equipments/instruments/lights and fans should be switched off closure of the Office hours.
7. The Security Guards should ensure that all the Vehicles of Staff and Visitors are arranged and parked in the designated areas.
8. The names of the Security personnel should always be displayed by them on their Uniforms for identification purposes.
9. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the Security Guards.
10. The Security Guards shall at all times comply with all directions and instructions issued by the Competent Authority of this office. Non Compliance of instructions can lead to termination of agreement.

Duties and responsibilities of House Keeping Staff.

1. Sweeping and mopping of passage.
2. Clearing and cleaning of waste paper baskets.
3. Dusting of partitions, doors windows, walls and venetian blinds.
4. Cleaning of telephone instruments.
5. Cleaning of the doors and windows glasses from inside and outside.
6. Cleaning of W.C's, wash basin, urinal and mirrors etc. in all the toilets of building.
7. Scrubbing and cleaning of all toilets and flooring.
8. Mopping of the entire toilet floors with deodorant disinfectant and cleaning of washbasins at regular intervals throughout the day.
9. Cleaning of Terrace, Balcony, Rooms, Parking, Basement and main gate of building.
10. Any other work assigned by the administrative in charge.

Duties and Responsibility of the Agency

1. The agency should provide a whistle, Uniform, torch and lathi to the security guard on duty and ensure round the clock security including on holidays.
2. The security guard/personnel should be changed on completion of the temporary employment period and fresh batch of personnel shall be engaged simultaneously.
3. If it is found that any property of the office is lost/damaged either due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/lost from the security agencies bill.
4. The agency shall furnish the names and addresses of all the Men/Women posted in the premise of the Regional Office, Aurangabad and also when there is any requirement for police verification.
5. The agency shall submit a monthly report of compliance and happenings in the premises to Assistant P.F.Commissioner (CT) of Regional Office, Aurangabad.
6. All the staff deployed will be deemed employees of Agencies or all purposes and the agencies shall be fully responsible for payment of wages, other dues and compliance of all labour law applicable to them.
7. Agency will be responsible to pay minimum wages to their employees as per order of Government of Maharashtra and to deposit all statutory dues (i.e. PF/ESIC/PT & Service Tax etc.)
8. The agency, on award of the contract should execute an agreement in Rs. 100/- stamp paper with Regional Office, Aurangabad incorporating the relevant terms and conditions.
9. The agency shall ensure that all persons employed by him shall be efficient, honest and conversant with their nature of the work.
10. The agency shall be liable for compliance of all relevant laws

Special Conditions of Contract

1. The agency and their staff shall strictly follow the security procedure/Instructions of the Regional Office, Aurangabad, in vogue, while they are inside the premises.
2. The work has to be done with utmost care, diligently and agency should supervise, inspect and issue instructions to their staff for the proper and efficient discharge of the work.
3. Any loss sustained by the Regional Office, Aurangabad by way of theft negligence or careless the agency of their workmen solely rest with the agency and shall be to the account of the agency. The assessed value of the damages shall be calculated considering life of item.

Other conditions

1. The contract will be initially for a period of 12 months from date of award, which can be extended further if the agency agrees to provide the services on the same terms and conditions provided the services provided by them are satisfactory. Regional Office, Aurangabad reserves the right to Pre-maturely terminate the agreement without assigning any reasons by giving one month notice before the expiry of the contract period.
2. The agency should be willing to provide persons on certain contingencies on payment of proportionate wages. Regional Office, Aurangabad may also increase the number of persons required depending upon future requirements, as per the rates already entered in the contract agreement.

*R. Vivek
30/9*

(VIVEKRAMAN REDDY R)
ASSISTANT P.F. COMMISSIONER (HRM)
REGIONAL OFFICE AURANGABAD

LIST OF DOCUMENTS/ CHECK LIST

Sr. No.	Name of Documents	Copy Enclosed/Please Tick	Page No.
1	Tender Documents Fee Rs.100/- DD		
2	EMD Rs.50000/- DD		
3	EPF Registration No.		
4	ESIC Registration No.		
5	Shop Act Registration Certificate No.		
6	Labour License Certificate No.		
7	Commissioner of Police License of Security Guards Form-VI		
8	PAN No.		
9	Service Tax Registration No.		
10	Profession Tax Registration No.		
11	5 years Experience in providing Manpower Services (Work orders enclosed)		
12	Last 6 months EPF ECR copy		
13	Last 6 months ESIC Challans copy		
14	Affidavit/Undertaking regarding not blacklisted by any organization/Govt. Department		
15	If any other documents		

Date: -

Place:-

(Signature of the Bidder)

Name and address with Seal

ईमेल/E-Mail: sro.aurangabad@epfindia.gov.in फैक्स /Fax : 0240-2483199 दूरभाष/Ph : 0240-2476971



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TENDER FORM FOR PROVIDING SECURITY GUARDS & HOUSEKEEPING STAFF
ANNEXURE-A

TECHNICAL BID

1.	Name of the Bidder	
2.	Name of the Company/Agency	
3.	Address of the Company/Agency	
4.	Name of the Partners (If any)	
5.	Telephone Numbers	
6.	Fax No.	
7.	Year of Establishment	
8.	Bankers	
9.	Information about Regional Offices/Branches (if any)	
10.	Work completed by the Bidder during Last 5 years (work orders enclosed)	
11.	Labour License Number	
12.	Shop Act Registration Number	
13.	EPF Registration Number	
14.	ESIC Registration Number	
15.	Service Tax Registration Number	
16.	PAN/TAN from Income Tax Office	
17.	Earnest Money Deposit e) Amount f) DD No. g) Date of issuing h) Name of issuing Bank	

Technical Bid and Financial Bid will be submitted in separate envelope. Financial Bid of only those renderers will be evaluated who qualify in Technical Bid.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Date: -

(Signature of the Bidder)

Name and address with Seal

Place:-

ईमेल/E-Mail: sro.aurangabad@epfindia.gov.in फैक्स /Fax : 0240-2483199 दूरभाष/Ph : 0240-2476971



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ANNEXURE-B

FINANCIAL BID

Sr. No.	WAGES	SECURITY GUARD (In Rs.) Per person/Per month	HOUSEKEEPING STAFF (In Rs.) Per person/Per month
1	Monthly wages (As per Minimum Wages Act,1948 applicable in Maharashtra Govt.		
2	Employees Provident Fund Contribution as applicable		
3	Employees State Insurance Contribution as applicable		
4	Any other charges/liability (Please indicate)		
5	Agency Service Charges (in % and in Rs.)		
6	Service Tax as applicable		
7	Grand Total		

Date: -

(Signature of the Bidder)

Place:-

Name and address with Seal