

कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, बोम्मसंद्रा-I & II, बेंगलूर-५६००६८

REGIONAL OFFICE, BOMMASANDRA-I & II, BENGALURU-560068

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**"अन्नपूर्णेश्वरी कॉम्प्लेक्स" 37/1, 6th मेन, सिंगसंद्रा, बेंगलूर -560068 स्थित क्षेत्रीय कार्यालय,
बोम्मसंद्रा I&II के लिए हाउसकीपिंग एवं अन्य manpower सेवाओं (कुशल/अर्धकुशल /अकुशल)**

को भर्ती के लिए निविदा

**Tender for hiring Housekeeping and other Manpower services
(Skilled/Semiskilled/Unskilled) to Regional Office Bommasandra I & II,
situated at "Annapoorneshwari Complex" 37/1, 6th main, Singasandra,
Bangalore -560 068**

Tender Ref No.KN/PF/RO-BMS-1/CT/2018-19/263

Date.15.05.2018

निविदा दस्तावेज की सामग्री/CONTENTS OF TENDER DOCUMENT

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कर्मचारी भविष्य निधि आयुक्त, बोम्मसंद्रा -I, प्रतिष्ठित एजेंसियों से अन्नपूर्णेश्वरी कॉम्प्लेक्स, छठा मेन, सर्वे नं:37/1, सिंगसंद्रा, होसूर रोड, बेंगलूर-560068 स्थित कार्यालय में निविदा में निर्धारित कार्य अनुसार "हाउस कीपिंग एवं अन्य सेवाओं के लिए कर्मचारियों की आपूर्ति" प्रतिष्ठित एजेंसियों से कोटेशन आमंत्रित करता है।

Sealed quotations are invited from reputed agencies for hiring Housekeeping and other Manpower services as per schedule of work of this tender, to Regional Office Bommasandra I, situated at "Annapoorneshwari Complex" 37/1, 6th main, Singasandra, Bangalore -560 068.

निविदा दस्तावेज में उल्लिखित विस्तृत नियमों और शर्तों के आधार पर कोटेशन दो मुहरबंद कवर यानी अनुलग्नक क (तकनीकी बोली) और अनुलग्नक ख (वित्तीय बोली) में जमा किए जाने हैं। क्षेत्रीय भविष्य निधि आयुक्त -1, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय -बोम्मसंद्रा I, "अन्नपूर्णेश्वरी कॉम्प्लेक्स", सर्वे नं:37/1, सिंगसंद्रा, होसूर रोड, बेंगलूर-560068 को संबोधित मुहरबंद लिफाफा पर "हाउसकीपिंग और अन्य सेवाएं (कुशल / अर्धकुशल / अकुशल)" लिखकर व्यक्तिगत रूप से या डाक द्वारा 18/06/2018 को अपराह्न 5:00 बजे तक प्रस्तुत किया जा सकता है।

Quotations are to be submitted in two sealed covers i.e. Annexure A (Technical bid) & Annexure B (Financial Bid) based on detailed terms and conditions mentioned in the tender Document. Sealed cover should be super scribed with "Housekeeping and other Manpower services (Skilled/Semiskilled/Unskilled))" addressed to Regional Provident Fund Commissioner-I, Employees Provident Fund Organization, Regional Office - Bommasandra I, "Annapoorneshwari Complex", Survey No.37/1, 6th Main, Singasandra, Hosur main road, Bangalore-560068 may be delivered in person or sent by post, so as to reach latest by **5:00 PM on 18/06/2018**.

Scheduled dates for Tender Process:

SI No.	Tender Process activity	Scheduled Date
1.	Tender Publishing	16.05.2018
2.	Pre Bid clarification meeting	01.06.2018
3.	Last date and time for submission of bids	18.06.2018 05.00PM
4.	Bid opening	19.06.2018 03.00PM
5.	Tender Awarding(approximate)	27.06.2018
6.	Commencement of Contract	01.07.2018
7.	Contract validity	1 year

योग्यतामानदंड

1. बोलीदाता को समान व्यवसाय में पांच साल का न्यूनतम अनुभव होना चाहिए।
2. बोलीदाता को पिछले दो सालों के दौरान कम से कम दो स्थानों विभाग सरकारी अधिमानतः) सेवाएं में (एसपीएसयू / सीपीएसयू/देने का अनुभव होना चाहिए। होना संलग्न विवरण) (चाहिए
3. बोलीदाता/फर्म का बेंगलुरु में एक कार्यालय होना अनिवार्य है।
4. बोली जमा करने की अंतिम तिथि तक बोलीदाता का आईएसओ :001 9 या 2000 :001 9 चाहिए। होना वैध प्रमाणीकरण 2008
5. बोलीदाता का साफ ट्रैक रिकॉर्ड होना चाहिए। किसी सरकारी अथवा अर्धसरकारी /सरकार के अधीन कंपनियों की काली सूची में बोलीदाता/ उसकी सहयोगी संस्थान / कंपनी का नाम नहीं होना चाहिए। किसी भी अदालत या किसी भी श्रम कानून को लागू करने के लिए नियुक्त किसी भी प्राधिकारी द्वारा नैतिक अशांति या किसी भी आर्थिक अपराध के दोषी या किसी श्रम कानूनों के उल्लंघन के दोषी नहीं पाया जाना चाहिए । (इस संबंध में घोषणा /अंडर टेकिंग अनुलग्नक सी में प्रस्तुत किया जाना है ।)
6. बोलीदाता की एकल पार्टी होना चाहिए, कंसोर्टियम को स्वीकार नहीं किया जाएगा।
7. बोलीदाता,ESIC और EPF अधिनियमों के अंतर्गत कवर्ड होना चाहिए (ESIC और EPF आबंटनपत्र के साथ-साथ अनुपालन के साक्ष्य प्रस्तुत किया जाना चाहिए । बोलीदाता को

सभी श्रम कानूनों का पालन करना चाहिए। पिछली अवधि के दौरान ईपीएफ / ईएसआईसी बकाया का भुगतान नहीं करना अयोग्यता का कारण होगा ।

8. बोलीदाता के पास फर्म का श्रम लाइसेंस / पंजीकरण प्रमाण पत्र होना चाहिए (लाइसेंस / प्रमाण पत्र की प्रति संलग्न होना चाहिए)।
9. बोलीदाता जीएसटी और आयकर के तहत पंजीकृत होना चाहिए । (जीएसटी पंजीकरण प्रमाणपत्र तथा मालिक और फर्म का पैन संलग्न होना चाहिए।)
10. बोलीदाता/निदेशक /पार्टनर /मालिक/फर्म के खिलाफ कोई पुलिस मामला दर्ज नहीं होना चाहिए । (अंडर टेकिंग/घोषणा अनुलग्नक डी में प्रस्तुत करना चाहिए)
11. बोलीदाता का कारोबार प्रति वर्ष 5 करोड़ से ज्यादा होना चाहिए (पिछले तीन वर्ष के बैलेन्स शीट संलग्न करना है)

ELIGIBILITY CRITERIA FOR BIDDERS:

1. Bidder should have minimum experience of five years in similar business.
2. Bidder should have the experience of carrying out services in minimum two Government Departments / CPSU / SPSU during the last two years.(TDS certificate to be enclosed issued by the principal employer)
3. The Registered office of the bidder/firm should be located in Bangalore.
4. Bidder should have ISO 9001:2000 or 9001:2008 certifications valid as on the last date for submission of bid.
5. The bidder should have a clean Track record. The agency/its sister concern/any group company or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws. (undertaking/declaration in this regard to be submitted in Annexure C)
6. Bidder should be single party, consortium will not be accepted.
7. Bidder should be covered under ESIC and EPF acts (ESIC & EPF allotment letter along with proof of up to date compliance should be submitted). The bidder should be abiding to all Labour Laws. Non-payment of EPF/ESIC dues during the preceding period will be a disqualification.

8. Bidder should have Labour License / Registration certificate of the firm (Copy of the license / certificate to be enclosed).
9. Bidder should be registered under GST and Income Tax (Copy of GST registration certificate and PAN of Proprietor and firm to be enclosed).
10. No Police case should be registered against the bidder/Proprietor/Partner/Director/firm. (Undertaking/Declaration should be submitted in Annexure D).
11. Turnover of the bidder should be more than 5 Cr per annum (Balance sheet to be enclosed for last three years)

निविदाओं के लिए सामान्य निर्देश:

1. किसी भी कारण से देय तिथि और समय के बाद प्राप्त करने पर या खुली अवस्था में प्राप्त करने पर या शर्तों की पूर्ति नहीं होने की अवस्था में निविदाएँ अस्वीकृत किए जाएंगे।
2. उपरोक्त हाउसकीपिंग सेवाओं को प्रदान करने के लिए अनुबंध 01 जुलाई नेहो शुरु से 2018 जून 30 और है संभावना की, के अवधि प्रारंभिक की वर्ष एक पैनल रहेगा। जारी तक 2019 होगा लिए, जिसे आपसी सहमति के साथ सक्षम प्राधिकारी की मंजूरी से एक और वर्ष तक बढ़ाया जा सकता है।
3. बोली के साथ कोटेशन में लागत अनुमानित राशि की %5 की दर से ईएमडी "यक्षेत्री" आयुक्त निधि भविष्य, बोम्संद्रा से नाम के "demand draft संलग्न किया जाना चाहिए। चूक होने पर निविदा खारिज कर दिया जाना चाहिए।
4. बोली को स्वीकार करने के बाद, निविदा में मांगी गई सेवाओं की शर्तों के आधार पर ईपीएफओ के साथ समझौते पर हस्ताक्षर करने में विफल रहने की स्थिति में, सफल बोलीदाता का ईएमडी जब्त किया जा सकता है।
5. ऐसे फ़र्म जो MSME विकास अधिनियम, 2006 के अधीन पंजीकृत हैं एवं सेवा प्रदान करने के लिए NSIC के तहत पंजीकृत SSI इकाइयों को Earnest Money Deposit जमा करने से छूट दी जाएगी बशर्ते उपयुक्त प्राधिकारी द्वारा जारी उचित पंजीकरण प्रमाण पत्र जमा किया गया हो।
6. अनुबंध की अवधि और अनुबंध अवधि के बाद के लिए के दिनों 180 सफल/ चयनित बोलीदाता से अपेक्षित है कि वह अनुबंध के मूल्य के 10 % (दस प्रतिशत) (के बराबर की निष्पादन राशि किसी भी अनुसूचित व्यवसायिक बैंक की बैंक गारंटी द्वारा "क्षेत्रीय भविष्य निधि आयुक्त, बोम्संद्रा" के नाम से बैंक गारंटी के रूप में जमा करें। यदि अनुबंध को प्रारंभिक अवधि से आगे बढ़ाया जाता है, तो सफल बोलीदाता चयनित /से अपेक्षित है कि, तदनुसार बैंक गारंटी को बढ़ाएं /नवीकृत करें। बैंक गारंटी के संबंध में प्रीमियम, कमीशन इत्यादि जैसे सभी आकस्मिक शुल्क सफल बोलीदाता द्वारा उठाए

जाएंगे। निर्धारित समय के अंदर Performance Bank गारंटी की राशि जमा नहीं करने पर ईपीएफओ अनुबंध को रद्द करने का अधिकार रखता है।

7. वित्तीय बोली केवल तकनीकी रूप से योग्य बोलीदाताओं के लिए खोली जाएगी।
8. सफल बोलीदाता के साथ समझौते पर हस्ताक्षर करने से पहले, ईपीएफओ किसी भी बोली/सभी बोलियों को रद्द करने का या निविदा प्रक्रिया को बंद करने सर्वाधिकार सुरक्षित रखता है।
9. इस दस्तावेज में वर्णित विवरण को सेवा प्रदान करने के लिए प्रस्ताव या निमंत्रण नहीं समझना चाहिए।
10. इस दस्तावेज को स्वीकार करके, प्राप्तकर्ता इस बात से सहमत है कि लिखित जानकारी द्वारा उसके पास उपलब्ध विषय /तथ्यों को बदल अथवा गलतियों को सही किया जा सकता है और किसी भी समय और अग्रिम सूचना के बिना सेवा प्रदाता के चयन प्रक्रिया को बदलने का अधिकार ईपीएफओ सुरक्षित रखता है।
11. ईपीएफओ के सक्षम प्राधिकारी के पास बोली लगाने की अंतिम तारीख से पहले किसी भी समय सेवा प्रदाता के लिए योग्यता मानदंडों को बदलने / संशोधित करने का अधिकार सुरक्षित है।
12. ईपीएफओ अपने निविदा दस्तावेज के किसी भी नियम और शर्तों में संशोधन करने के अपने अधिकार सुरक्षित रखता है। इस तरह के संशोधन ईपीएफओ वेबसाइट (www.epfindia.com) और सीपीपीपी वेबसाइट (<https://eprocure.gov.in/cppp>) पर प्रकाशित किए जाएंगे। बोलीदाताओं को सलाह दी जाती है कि वे इस तरह के किसी भी अपडेट के लिए नियमित रूप से वेबसाइट पर जाएं।
13. प्रस्ताव बोली /तथा सभी पत्राचार एवं दस्तावेज अंग्रेजी में मुद्रित किए जाएंगे। निर्धारित समय के अंदर प्राप्त सभी प्रस्ताव एवं संलग्न दस्तावेज ईपीएफओ की संपत्ति होगी और वापस नहीं लौटाए जाएंगे।
14. पूरी बोली फेरबदल या काट नहीं छांट- होना चाहिए। बोली में किए गए किसी भी सुधार को अधिकृत हस्ताक्षरकर्ता द्वारा प्रमाणित किया जाना है।
15. ईपीएफओ द्वारा सफल बोली लगाने वाले को सूचित करने के बाद, ईपीएफओ और सफल बोली लगाने वाले के बीच एक अलग सेवा समझौता किया जाएगा।
16. बोलीदाता सेवा के लिए जिम्मेदार प्रबंधकीय, पर्यवेक्षी और अन्य स्टाफ विवरण प्रदान करेगा।
17. निविदा के संबंध में किसी भी स्पष्टीकरण के लिए पूर्व सूचना के साथ बोलीदाता 01.06.2018 को ईपीएफओ, क्षेत्र का, बोम्बेसंद्रा से संपर्क करेगा।
18. बोलीदाता को बैंक विवरण के साथ पिछले 1 है करना जमा रिटर्न आकार का वर्षों 3
19. बोलीदाता को बाल मजदूरी की नॉन-एम्प्लॉयमेंट सर्टिफिकेट अनुलग्नक ई में प्रस्तुत करनी चाहिए।
20. कोटेशन की वैधता, बोली की तारीख से न्यूनतम 90 दिनों के लिए होनी चाहिए।

21. न्यूनतम मजदूरी नियम (केन्द्रीय), 1950 के अधीन लागू वैधानिक भुगतान, कर और अन्य शुल्कों के आधार पर मजदूरी की दरों को स्पष्ट रूप से कोटेशन में निर्दिष्ट करना चाहिए।
22. अनुबंध अवधि के दौरान बोलीदाता द्वारा उद्धृत दरों में कोई बदलाव नहीं होगी। न्यूनतम मजदूरी (केन्द्रीय) नियम, 1950 के अनुसार लागू मजदूरी कर और न्यूनतम मजदूरी में संशोधन को छोड़कर किसी भी अन्य कारण से बोलीदाता द्वारा उद्धृत दरों में कोई वृद्धि के लिए संशोधन नहीं किया जाएगा।
23. बोली लगाने वाले को आदेश प्राप्त करने के तीन दिनों के अंदर कार्य आदेश की स्वीकृति सूचित करनी चाहिए, इस में चूक होने पर निविदा अगले बोलीदाता को दिया जाएगा।
24. किसी भी कारण से विलंब से या खुली अवस्था में या निविदा के शर्तों को पूरा नहीं कर रही हो या ईएमडी के बिना प्राप्त बोलियों को अस्वीकृत किया जाएगा।
25. सफल बोली लगाने वाले को निविदा दस्तावेज के काम के दायरे के अनुसार काम करना चाहिए।

GENERAL INSTRUCTIONS TO TENDERERS:

1. Bids received after due date and time for any reason or in open condition or not meeting the tender conditions are liable for rejection.
2. The contract for providing the aforesaid Housekeeping Services is likely to commence from 01st July 2018 and would continue till 30th June, 2019. The empanelment shall be for an initial period of One year, which can be extended by one more year with mutual consent subject to the approval of Competent Authority.
3. The bidder should submit EMD at the rate of 5% of the total estimation of the quotation, along with the bid, in the form of Demand Draft drawn in favour of "Regional Provident Fund Commissioner, Bommasandra", failing which the tender shall be rejected summarily.
4. In the event, the successful bidder fails to sign the agreement with EPFO for provision of services as sought in the tender, subsequent to its bid being accepted, the EMD is liable to be forfeited.
5. The firms registered under MSME Development Act, 2006 and SSI units registered with NSIC for providing Services are exempted from submitting the

Earnest Money Deposit (EMD) subject to submission of relevant registration certificate issued by the Appropriate Authority.

6. The successful/selected bidder shall be required to deposit a Performance Bank Guarantee @ 10% of the total value of the contract in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour of "Regional Provident Fund Commissioner, Bommasandra", covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended / renewed by the successful/selected bidder. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder. Non deposit of Performance Bank Guarantee within the stipulated time shall render the award of contract invalid at the discretion of EPFO.
7. The Financial bid will be opened only for the technically qualified bidders.
8. The Competent Authority of EPFO reserves the right to annul any/all bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
9. This document does not constitute nor should it be interpreted as an offer or invitation for providing Service described herein.
10. By accepting this document, the recipient agrees that any information herewith may be superseded by any subsequent written information on the same subject made available to the recipient to update this document or to correct any inaccuracies, therein, which may become apparent, and EPFO reserves the right, at any time and without advance notice, to change the procedure for the selection of service provider.
11. The competent authority of EPFO reserves the right to vary/alter/amend the eligibility criteria for the Service Provider at any time, in its discretion, before the last date of submission of bids.
12. EPFO reserves its rights to amend any of the terms and conditions of their tender document. Such amendment shall be published on the EPFO website

(www.epfindia.com) and CPPP website (<https://eprocure.gov.in/cppp>). The bidders are advised to regularly visit the website for any such update.

13. The proposal/bid and all correspondence and documents shall be printed in English. All proposals and accompanying documents received within the stipulated time shall become the property of EPFO and will not be returned.
14. The complete bid shall be without alteration or erasures. In case of any corrections made in the bid shall be attested properly by the authorized signatory.
15. A separate service agreement will be executed between the EPFO and the successful bidder, after notifying the successful bidder by EPFO.
16. Bidder shall provide the managerial, supervisory and other staff details that are responsible for the service.
17. Bidder shall contact/visit EPFO, RO-Bommasandra on 01.06.2018 with prior appointment for any clarification regarding tender.
18. Bidder should submit Income Tax returns of last 3 years along with bank particulars.
19. The bidder should submit a declaration for non-employment of child labour in Annexure E.
20. The Validity of quotation should be for a minimum of 90 days from the bid due date.
21. Quotation should clearly specify the rates of wages as per THE MINIMUM WAGES (CENTRAL) RULES, 1950, applicable statutory payments, taxes and other charges separately.
22. The rates quoted by the bidder shall be firm throughout the contract period and there shall be no upward revision of the rates quoted by the bidder for any reason what so ever except the applicable statutory taxes and revision in minimum wages as per THE MINIMUM WAGES (CENTRAL) RULES, 1950.
23. The bidder should inform acceptance of WORK ORDER within three days of receiving the order, failing which the tender would be awarded to the next bidder.

24. Bids received late for any reason or in open condition or not meeting the tender conditions or without EMD are liable for rejection.

25. The successful bidder should carry the work as per the scope of work of the tender document.

निविदाकर्ता के लिए विशेष निर्देश:

1. बोलीदाता निविदा के विनिर्देशों / शर्तों को ध्यान से पढ़ें यदि आवश्यकता है तो, स्पष्टीकरण प्राप्त कर सकते हैं, स्पष्टीकरण नहीं माँगने पर यह माना जाएगा कि बोलीदाता ने निविदा दस्तावेज के सभी नियमों, शर्तों और विनिर्देशों को पढ़ लिया है, समझ लिया है और स्वीकार कर लिया है ।
2. इस कार्यालय में तैनात कर्मों पूरी तरह से प्रशिक्षित और अनुशासित होंगे ।
3. इस कार्यालय में तैनात कर्मों स्वस्थ, चुस्त तथा 18 वर्ष से कम और 50 वर्ष से अधिक उम्र का नहीं होना चाहिए ।
4. कर्मियों को इस कार्यालय के परिसर में स्थापित विभिन्न अग्निशमन उपकरणों को चलाने का प्रशिक्षण दिया जाएगा।
5. सफल बोलीदाता भुगतान का वेतन मासिक को स्टाफ तैनात अनुसार के निविदा ठेकेदार / अनुसार निविदावेतन पर्ची के साथ प्रति माह बैंक बचत उनके पहले उससे या तारीख 5 500 रु प्रतिदिन पर होने चूक में भुगतान । करेगा में खाते/- का जुर्माना ईपीएफओ को देय होगा । मासिक वेतन केंद्रीय न्यूनतम मजदूरीनियमावली (केंद्रीय), अनुसार के 1950 नहीं कम से वेतन न्यूनतमहोना चाहिए ।
6. ठेकेदार, बिल के साथ वर्तमान माह के लिए मजदूरी रजिस्टर, उपस्थिति रजिस्टर और वेतन पर्ची और पिछले माह में भुगतान की गई ईपीएफ, ईएसआई और जीएसटी की चालान प्रति प्रस्तुत करेगा।
7. ठेकेदार तैनात कर्मियों को उचित वर्दी और पहचान पत्र प्रदान करेगा । यह सुनिश्चित करेगा कि कर्मों कार्य अवधि में वर्दी पहनें ।
8. ठेकेदार पर टीडीएस की कटौती लागू होगी ।
9. बोली दाता विभिन्न श्रम कानूनों और लागू वैधानिक अधिनियमों के तहत सभी रिकॉर्ड और दस्तावेजों को बनाए रखेगा और जब भी सत्यापन के लिए कहा जाएगा उन्हें प्रस्तुत करेगा ।
10. यदि ठेकेदार का कोई भी कर्मचारी कर्तव्य निर्वाह करने में लापरवाही करता है और परिणाम स्वरूप किसी प्रकार की असुविधा या नुकसान या चोरी या संपत्ति की क्षति होने पर मूलधन की क्षतिपूर्ति के लिए ठेकेदार उत्तरदायी होगा ।
11. ठेकेदार तैनात कर्मियों की छुट्टी या अनुपस्थिति पर तुरन्त वैकल्पिक व्यवस्था करेगा।

SPECIAL INSTRUCTIONS TO TENDERERS:

1. The Bidder shall carefully examine and understand the conditions of the Tender document and if required seek clarification. If no such clarifications are sought, it will be taken that the bidder has read, understood and accepted all the terms, conditions and specifications in the tender document.
2. The personnel deployed to this office shall be fully trained and disciplined.
3. The personnel deployed to this office shall be healthy, active and neither less than 18 years nor more than 50 years of age.
4. The personnel shall be trained to operate various fire controlled equipment's installed at this office premises.
5. The successful bidder/Contractor shall pay the monthly salary to the personnel deployed to this office, on or before 5th of every month to their respective bank SB account as per tender along with Pay slip to each personnel, failing which a penalty of Rs.500/- per day will be payable to EPFO. The monthly salary should not be less than the minimum wages as per THE MINIMUM WAGES (CENTRAL) RULES, 1950.
6. The Contractor shall submit the bill along with Wage register, Attendance Register and Salary slip for the current month and copy of EPF, ESI and GST paid challan of previous month.
7. The contractor shall provide proper uniform and Identity card to the personnel deployed and ensures wearing them during working hours in the office premises.
8. The contractor is liable for TDS deduction as applicable.
9. The bidder shall maintain all the records and documents under various Labour laws and applicable Statutory Acts and shall submit whenever it is called for verification.
10. The contractor shall be liable to compensate the principal, in case any personnel of the contractor are found negligent in performing his duty resulting inconvenience or loss or theft or damage to the property of the principal.

11. The contractor shall make alternate arrangement immediately in the event of leave or absence of the personnel deployed.

TERMS AND CONDITIONS:

1. The contract shall commence from 01.07.2018 and shall continue till 30.06.2019 unless, it is curtailed or terminated by EPFO inter alia owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract and/or as provided under the contract including. Non-compliance with any relevant labour laws, or change in requirements of the EPFO or for any other reasons as stipulated in the contract to be entered into with successful bidder.
2. The contract shall automatically expire on 30.06.2019, unless extended further by mutual consent of contracting agency and EPFO for another period of one year on the same terms and conditions or with some additions / deletions / modifications, as mutually agreed between the parties.
3. The bidder will be bound by the details furnished by him/ her to EPFO while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
4. The EPFO reserves right to terminate the contract at any time by giving one month notice to the contractor with or without assigning any reason and shall be under no obligation whatsoever to continue the contract.
5. The personnel deployed to this office by contractor/agency shall follow and adhere to all procedures and processes as laid down by EPFO.
6. The personnel's have to work for six days a week from 09.30AM to 06.00PM. For housekeeping six days a week from 08.00AM to 04.30PM. For security round the clock in different shifts (timings may be varied as per the office requirements)
7. The agency will keep the present and permanent address details, ID and address proof, education qualification details, specimen signature and two

passport size photographs and furnish the details/information to EPFO, as and when required.

8. The agency will ensure that the services rendered by its deployed personnel are perfectly valid, legal and not in violation of any civil, criminal, labour, municipal or industrial law. EPFO stands indemnified for any default caused by the bidder in the discharge of housekeeping services. The agency shall deal with and settle the matters related with working conditions and make sure that no labour disputes/problems are referred to EPFO or make EPFO a party to the same. It shall totally indemnify EPFO and its officers in this regard.
9. The agency would be under obligation to replace any personnel, whose conduct /performance / health / habit is found to be unsatisfactory, at its own costs, risks and responsibilities immediately, with written intimation to EPFO.
10. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed by it. There shall be no claim by such deployed persons of any employment in EPFO. The persons deployed by the service provider in EPFO shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against EPFO
11. EPFO shall not be responsible for any financial loss or any injury to any of the staff deployed by the contractor/agency in the course of their performing the functions/duties, or for payment towards any compensation.
12. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof EPFO is put to any loss / obligation, monetary or otherwise, EPFO will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

SCHEDULE OF WORK:

1. Supply of 8 Housekeeping personnel for the purpose of cleaning of office premises.
2. Supply of 4 Security Guard for guarding office premises for 24 hours.
3. Supply of 4 Office boys/Multitasking personnel for carrying out the non-clerical work day to day as instructed by EPFO officials.
4. Supply of 1 Electrician cum Plumber cum Lift operator to maintain the office equipment's.
5. Supply of 19 Data Entry Operators for assisting office staff on day to day work with minimum XIIth pass and knowledge of computers along with typing with a speed of not less than 8000 key depressions per hour data entry work.
6. Carrying out the work on daily basis as specified in "Scope of Work".
7. Monitoring and reporting the housekeeping and other services periodically.

SCOPE OF WORK:

1. Housekeeping:

- Brooming and Moping of the entire floor of the office premises – Daily before 9AM.
- Washing, cleaning and moping of entire toilets and urinals of the office – Daily 3 times (9AM, 12PM & 3PM).
- Refill / Replace the hand wash, Soap, Naphthalene balls and air purifiers as and when required.
- Dusting, cleaning and vacuuming of all furniture & fixtures including tables, chairs, almirah, cubicles, compactors, work cabinets, wall partitions and glass doors – Daily.
- Dusting and cleaning of all computer peripherals, printers, telephone instruments and Fax machines – Daily.
- Cleaning of water dispensers and replacing of water – Daily before 9AM.

- Up keeping and maintenance of potted plants (Gardening) – Daily.
- Proper cleaning and Disposal of Garbage to outside the office premises-Daily.
- Thorough cleaning by vacuuming, brushing and moping the entire premises including all equipment's and furniture's & fixtures.
- Maintaining cleanliness and hygiene at office premises.
- Carrying out of any other work assigned to them by superior authority from time to time.

2. Security:

- Security of the office property, plants, stores, vehicles and other belongings within the office premises.
- Regular checking, recording and reporting the incoming and outgoing personnel including visitors.
- Restricting the unauthorized personnel in the office premises.
- Ensuring that, the lights, fans and all other electrical items are switched off after closer of office hours.
- Ensuring proper arrangement of staff vehicles at the parking area and not to allow private vehicles in staff parking area.
- Ensuring the responsibility for thefts and movement of open items such as toilet fittings, fans, telephone instruments, computer peripherals, firefighting systems etc.
- Ensuring the presence physically at the premises under any circumstances until and unless properly relieved.
- Maintaining the proper registers of the guests visiting the officers/officials of the office.
- Ensuring the alertness in case of fire during or after office hours. APFC (CT) shall be informed immediately and inform the nearest fire station and assist in firefighting operations.
- Ensuring the regular visits from the contractor and surprise visits during day and night to check the alertness and attention of the security guards.

3. Office Boys:

- General cleanliness of the sections/units.
- Carrying and shifting of registers, files and other records as instructed by the officials within the office.
- Physical maintenance of the records in the sections.
- Maintain cleanliness of furniture & fixtures.
- Dak delivery to the sections and officers.
- Ensuring the opening and closing of the room in the office premises.
- Carrying the non-clerical work as instructed by officers and staff time to time.
- Carrying out of any other work assigned to them by superior authority from time to time.

4. Electrician cum Plumber cum Lift operator:

- Installation and maintenance of electrical items inside the office premises.
- Maintenance of Generator.
- Upkeep and maintain the sanitary and water connections of the office.
- Ensuring the lift operation during office hours.
- Attending the complaints immediately and resolve the problems pertaining to electrical, plumbing and sanitary works.
- Ensuring to attend any other works assigned to him by his superior authority.
- Carrying out of any other work assigned to them by superior authority from time to time.

5. Data Entry Operators:

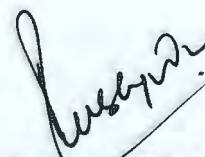
- Personnel should be minimum XIIth pass and should possess a speed of not less than 8000 key depressions per hour data entry work.
- Personnel should be undergone basic computer education and obtain a certificate of computer course from a reputed institute.
- Ensuring the work related to data entry and other filing and documentation in the sections/tasks as assigned by the section supervisors and accounts officers.

TERMINATION OF CONTRACT:

1. The contract may be curtailed/ terminated before the contract period, interalia owing to deficiency in service or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The EPFO, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract is terminated by EPFO on account of the defaults committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by PFRDA from his Security Deposit or pending bill or by raising a separate claim.

BID EVALUATION:

1. Bidders if interested are invited to be present at the time of bid opening along with authorization letter.
2. The bidder meeting the eligibility criteria and quoting the lowest rate will be awarded the work.
3. The successful bidder shall submit performance guarantee at the rate 10% of the total value of the contract in the form of Bank Guarantee from any Scheduled commercial bank favoring "Regional Provident Fund Commissioner, Bommasandra" within five days on receipt of the work order.
4. Successful bidder shall sign the service agreement with EPFO within five days on receipt of the work order, failing which the tender process will be scraped by forfeiting their EMD.
5. The EMD/Performance Guarantee of the successful bidder will be refunded after the completion of the contract period.
6. The EMD of the unsuccessful bidder will be refunded without interest, within 30 days from the date of bid evaluation.



(PUSHPENDRA)

Assistant PF Commissioner
RO-Bommasandra 1

To,
The Assistant PF Commissioner
RO-Bommasandra 1
Bangalore – 560 068

Sir/Madam,

Sub: Undertaking for submission of quotation and relevant documents of tender - reg.

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Housekeeping & Other manpower services.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

If our proposal is accepted, we undertake to adhere to the terms and conditions put forward in the tender and the agreement to be entered with EPFO and we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to EPFO.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with EPFO for provision of Housekeeping & Other manpower services.

We confirm that the information furnished in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to EPFO are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead EPFO as to any material fact." we understand that if any point of time it is noticed/discovered by EPFO that as information given by us is false or incorrect or misleading EPFO shall have the right to take such necessary legal action as it may deem fit besides termination of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours faithfully,

Date:
Place:

SIGNATURE OF THE BIDDER
(With official Seal)

"ANNEXURE – A"
PARTICULARS OF THE BIDDER
(TECHNICAL BID)

SI No	Particulars	Details
1	Name of the Bidder	
2	Address of the Bidder(Proof should be enclosed)	
3	Address of the firm(Proof should be enclosed)	Corporate Address:
		Branch Address:
4	Name of the authorized signatory	
5	Telephone Number	
6	Mobile Number	
7	E-mail ID	
8	Details of the Registration of the bidder (Labour License / registration certificate to be enclosed)	
9	Details of ESIC Registration (Copy of latest monthly contribution statement to be enclosed)	
10	Details of EPFO Registration (Copy of latest ECR to be enclosed)	
11	Details of Registration under MSME/NSIC (Copy to be enclosed)	
12	PAN (enclose copy of PAN card)	Proprietor:
		Firm/Company:
13	GST Number (Copy to be enclosed)	

14	Details of Balance Sheet(Copy to be enclosed)(Yes/No)	2015-16 2016-17 2017-18
15	Details of Form-16 from at least two Government Departments (Copy to be enclosed)(Yes/No)	1. 2. 3.
16	Income Tax Returns for last three years(Copy to be enclosed)(Yes/No)	2015-16 2016-17 2017-18
17	Details of ISO Certificates (Copy to be enclosed)	
18	Details of similar works carried out in the last two years (copy of work order should be enclosed)	
19	Declarations: 1. No Police Case against bidder. 2. Non employment of Child labour. 3. Not been blacklisted by any department and having a clean track record	(Yes/No) (Yes/No) (Yes/No)
20	List of the clients where similar works carried out in last five year (details to be enclosed)	
21	Details of EMD	

I _____ hereby declare that, M/s _____ company has not been blacklisted by any of the Govt. or Quasi-Govt/ Govt.Under taking companies.

Date:
Place:

SIGNATURE OF THE BIDDER
(With official Seal)

"ANNEXURE – C"

**DECLARATION FOR HAVING CLEAN TRACK RECORD AND NOT BEEN
BLACKLISTED**

I _____ hereby solemnly undertake/
declare that, we M/s _____ / sister
concern/any group company or any of our partners/directors are not been
black listed / debarred by any of the Government
departments/CPSU/SPSU/Autonomous body or have not been found guilty of
moral turpitude or convicted any economic offense or violated any labour laws
by any court or any authority appointed to enforce any labour laws. We have
maintained clean track record and not foreclosed the services for non-
fulfillment of contractual obligations till date.

Date:
Place:

SIGNATURE OF THE BIDDER
(With official Seal)

"ANNEXURE – D"

DECLARATION FOR NO POLICE CASE AGAINST BIDDER/COMPANY

I _____ hereby solemnly undertake/
declare that, No police case has been registered against our company and
Proprietor/Director of the company. We do not hold any litigations / Arbitration
cases with any of the customer.

Date:
Place:

SIGNATURE OF THE BIDDER
(With official Seal)

"ANNEXURE – E"

DECLARATION FOR NON EMPLOYMENT OF CHILD LABOUR

I _____ hereby solemnly undertake/
declare that, we M/s _____ neither
employed any child labour nor any violation of rules and regulations under
Child Labour (Prohibition and Regulation) Act, 1986.

Date:
Place:

SIGNATURE OF THE BIDDER
(With official Seal)

**ANNEXURE B
FINANCIAL BID**

SL NO	DESCRIPTION	HOUSEKEEPING (Unskilled)	OFFICE BOY/ MULTITASKING (Unskilled)	ELECTRICIAN /PLUMBER/ LIFT OPERATOR (Skilled)	DATA ENTRY OPERATOR (Semi Skilled)	SECURITY GUARD (Skilled)
1	WAGES PER PERSONNEL/MONTH					
2	ESIC @ 4.75%					
3	EPF @ 13.15%					
4	AGENCY SERVICE CHARGES					
	SUB TOTAL					
5	GST					
	GRAND TOTAL/COST PER PERSONNEL					
6	TOTAL MANPOWER AS PER SCHEDULE OF WORK	4	2	1	9	4
	TOTAL COST PER MONTH					

I _____ hereby declare that, the rates quoted above are as per the Minimum Wages Act 1948 and there will be no upward revision of the rates quoted throughout the contract period for any reason what so ever except the applicable statutory taxes and revision in minimum wages as per The Minimum Wages (Central) Rules, 1950.

Date:
Place:

SIGNATURE OF THE BIDDER
(With Official Seal)