



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
क्षेत्रीय कार्यालय, ब्रह्मपुर, Regional Office, Brahmapur



पायल सिनेमा के समीप, Near Payel Talkies
न्यू बस स्टैंड रोड, ब्रह्मपुर-760 001, जिला-गंजाम, ओडिशा
New Bus Stand Road, Brahmapur- 760 001, Dist.-Ganjam, Odisha

No. OR/RO/BAM/ADM/ 8410

Date :- 19/2/18

गृह व्यवस्था/सुरक्षा कर्मचारी मुहैया करवाने संबंधी निविदा
Tender for Supply of Housekeeping/Security staff

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, ब्रह्मपुर, श्रम एवं रोजगार मंत्रालय, भारत सरकार प्रतिष्ठित व भरोसेमंद सेवा प्रदानकारी एजेंसियों से क्षेत्रीय कार्यालय, ब्रह्मपुर के लिए गृह व्यवस्था /सुरक्षा कर्मचारी मुहैया करवाने के लिए मुहरबंद निविदा आमंत्रित करते हैं।

इच्छुक एजेंसी निविदा संबंधी कागजात व ब्यौरे के लिए कर्मचारी भ.नि.संगठन के वेबसाइट www.epfindia.gov.in या क्षेत्रीय कार्यालय ब्रह्मपुर से किसी भी कार्य दिवस में पूर्वा. 10 बजे से शाम के 5.30 तक प्राप्त कर सकते हैं।

Regional Office, Berhampur, Employees' Provident Fund Organisation, Ministry of Labour & Employment, Govt. of India invites sealed tenders for supply of Housekeeping/security staff for Regional Office, Berhampur from reputed and reliable service agencies.

Interested agencies may collect the Tender document and details from EPFO website www.epfindia.gov.in or from the RO, Berhampur on any working day in between 10.00 A.M to 5.30P.M.

निविदा की सूची/Schedule of Tender

निविदा प्रस्तुत करने की अंतिम तिथि/Last date of submission of tender- 07/03/2018 at 4.00 p.m.

निविदा खाले जाने की तिथि व समय/Date & time of tender opening event – 09/03/2018 at 11.00 A.M

तकनीकी बोली व आर्थिक बोली उपरोक्त तिथि या उससे पहले जमा करवाए जाने चाहिए। लिफाफे पर साफ अक्षरों में "गृह व्यवस्था/सुरक्षा कर्मचारी मुहैया करवाने के लिए दरसूची" लिखा जाना चाहिए। किसी भी दरसूची को बिना कोई कारण दर्शाए स्वीकार/अस्वीकार करने का अधिकार क.भ.नि.सं., क्षेत्र.का., ब्रह्मपुर का है।

Technical bid and financial bid shall be submitted on or before schedule time as prescribed above. The covering envelop should be superscribed in bold capital letters as "Quotation for supply of Security/Housekeeping Staff". The EPFO Regional Office, Berhampur reserves the right to accept/reject any quotation(s) without assigning any reason thereof.

ह. Sd/

क्षे.भ.नि. आयुक्त/Regional P.F.Commissioner
EPFO, REGIONAL OFFICE, BERHAMPUR

TENDER DOCUMENT FOR SUPPLY OF HOUSEKEEPING STAFF GENERAL
TERMS AND CONDITIONS

1. The agency should be covered under the EPF/ESIC Act and shall extend the benefits of PF and ESIC and also shall comply with the other statutory regulations, Service Tax and Labour Laws. Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print from respective websites shall be provided.
2. The agency should pay fair wages to its employees as per Minimum Wages Act of Central Government as applicable. While quoting the rates agency should consider Basic, DA and other statutory dues, uniform charges etc. as per Minimum Wages Act of Central Government or as applicable.
3. This office will pay the wages as per the rates prescribed by Minimum Wages Act of Central Government or as applicable from time to time for unskilled category & statutory dues. The Agency shall quote only the service charges/commission payable to it per person per month in lump sum on the basis of which the tender will be decided as the minimum wages and statutory dues are not negotiable.
4. The agency must have obtained the applicable Labour License from appropriate authority for supply of manpower to EPFO, RO, Berhampur.
5. The agency should endorse Income Tax Clearance Certificate along with the quotation.
6. The successful agency has to execute an agreement with EPFO, RO, Berhampur before commencing the work. .
7. Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.
8. The agency should read the terms and conditions, scope of work fully before quoting the rates. No additional claim if any will be entertained at a later stage.
9. The working hours will be between 08:00 A.M and 08:00 P.M as per shift duties of prescribed hours as per applicable rules in the state.

10. The payment will be made on monthly basis on receipt of the bill from the agency. The agency should make the payment of the staff engaged before the 5th of the following month.

11. GST at the prescribed rate shall be deducted from the total amount of Bill as per Income-Tax Rules.

12. The agency should submit copies of monthly EPF-ECR Challans and ESIC challans alongwith PDF file by the 15th of each month in respect of all out sourcing staff engaged in this office.

13. The agency will be solely responsible towards all its statutory dues and compliances including payment of minimum wages as per rules, various labour laws and social security regulations and contribution towards Odisha Labour Welfare Board or any other board as applicable.

14. EPFO, RO, Berhampur will not be responsible for any contingency/accident occurred while working in the premises of the office.

15. In case of loss of property of the organization caused by the negligence of the employee of the agency, the agency will be responsible for making good to the said losses.

16. The agency should invariably provide ID Cards to its work force for allowing entry in office premises.

17. Structure of wages payable to Housekeeping staff should be specified before commencement of the work.

18. EPFO, RO, Berhampur reserves the right to accept or reject any tender.

19. The engagement of manpower may vary time to time subject to maximum of 06 no's Out sourcing staff (5 No's Security Guard + 1 No Sweeper) as per requirement of the office.

Tender Offer – Cum – Undertaking Form

Date

Tender reference No.

To: (Name & Address of Tenderer)

Sub: Sealed tender offer for supply of manpower

Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, I/we the undersigned offer My/our tender for supply of manpower as required by the EPFO, Regional Office, Berhampur in conformity with the said tender document. We undertake, if our tender offer is accepted, to commence contract within Seven days from the date of receipt of your Notification of Award.

We declare that we have not been black listed by any Govt. Department.

We agree to abide by this tender offer for a period of three months or the date of execution of final contract, whichever is earlier and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive and also to reject any offer without assigning any reason whatsoever.

Dated this.....day of2018.

Signature:.....

(In the capacity of :).....

Duly authorized to sign the tender offer for and on behalf of

TECHNICAL BID

1. Name of the Tenderer :
2. Name of the Company/Agency :
3. Address of the Company/Agency :

4. Name of the Partners (if any) :
5. Telephone Numbers :
6. Fax Number :
7. Year of Establishment :
8. Bankers :
9. Information about Regional Offices and Branches (if any)
10. Labour license Number :
11. EPF Registration Number :
12. ESI Registration Number :
13. Service tax Registration Number :
14. PAN/TAN from Income Tax Department :
15. GST Number:
16. Aadhar Card No.

Signature of Tenderer/ Competent Authority
of Company/Agency with
Official Stamp & Seal

FINANCIAL BID

1.Name of Agency:

2.Address:

3.Contact Person(S) with mobile No:

4.Quotation of rate under different service cadre are as follows:

Sl No	Category of outsourcing Staff	No. of person required	Monthly rate per person	Service Charge per Person	EPF/ESIC	Total Amount Per Person/Month
1	Security Guard	5 Nos.				
2	Housekeeping Staff	1 No.				

GST _____% as per rule.

Total Charges including GST= _____

Signature of Tenderer

Business Address

Place :

Date :

Signature of Tenderer/ Competent Authority
of Company/Agency with
Official Stamp & Seal