



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry Labour and Employment)  
क्षेत्रीय कार्यालय:: REGIONAL OFFICE  
निजामाबाद, NIZAMABAD-503001.

सं.आप्र/क्षेका/निबाद/पशा-11/पहराव निगरानी/अवुट सोर्सिंग/2018

दिनांक: 15-6-18

विषय :- बाहरी ठेका एजेंसी द्वारा सुरक्षागार्ड/जनशक्ति की नियुक्ती करने -बंद निविदा मांगने -संबंधी

कर्मचारी भविष्य निधि संगठन, एक सांविधिक संगठन है, जो कि श्रम मंत्रालय, भारत सरकार, नई दिल्ली के अधीन कार्यरत है, इस के क्षेत्रीय कार्यालय, न्यालकल रोड, निजामाबाद, रेडियो स्टेशन के बाजू में 93 कर्मचारी आवास स्थित है ।

यह प्रस्ताव है कि कार्यालय में निम्न प्रकार से आपूर्ति की तिथि से एक साल के लिये नये बंध निविदा के द्वारा जनशक्ति नियुक्त करना चाहता है ।

क्रम सं	सेवा का नाम	पदों की संख्या
1	सुरक्षा गार्ड	09
2	हउस कीपिंग स्टाफ/सफाई कर्मचारी	07
3	विविध कार्य परिचालक	03
4	एलवट्रीशन	01
5	प्लंबर	01
	कुल	21

जनशक्ति आपूर्ति / बाह्य साधन एजेंसी से मोहरबंद निविदा संलग्न प्रपत्र में आमंत्रित किया जाता है । वे यह सुनिश्च करले कि मोहरबंद निविदा एजेंसी के पत्र शीर्ष में ही होना चाहिए । आगे यह भी सुनिश्च करले कि श्रम से संबंधी सभी विधि एवं दूसरे नियमों के अनुपालन की पूर्ण जिम्मेदारी एजेंसी की ही होगी जैसे क.भ.नि.एवं प्र.उ. अधिनियम 1952, क.रा.बी.नि एवं न्यूनतम वेतन अधिनियम 1948 आदि । मोहरबंद निविदा इस कार्यालय को श्री डॉ. सुदर्शन एस भालाधरे, सहायक भविष्य निधि आयुक्त (मासंप्र) के नाम से कवर पर लिखें कि जनशक्ति सरफरा निविदा - प्रेषिती द्वारा ही खोला जाय । कृपया यह भी ध्यान में रखाजाय कि यदि निविदा मोहरबंद नहीं हो या उपरोक्त उपरिलेख के बिना स्वीकार्य नहीं किया जाएगा । मोहरबंद निविदा इस कार्यालय को दिनांक 02-07-18 को 3.30 बजे तक पहुंच जानी चाहिए । नियत तिथि के बाद प्राप्त निविदा स्वीकार्य नहीं किए जाएंगे ।

यह कार्यालय कोई कारण बताये बिना किसी एक य सभी निविदाओं को रद्द करने का अधिकार सुरक्षित रखता है और इस से संबंधित किसी मामले में क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, निजामाबाद का निर्णय अंतिम होगा और आप उसके बाध्य होंगे ।

संलग्न:- यथोपरी

सहायक भविष्य निधि आयुक्त (मासंप्र)  
क्षेत्रीय कार्यालय, निजामाबाद ।

Telephone: 08462-245795  
Fax: 08462-245525  
E-Mail: ro.nizamabad@epfindia.gov.in



कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
क्षेत्रीय कार्यालय :: REGIONAL OFFICE  
निजामाबाद, NIZAMABAD-503001.



No.AP/RO/NZB/ADM-II/CT/Watch & Ward/Outsourcing/2018/

Date: 15.06.2018.

Sub: Engaging Man Power through Outsourcing Agency – Sealed Tenders Called for.

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The Employees Provident Fund Organisation is a 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 Nyalkal Road, Nizamabad. It has 93 Staff Quarters at Nyalkal Road, Beside Radio Station, Nizamabad.

It is proposed to call for fresh tenders to engage Man Power as mentioned below, for a period of One year commencing from the date of supply:

S.No	Name of the Services	No.of Posts
1	Security Guards	09
2	Housekeeping Staff	07
3	Multi Task Attendent	03
4	Electrician	01
5	Plumber	01
	<b>TOTAL</b>	<b>21</b>

Accordingly, you are requested to submit your Sealed Tender for supply of above said Man Power in the Proforma enclosed. It may please be noted that the said Sealed Tenders must be on your Official Letter Head. You may further note that you shall be fully responsible for the compliance of all the Labour and other related laws including EPF & MP Act, 1952 ESI Act and Minimum Wages Act, 1948. The Sealed Tenders should be sent to this office by name to **Sri Rajat Rameshwar Banada, Assistant PF Commissioner (HRM)** and the envelope should be superscribed 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 the undersigned on or before 02.07.2018 by 03.30 p.m. The Tenders received after due date shall not be accepted.**

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

Enclosures: As above

Yours faithfully,

(Rajat Rameshwar Banada)  
Assistant P.F.Commissioner(HRM)  
Regional Office, Nizamabad.



**TERMS AND CONDITIONS REGARDING OUTSOURCING OF MANPOWER FOR THE  
EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, NIZAMABAD.**

1. Number of Man Power required is as below:

(a)Security Guards	: 09
(b)House Keeping Staff	: 07
(c) Multi Task Attendants	: 03
(d)Electrician	: 01
(e)Plumber	: 01
2. Tender should be submitted in the Proforma enclosed alongwith attested copies of necessary licences etc.
3. QUALIFICATION:
  - (i) The Security Guards shall be physically fit and courageous, preferably Ex-Servicemen. They should have the minimum educational qualification of SSC/VIII Std., shall be conversant with the languages of Hindi, English, Telugu and shall be trained in industrial security, Fire Fighting, First Aid etc. all should have all such qualifications that are required for a Security Guard for discharge of their duties.
  - (i) For the post of Multi Task Attendants (MTA), candidates having the educational qualification of SSC are preferable.
  - (ii)For the post of Electrician and Plumber candidates having the qualification of ITI 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. Services 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, swatch bharat cess 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 Regional P.F.Commissioner latest by 7<sup>th</sup> day of the following month. This office shall make the payment after verifying their attendance and performance records within 30days upon receiving the bill and payment should be paid in the presence of departmental official.

10. The Man Power so deployed for watch & ward and other duties shall not involve themselves in any of the activities which are likely to affect the interest of the Organisation and shall maintain high order of trust and confidence.
11. The agency shall provide all the necessary amenities with respect to Security guards such as Uniforms, shoes, raincoats, whistles, lathies, stocking, torches, winter clothing as may be decided by the agency and they shall use them while on duty and with respect to others Uniform shall be provided.
12. The Security agency shall also agree to rotate 1/3 of the total strength every two months so as to replace the whole Man Power complement once in every six months.
13. Age: Between 18 and 45 years age.
14. Validity: The Contract will be valid up to one year.
15. The Bidder participation charges per each sealed Bid Tender (Estimated value between Rs.5.00 Lacs to Rs.50.00 Lacs ) is Rs.3,000/- which is non-refundable and the Demand Draft to be drawn in favour of the Regional P.F.Commissioner, RO, Nizamabad payable at Nizamabad.
16. Wages of Outsourcing Employees must be paid through Bank only.
17. The agency should be pay fair wages to his employees as per Minimum Wages Act of Central Government as applicable and comply under Bonus Act and leave rules as per registration of its establishment. While quoting the rates agency should consider Basic, DA and other statutory dues as per Minimum Wages Act of Central Government or as applicable.
18. 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 Skilled & Unskilled category & statutory dues. The Agency shall quote only the Service Charges/Commission payable (for providing Uniform, Shoes, Raincoats, Whistles, Lathes, Stocking, Torches, Winter Clothing etc., and maintenance charges) to it per person per month in lum sum on the basis of which the tender will be decided as the minimum wages and statutory dues are not negotiable.**
19. The successful agency should deposit security deposit (Performance security) @ ( 5 to 10%) of total value for one year or Rs. 2 Lac whichever is higher, within 7 days from the date of award of the contract in the form of DD favouring " Regional P F Commissioner, Nizamabad" or Bank Guarantee from any Commercial Bank for the said amount which will remain valid for a period of Sixty days beyond the date of completion of contract.
20. 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.
21. TDS at the prescribed rate shall be deducted from the total amount of Bill as per Income Tax Rules.

22. 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 Telangana State Labour Welfare Board or any other board as applicable.
23. EPFO, RO, Nizamabad will not be responsible for any contingency/accident occurred while working in the premises of the office.
24. 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 to the said losses.



**(Rajat Rameshwar Banada)**  
**Assistant P.F.Commissioner(HRM)**  
**Regional Office, Nizamabad.**



**NATURE OF WORK**

**1. SECURITY GUARDS:**

Three shift security duties at the office Building as well as Staff Quarters, EPFO, Nyalkal Road, Nizamabad. 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 and staff Quarters Nyalkal Road, Nizamabad.
- 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 Organization.

**2. HOUSE KEEPING STAFF:**

- a) to upkeep the Office Building as well as Staff Quarters, EPFO, Nyalkal Road, Nizamabad in clear and hygienic manner predominantly includes sweeping and cleaning the toilets of the Office Building.
- (b) To maintain the gardening in Office Building and Staff Quarters
- (c) Any other duty that may be assigned from time to time by the Organisation.

**3. MULTI TASK ATTENDENTS:**

- 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. Upkeep of Prks, Lawns, Potted Plants etc.
- m. Any other work assigned by superior authority.

**4. ELECTRICIAN:**

- (a) To maintain the electrical installations (including the Generator) in Office Building and Staff Quarters
- (b) To attend the electrical problems complained by inmates of Staff Quarters
- (c) Any other duty that may be assigned from time to time by the Organization

**5. PLUMBER:**

- (A) To ensure the proper water supply including the bore wells and to attend day to day plumbing problems.
- (b) Any other duty that may be assigned from time to time by the Organisation.



**(Rajat Rameshwar Banada)  
Assistant P.F. Commissioner (HRM)  
Regional Office, Nizamabad.**

**ANNEXURE –C**

**Tender Offer – cum – Undertaking Form**

Date\_\_\_\_\_.

Tender reference No. \_\_\_\_\_.

To: (Name & Address of vendor)

Sir,

Having examined the tender documents including all Annexures the receipt of which is hereby duly acknowledged, we the undersigned offer out tender for supply of manpower as required by the EPFO, Regional Office, Nizamabad 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 Government Department.

If our tender offer is accepted, we will furnish the D.D. @ 10% of total value for One year or Rs. 2 Lac whichever is higher or Bank Guarantee of equivalent amount for the due performance of the contract during the contract periods. The decision of the EPFO, Regional Office, Nizamabad for calculation of average monthly payment for the purpose of security deposit will be accepted and executed.

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 of .....2018.

Signature.....

(In the capacity of ) .....

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

**ANNEXURE – D****TECHNICAL BID**

1	Name of the Vendor	
2	Name of the Company/Agency	
3	Address of Company/Agency	
4	Name of the Partners (if any)	
5	Telephone Numbers	
6	Year of Establishment	
7	Bankers	
8	Information about Regional Offices/ Branches (if any)	
9	Details of work in hand/ experience	
10	Labour license Number	
11	EPF Registration Number	
12	ESIC Registration Number	
13	GST Registration Number	
14	PAN/TAN from Income Tax Department	
15	Labour Licence No. and issuing Authority	
15	Nature of Work	
16	Place of work	
17	Nature of manpower	
18	Earnest money deposit	

DD. No. \_\_\_\_\_ dated. \_\_\_\_\_.

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



**ANNEXURE – E****COMMERCIAL BID**

Serial No.....

Tender Reference No. ....

Last date and time for receipt of tender offers.....

Time and Opening of tender.....

Tender offer validity till.....

Please note that the bidders shall quote the price in the following format:

Sl No	Requirement	Category	No. of Persons/ Specification	Agency Charges per person per month
1	Security Guards	Without Arms	09	
2	Sweepers / Scavengers (House Keeping )	Unskilled	07	
3	Multi Task Attendants	Unskilled	03	
4	Electrician	Skilled	01	
5	Plumber	Skilled	01	

	Security Guards Rs.	House Keeping Staff Rs.	MTA Rs.	Electrician Rs.	Plumber Rs.
Wages Per Month					
VDA					
Weekly Offs (Security Guards)					
EPF Contributions					
ESI Contributions					
GST					
Total					

**(Wage rate should be quoted as per Chief Central Labour Commissioner, New Delhi (Government of India))****Signature of Tenderer/ Competent Authority  
of Company/Agency with  
Official Stamp & Seal**

Place:.....

Date: .....