



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

कर्म एवं रोजगार मंत्रालय, भारत सरकार/Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय /Regional Office

ब्ल्यूचिप कमर्शियल कॉम्प्लेक्स "A" / "Blue Chip Commercial Complex"

पंच बट्टी, सेवाश्रम रोड, भरुच 392001/ Panch Batti, Sewashram Road, Bharuch 392001

Date: 07.03.2018

GJ/EPFO/RO/BRH/ADM-II/55

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

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

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

Regional Office, Bharuch, Employees' Provident Fund Organisation, Ministry of Labour & Employment, Govt. of India invites sealed tenders for supply of Housekeeping/ security staff for Regional Office, Bharuch 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, Bharuch on any working day in between 10.00 A.M to 5.30 P.M.

निविदा के सूची/ Schedule of Tender

निविदा प्रस्तुत करने के अंतिम तिथि/ Last date of submission of tender- 26/03/2018 at 4.00 PM

निविदा खोले जाने की तिथि व समय/Date & time of tender opening event- 27/03/2018 at 11.00 AM

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. क्षे.का., भरुच 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 hold capital letters as "Quotation for supply of Security/ Housekeeping Staff". The EPFO Regional Office, Bharuch reserves the right to accept/ reject any quotation(s) without assigning any reason thereof.

Sd/-

Regional P.F Commissioner

Regional Office, Bharuch

TENDER DOUCUMENT FOR SUPPLY OF HOUSEKEEPING/SECURITY
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 also shall comply with the other statutory regulations, G.S.T and Labour Laws. Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print for last one year from respective website shall be provided.
2. The agency should pay fair wages to its employees as per Minimum Wages Act of 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 Government or as applicable.
3. The agency must have obtained the applicable Labour License from appropriate authority for supply of manpower to EPFO, RO, Bharuch.
4. The agency should endorse Income Tax Clearance Certificate along with the quotation.
5. The successful agency has to execute an agreement with EPFO, RO, Bharuch before commencing the work.
6. Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.
7. 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.
8. 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.
9. 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.
10. TDS at the prescribed rate shall be deducted from the total amount of Bill as per Income-Tax Rules.
11. 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.

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

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

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

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

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

17. EPFO, RO, Bharuch reserves the right to accept or reject any tender.

18. The engagement of manpower may vary time to time subject to maximum of 10 no's Out sourcing staff (4 No's Security Guard - 6 No's Daily wages/housekeeping) as per requirement of the office.

19. EPFO, RO, Bharuch reserves the right to either accept composite tender for Security Guards and MTA/ House Keeping Staff from a single agency or separate tenders for both the works.

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 acknowledge, I/we the undersigned offer My/our tender for supply of manpower as required by the EPFO, Regional Office, Bharuch 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 declared that we have not been black listed by any Govt. Department.

We agree to abide by this tender offer of 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 expire 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 set up of Establishment:
8. Bankers:
9. Information about Regional Offices and Branches (if any):
10. Labour license Number:
11. ERF Registration Number:
12. ISI Registration Number:
13. PAN/TAN from Income Tax Department:
14. GST Number:

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

FINANCIAL BID

1. Name of Agency:

2. Address:

3. Contract 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	4 Nos.				
2	HouseKeeping Staff/Multitask Assistant(MTA)	3+3=6 Nos.				

GST.....% as per rule.

Total Charges including GST=.....

Signature of Tenders.....

Business Address.....

Place:

Date:

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