

E-mail: [ro.bhubaneswar@epfindia.gov.in](mailto:ro.bhubaneswar@epfindia.gov.in)



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA  
क्षेत्रीय कार्यालय, ओडिशा, REGIONAL OFFICE, ODISHA  
भविष्य निधि भवन, जनपथ यूनिट-9, भुवनेश्वर - 751022  
BHAVISHYA NIDHI BHAWAN, JANPATH UNIT-9, BHUBANESWAR-751022  
Telephone: 2543566, 2542168, PRO: 2543269, Fax: 2540226

### अभिरुचि अभिव्यक्ति के लिए आमंत्रण

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, भुवनेश्वर, प्रतिष्ठित सेवा प्रदान करने वाली/सुरक्षा एजेंसियों से सुरक्षा गार्ड, सफाईवाला, प्लंबर, बिजली मিস्री, रसोईया सह आनुषंगिक इत्यादि उपलब्ध कराने के लिए निविदा आमंत्रित करता है।

निविदा दस्तावेज कर्मचारी भविष्य निधि संगठन की वेबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) पर उपलब्ध है। निविदा दस्तावेज केयर टेकिंग अनुभाग से कार्यालयीन दिवस में कार्यालय समय के दौरान, क्षेत्रीय भविष्य निधि आयुक्त, भुवनेश्वर, ओडिशा के पक्ष में रु.500/- रेखांकित डिमांड ड्राफ्ट के रूप में अदा करके भी प्राप्त किए जा सकते हैं। एजेंसियों जो निविदा दस्तावेज वेबसाइट से डाउनलोड करेंगी, को भी उल्लिखित आवेदन शुल्क निविदा जमा करते समय अदा करना होगा।

निविदा जमा करने की अंतिम तिथि 22.03.2018 (अप. 6.00 बजे) तक है। निविदा को बोलीदाता की उपस्थिति में दिनांक 26.03.2018 को अप. 5.00 बजे खोला जाएगा।

( एस.एन. भूयॉ )

सहायक भविष्य निधि आयुक्त ( प्रशा. )

E-mail: [ro.bhubaneswar@epfindia.gov.in](mailto:ro.bhubaneswar@epfindia.gov.in)



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA  
क्षेत्रीय कार्यालय, ओडिशा, REGIONAL OFFICE, ODISHA  
भविष्य निधि भवन, जनपथ यूनिट-9, भुवनेश्वर - 751022  
BHAVISHYA NIDHI BHAWAN, JANPATH UNIT-9, BHUBANESWAR-751022  
Telephone: 2543566, 2542168, PRO: 2543269, Fax: 2540226

सं: ओआर/प्रशा.-II/सीटी/11/09/वोल्यू V / 3519

दिनांक: 5.03.2018

### निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, भुवनेश्वर, यूनिट-IX, जनपथ, भुवनेश्वर-751022, पंजीकृत सेवा प्रदाताओं/सुरक्षा एजेंसियों के माध्यम से सुरक्षाकर्मियों की तैनाती करना चाहता है।

इच्छुक पंजीकृत एजेंसियाँ विस्तृत विवरण के लिए कम्पनिज की वेबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) को देखें तथा मुहरबंद लिफाफे में निविदा को दिनांक 22.03.2018 (अप. 6.00 बजे) तक जमा करें।

( एस.एन. भूयों )

सहायक भविष्य निधि आयुक्त ( प्रशा. )



## कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, भुवनेश्वर (उड़ीसा), REGIONAL OFFICE, BHUBANESWAR (ODISHA)

भविष्यनिधि भवन, जनपथ, यूनिट-9, भुवनेश्वर-751 022

BHAVISHYANIDHI BHAWAN, JANPATH, UNIT-9, BHUBANESWAR-751022

Email: ro.bhubaneswar@epfindia.gov.in

Telephone -2543566

FAX - 2540226

P R O - 2543269

### INVITATION FOR EXPRESSION OF INTEREST

Employees' Provident Fund Organization, Regional Office, Bhubaneswar invites tender from reputed service provider/security agencies for supply of Security Guards, Sweepers, Plumbers, Electrician, Cook-cum-Attendant etc.

Tender documents are available in the website for Employees' Provident Organization i.e., [www.epfindia.gov.in](http://www.epfindia.gov.in) Tender documents can also be collected from the Caretaking Section during the office hours on working days on payment of Rs.500/- in the shape of crossed Demand Draft in favour of Regional Provident Fund Commissioner, Bhubaneswar, Odisha. Agencies downloading the tender documents from the website will also have to pay the application fee mentioned above at the time of submitting tender.

The last date for submission of tender is 22.03.2018(6.00 P.M.). The tender shall be opened on 26.03.2018 at 5.00 P.M. in the presence of the bidder.

(S. N. BHUYAN)

ASSISTANT PROVIDENT FUND COMMISSIONER (ADMN.)





## कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, भुवनेश्वर (उडीसा), REGIONAL OFFICE, BHUBANESWAR (ODISHA)

भविष्यनिधि भवन, जनपथ, यूनिट-9, भुवनेश्वर-751 022

BHAVISHYANIDHI BHAWAN, JANPATH, UNIT-9, BHUBANESWAR-751022

Email: ro.bhubaneshwar@epfindia.gov.in

Telephone -2543566

FAX - 2540226

P R O - 2543269

No.OR/GA-II/CT/11/09/Vol.V/ 3519

Date: 5.03.2018

### TENDER NOTICE

Employees' Provident Fund Organization, Regional Office, Bhubaneswar having its own Building at Unit-IX, Janpath, Bhubaneswar – 751022 intends to deploy of security personnel through Service providers/Security agencies.

Interested registered agencies may visit EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in) for details and submit the tender in sealed cover latest by 22.03.2018 (6.00 P.M.)

(S. N. BHUYAN)

ASSISTANT PROVIDENT FUND COMMISSIONER (ADMN.)

**GENERAL TERMS & CONDITIONS OF TENDER FOR SUPPLY OF SECURITY GUARDS, SWEEPERS, GARDENERS, ETC.**

1. The vender should be a reputed agency having at least five reputed clients for more than two years.
2. The number of employees engaged by the vender should be more than 100 as on date.
3. The vender should necessarily have Labour License from the Deputy Chief Labour Commissioner (Central), Bhubaneswar.
4. The vender should also have valid E.P.F. & ESI Code Numbers and also valid Service Tax Registration Number.
5. The Vender should fill up the Technical Bid and Financial Bid and put these Bids separately in separate sealed covers. Both the Bids should again be put in one cover super scribe "Tender for Security Guards, Sweepers, Gardeners, etc. at Employees' Provident Fund Organization, Regional Office, Bhubaneswar".
6. The cost of tender is Rs.500/-(Rupees Five Hundred only). This should be paid in the form of cross demand draft in favour of Regional Provident Fund Commissioner, Odisha.
7. The vender downloading the tender form from the E.P.F.O. website have to submit the cost of tender while submitting the tender form.
8. The earnest deposit for the tender is Rs.20,000/- (Rupees Twenty Thousand only) which has to be deposited by the successful bidder within one week of intimation by this office.
9. Duties of personnel:-

**a) Security Guards:**

The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alerts, Smartly dressed in uniform. To attend with compliments to distinguished visitors, VIP's and Officers. Check, Control and restrict entries to Staff/Workers/Authorised personnel of Organization/Firm and other by valid passes or searching if required and movement of vehicles and incoming/outgoing materials (with gate passes, challan) and time keeping. Maintain strict security of Men, Material and premises and maintain Diary to note all important



events/happenings information received/passes to the management. Entirely responsible for theft of easily movable items.

1. The Security Guard shall maintain proper register of all guests.
2. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over register etc.
3. Prevent of misuse of Electricity and water.
4. In case of fire, the security guards will immediately alert the staff on duty and assist in Fire Fighting Operation and also inform the senior Administrative Officer in case of fire accident before or after office hours the guard shall inform the nearest Fire Station.
5. The security guards must watch that there are no unidentified/unclaimed suspicious objects/persons in the building/premises.
6. The security guard should check the bags/brief cases of the visitors, if considered necessary.
7. The security guards shall at all times comply with all directions and instructions of R.P.F.C., Odisha. Non-compliance of instruction can lead termination of agreement.

**b) Sweeper**

1. Sweeping and mopping of passage.
2. Clearing and cleaning of waste paper baskets.
3. Dusting of partitions, door windows and walls.
4. Cleaning of telephone instruments.
5. Cleaning of the doors and window glasses from inside and outside.
6. Cleaning of wash basin, urinals and mirrors etc. in all 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 wash basin at regular intervals throughout the day.
9. Cleaning of terrace of the Building.

**c) Gardener**

- 1) To maintain the gardens of E.P.F.O., Regional Office, and also gardens of Bhavishyanidhi Enclaves Phase-I & Phase-II at Saheed Nagar.
- 2) Any other duties assigned by the Care Taker.

**d) Plumber**

- 1) To supply water at the office building and Bhavishyanidhi Enclave, Phase-I & Phase-II by operating the pumps on daily basis.
- 2) Regular maintenance work of pipe lines in the office building and staff quarters.
- 3) Laying of new pipelines in the office building / staff quarters as and when required.
- 4) Assisting the office staff in purchase of materials related to his work.
- 5) Any other work to be assigned by the Care Taker.

**e) Electrician**

- 1) Operating pumps for supply of water at office building/staff quarters on daily basis.
- 2) Repair/maintenance work of electric lines.
- 3) New wiring work in the office building/staff quarters as and when required.
- 4) Assisting office work in procurement of materials relating to his work.
- 5) Any other duty to be assigned by Care Taker.

**e) Peon/Attendant**

- 1) To attend to the duties of Multi Task Attendant in the office i.e. cleaning of tables, chairs etc. and movement of files inside the office.
- 2) Providing tea, coffee and drinking water to office staff as and when required.
- 3) Any other duty to be assigned by Care Taker.

**f) Light Motor Vehicle Driver**

- 1) To drive the office vehicle in the absence of regular staff car driver and also to maintain the office vehicle.
- 2) Any other duties assigned by the Care Taker.

**g) Cook**

- 1) Preparation of food in the staff canteen of the office or in the Guest House at Bhubaneswar or in the Holiday Home at Puri.
- 2) Cleaning the kitchen of the staff canteen.
- 3) Maintaining the Guest House at Bhubaneswar or Holiday Home at Puri.
- 4) Any other duties to be assigned by the Care Taker.



**TENDER BID FOR SUPPLY OF SECURITY GUARDS, SWEEPERS, GARDNERS, ETC. AT EMPLOYEES' PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, BHUBANESWAR.**

Ref: Advertisement dt. \_\_\_\_\_ in \_\_\_\_\_

**TECHNICAL BID**

1	Name of agency/firm	
2 (a)	Full address of agency/firm	
(b)	Telephone No(s)	
(c)	FAX No.(s)	
(d)	e-mail address	
(e)	Website address	
3	Whether agency is (please tick)	
(a)	A partnership firm	
(b)	A private company	
(c)	A public company	
4 (a)	In case of partnership firm, please enclose	
(i)	Copy of the partnership deed	
(ii)	Copy of audited balance sheet for 2016-17	



(b)	In case of private/public company, please enclose	
	(a) copy of certificate of incorporation	
	(b) copy of memorandum & article of association	
	(c) copy of audited balance sheet for 2016-17	
5	Income tax PAN No. (please enclose copy of PAN Card)	
6	GST Registration No. (please enclose copy of registration certificate)	
7	Please enclose copy of Labour licence	
8	E.P.F. Code No.	
9	ESI Code No. (Please enclose copy of code No. allotment letter)	
10	Service Tax registration No. (Please enclose copy of certificate)	
11	Please enclose copy of the latest minimum wages circular issued by the Deputy Chief Labour Commissioners (Central), Bhubaneswar, for each of the following category of employees.	
(a)	Security Guard	
(b)	Sweeper	
(c)	Gardner	
(d)	Plumber	
(e)	Electrician	





**TENDER BID FOR SUPPLY OF SECURITY GUARDS, SWEEPERS, GARDNERS, ETC. AT EMPLOYEES' PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, BHUBANESWAR.**

Ref. Advertisement dated

in

**FINANCIAL BID**

Sl. No.	Category	Wages(*)	Other Charges(**)	EPF Contribution	ESI Contribution	Agency charges	Service tax	Total
1	Security Guard							
2	Sweeper							
3	Gardeners							
4	Plumber							
5	Electrician							
6	Peon /Attendant							
7	Light Motor Vehicle Divisiopn							
8	Cook							

(\*) Wages should not be less than minimum wages for the relevant category of employee, as filed by the DLC @, Bhubaneswar. This will be subject to periodic revision, as and when notified by the DLC@ Bhubaneswar.

(\*\*) Other charges include charges for Uniform, shoes, training etc.

**DECLARATION**

I Shri/Smt. \_\_\_\_\_, hereby declare that

- (1) I shall enter into annual contract with the R.P.F.C., Odisha, Bhubaneswar, for supply of personnel, as per the financial bid quoted above.
- (2) I shall not request for enhancing the agency charges during contract period.

Bhubaneswar

Dt. \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

Designation

Seal