Phone : 0878-2231090(G)
Fax : 0878-2231088
Email : ro.karimnagar@epfindia.gov.in

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

भविष्य निधि भवन, # २-७-२७१/A, मुकरम्पुरा, करीमनगर - ५०५ ००१.
Bhavishyanidhi Bhavan, H.No.2-7-271/A, Mukarampura, KARIMNAGAR - 505 001.

सं. क्षेका/करीम/निविदा/२०१८/ दिनांक : ०२/०५/२०१८

<u>क.भ.नि.सं. क्षे.का. करीमनगर मे सुरक्षा गार्ड/मानव संसाधन प्रदान करने हेतु निविदा सूचना आमंत्रित</u> ।

कर्मचारी भविष्य निधि संगठन एक सांविधिक संगठन है जो की श्रम एवं रोजगार मंत्रालय, भारत सरकार, नई दिल्ली के नियंत्रण मे कार्य कर रहा है, उक्त संगठन का एक क्षेत्रीय कार्यालय, कारीमनगर मे है ।

निम्नलिखित मानव संसाधन कार्यालय एक वर्ष की अवधि हेतु प्रदान करने के दिनांक से काम मे लगाने के लिए प्रस्ताव रखता है ।

क्रम स	सेवा का नाम	पदो की संख्या
1	सुरक्षा गार्ड	03
2	सफाई कर्मचारी(गृह रखरखाव)	03
3	इलेक्ट्रिशियन	01
4	बहुविध सेवक	04

बंद निविदा मानव संसाधन प्रदान करने वाले/आउट सोर्सिंग एजन्सियो द्वारा संलगणित प्रपत्र मे आमंत्रित है । कृपया ध्यान रखे की उक्त निविदा एजंसी के कार्यालयीन पत्रशीर्ष पर होना चाहिए । इसके आगे यह ध्यान रहे की उक्त एजंसी श्रम विधि, क भ नि एवं प्र उप अधिनियम 1952, ई एस आई तथा न्यूनतम वेतन अधिनियम, 1948 एवं अन्य सभी विधि के अनुपालन हेतु पूर्ण रुपेण उत्तरदायी होगी ।

बंद निविदा इस कार्यालय को **श्री ए. वेंकटेश्वरलू, सहायक भ.नि आयुक्त (हेच. आर. एम.)** के नाम पर भेजा जाये तथा **"मानव संसाधन प्रदान करने के लिए निविदा - केवल प्रेषिती द्वारा ही खोला जाये"** - इस प्रकार का उपरिलेख हो । यदि ऐसा न हो तो कृपया ध्यान रहे की बंद निविदा को कदापि स्वीकार नहीं किया जाएगा । बंद निविदा इस कार्यालय को २५/०५/२०१८, सायं ४.०० बजे तक अथवा उससे पूर्व प्राप्त हो जाने चाहिए । बाद मे प्राप्त निविदाओ पर विचार नहीं किया जाएगा । २५/०५/२०१८, सायं ४.०० बजे तक प्राप्त बंद निविदा को क्षेत्रीय कार्यालय, करीमनगर के क्रय समिति द्वारा दिनांक २८/०५/२०१८ सायं ४.०० बजे ही खोल दिया जाएगा तथा समिति द्वारा निविदा खोलते समय एजंसियों के प्रतिनिधियों को उपस्थित होने की अनुमति दी जाती है ।

किसी भी निविदा या सभी निविदाओ को बिना कोई कारण बताए रद्द करने का अधिकार इस कार्यालय के पास आरक्षित है तथा इस संबंध मे किसी भी विषय पर सहायक भ नि आयुक्त (हेच. आर. एम.), क्षेत्रीय कार्यालय, करीमनगर का निर्णय अंतिम होगा एवं सभी पर बाध्य होगा ।

संलगन: अनेग्जर

02/05

(ए. वेंकतेश्वालु)
सहायक भविष्य निधि आयुक्त (हेच. आर. एम.)
क्षेत्रीय कार्यालय, करीमनगर

Phone : 0878-2231090(G)
Fax : 0878-2231088
Email : ro.karimnagar@epfindia.gov.in

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

भविष्य निधि भवन, # २-७-२७१/A, मुकरम्पुरा, करीमनगर - ५०५ ००१.
Bhavishyanidhi Bhavan, H.No.2-7-271/A, Mukarampura, KARIMNAGAR - 505 001.

No. RO/KRN/CT/Tender/Outsourcing/2018/ Dt: 02.05.2018.

NOTICE INVITING TENDERS FOR SUPPLY OF SECURITY GUARDS/ MANPOWER TO EPFO, RO-KARIMNAGAR.

The Employees Provident Fund Organisation is Statutory Organisation working under the control of Ministry of Labour and Employment, Government of India, New Delhi and the said Organisation has Regional Office at Karimnagar.

This office proposes to engage Man Power for a period of One year commencing from the date of supply as mentioned below:

Sl.No.	Name of the Service	Number of Posts
1	Security Guards	03
2	Sweepers / Scavengers (House Keeping)	03
3	Electrician	01
4	Multi Task Staff	04

Sealed Tenders are invited from the Man Power Supply/Outsourcing Agencies for supply of above said Man Power in the Proforma enclosed. It may please be noted that the said sealed Tenders must be on the official Letter Head of the Agency. It may further be noted that the Agency shall be fully responsible for the compliance of all the Labour and other related laws including EPF & MP Act, 1952, ESI and Minimum Wages Act, 1948. The sealed Tenders should be sent to this office by name to **Sri. A. Venkateshwarlu, Assistant P.F. Commissioner/OIC** and the envelope should be super scribed as **"Tender for Supply of Man Power - To be opened by the Addressee only".** It may please be noted that the Tenders will not be accepted/entertained if not received in sealed cover or the sealed cover does not contain the above superscription. The sealed Tenders should reach in this office on or before **25-05-2018 by 4.00 p.m.** the Tenders received after due date shall not be accepted. The tenders received up to **4.00 p.m of 25-05-2018** will be opened by the Purchase Committee, Regional Office, Karimnagar at **4.00 p.m on 28-05-2018** itself and the Representatives of the Agencies are permitted to attend when the Tenders are opened by the Committee.

This office reserves all the rights or cancels any or all the Tenders without assigning any reason and the decision of Assistant P.F. Commissioner/OIC, Regional Office, Karimnagar on any issue concerning shall be final and binding on you.

(A.VENKATESHWARLU)
Assistant P.F. Commissioner/OIC
RO, Karimnagar.

ANNEXURE-A

TERMS AND CONDITIONS REGARDING OUTSOURCING OF MAN POWER FOR THE EMPLOYEES PROVIDENT FUND ORGANISATION. REGIONAL OFFICE, KARIMNAGAR.

1. Number of Manpower required is as below:
   a. Security Guards : 03
   b. Sweepers : 03
   c. Electrician : 01
   d. Multi Tasking Staff : 04
2. Tender should be submitted in the Proforma enclosed along with attested copies of necessary licenses etc.
3. QUALIFICATIONS:
   i. The Security Guards shall be physically fit and courageous, preferably Ex-Servicemen. They should have the minimum educational qualification of SSC/VII Std., and shall be conversant with the languages of Hindi, English, Telugu and shall be trained in Industrial Security, Fire Fighting, First Aide etc. All should possess such qualifications that are required for a Security Guard for discharge of their duties.
   ii. For the post of Multi Tasking Staff, candidates having the educational qualification of SSC are preferable.
4. This office reserves the right of rejection of personnel supplied if they are not found suitable and their performance is not up to the mark.
5. Service Providers will deploy Man Power upon receiving a specific order in writing from this office.
6. The Contract can be terminated by either of the parties by giving notice of 30 days.
7. This office shall make no payment directly to the personnel sent by the Service Provider and the payments shall be made in the name of the Service Provider.
8. The Man Power will be taken on daily wages and casual basis only. The Service Provider shall be responsible for payment of Minimum wages, Provident Fund, ESI Contribution and other statutory dues in respect of personnel supplied as per Law and they should furnish all the details of rates & amounts payable towards the above statutory payments while quoting the charges for deployment of each person in each category.
9. The Service Provider shall submit their bill on a Monthly basis to Assistant P.F. Commissioner latest by 7th day of the following month. This office shall make the payment after verifying their attendance and performance records within 30 days upon receiving the bill.

ANNEXURE-B

NATURE OF WORK

1. SECURITY GUARDS:
   Three shifts (each shift 8 Hours) Security duties at the office building. Their duties in general are:
   a. Regular checking, recording and reporting as applicable in the incoming and outgoing personnel including visitors etc.
   b. Security of Property, building, Plants, Stores, Engineering goods, Vehicles and any other belongings within the premises of the office.
   c. Restricting the entry of the unauthorized persons in the premises.
   d. Keeping vigilance about such information which is vital for security to the premises and reporting the same to the management/authorities in time.
   e. Any other duty that may be assigned from time to time by the Organisation.
2. SWEEPERS/SCAVENGERS (House Keeping) :
   a. To upkeep the Office Building in clean and hygienic manner predominantly includes sweeping and cleaning the toilets of the Office Building.
   b. To maintain the gardening in Office Building.
   c. Any other duty that may be assigned from time to time by the Organisation.
3. ELECTRICIAN:
   a. To maintain the electrical installations (including Generator) in Office Building.
   b. To attend the electrical problems within the office.
   c. Any other duty that may be assigned from time to time by the Organisation.
4. MULTI TASKING SATFF:
   a. Physical maintenance of records of section.
   b. General cleanliness and upkeep of the section/unit.
   c. Carrying of the files and other papers within the office.
   d. Photo copying, sending Fax etc.
   e. Other non-clerical work in the section.
   f. Delivering of Dak.
   g. Watch and ward duties.
   h. Opening and closing of Rooms.
   i. Cleaning of Rooms.
   j. Dusting of Furniture etc.
   k. Cleaning of Building, Fixture etc.
   l. Driving of vehicles, if in possession of valid Driving License.
   m. Upkeep of Parks, Lawns, Potted Plants etc.
   n. Any other work assigned by superior authority.

ANNEXURE-C

TENDER FOR SUPPLY OF MANPOWER TO THE OFFICE OF THE ASSISTANT P.F. COMMISSIONER, REGIONAL OFFICE, KARIMNAGAR ON DAILY WAGES.

Ref. No: RO/KRN/CT/Tender/Outsourcing/2017/ Dt: 02.05.2018.

1.	Name and Address of the Company/Firm along with Phone/Mobile/Fax/e-mail Address	:	
2.	Date of Setup of Establishment	:	
3.	Date of starting of activity of providing Security Services/Man Power	:	
4.	No. of years of experience in providing Security Services/Man Power	:	
5.	No. of Security Guards/Sweepers/Scavengers/ MTS employed as on date	:	
6.	List of Major Companies/Estts. including Govt, institutions to which the Security Guards/Man Power are being provided along with No. of Security Guards (Attach separate sheet)	:	
7.	E.P.F. Code No. (Attach copy of code No. and latest Form No.I2-A)	:	
8,	E.S.I.C. Code No. (Attach copy of code No. and latest challans)	:	
9.	Labour Licence No. and issuing Authority	:	
10.	Rate quoted per each person per month	:	

Details of	Security Guards Rs.	Sweepers/ Scavengers Rs.	Electrician Rs.	Multi Tasking Staff Rs.
Wages per Month				
EPF Contributions				
ESI Contributions				
Service Tax				
Agency Commission/Service Charges				
Total				

It is certified that our establishment is complying with all Labour and other related laws including the EPF and MP Act, 1952 and Minimum Wages Act, 1948 as may be applicable and we undertake to continue the said compliance for the entire period for which the Tender is submitted.

Signature:

Date:

Name and Designation:

Address:

ANNEXURE-D

TENDER FOR SUPPLY OF MANPOWER TO THE OFFICE OF THE ASSISTANT P.F. COMMISSIONER, REGIONAL OFFICE, KARIMNAGAR.

1. It is certify that the rates mentioned in the Tender include Minimum Wages, EPF Contributions, ESI Contributions, Service Tax and other Statutory dues etc.
2. I/We further undertake that I/We follow all the statutory rules like Minimum Wages Act, EPF & MP Act, WSI Act, Contract Labour Act, Workmen's Compensation Act etc., or any other Act in force at that time and which is applicable to Contract Labour and we will be responsible for any labour problems arising out of rules as specified by the appropriate Government authority from time to time.
3. I/We are ready to execute the contract with effect from the date stipulated by the Employees Provident Fund Organisation, Regional Office, Karimnagar and sign the contract agreement on advance stamp paper of specified value.
4. I/We will abide by all the terms and conditions laid down by the Employees Provident Fund Organisation, Regional Office, Karimnagar.

Place:
Date:

Signature:

Name and Designation:

Address: