



EMPLOYEES' PROVIDENT FUND ORGANISATION  
(Ministry of Labour & Employment, Govt. of India)  
Regional Office, Raichur

IInd Floor, Garaladinni Complex, Saath Kacheri Rd, Raichur – 584101.  
Telephone 08532 230328, e-mail: sro.raichur@epfindia.gov.in Karnataka.

No.ZO/HBL/RO/RCH/Adm/2018-19/92

Dt: 25/05/2018

कर्मचारी भविष्य निधि संगठन क्षेत्रीय कार्यालय, रायचूर अपने कार्यालय परिसर द्वितीय तल, गारलादिनी परिसर, सात कचहरी रोड, रायचूर स्थित कार्यालय के लिए एक साल की अवधि तक (03) सुरक्षा गार्ड, (01) हाउस किपिंग स्टाफ और (01) मल्टी टास्क सहायक को आउटसोर्स करना चाहती है।

रुचि रखने वाले एजेंसियां निविदा दस्तावेज की वित्तीय और तकनीकी बोली की प्रति के साथ एक मुहरबंद लिफाफे में प्रस्तुत कर सकते हैं। लिफाफे के उपर "सुरक्षा गार्ड, हाउस किपिंग स्टाफ और मल्टी टास्क सहायक के लिए निविदा" लिखकर इसे **11/06/2018** शाम **14:00** बजे तक या उससे पहले ईपीएफओ, क्षेत्रीय कार्यालय, रायचूर पहुंचने जाने चाहिए। यदि, कोई निविदा प्राप्त होगी तो इसे उसी दिन **16:00** बजे बोली लगाने वालों की उपस्थिति में खोला जाएगा।

अ.रु. शिरकर

(अरुण आर शिरकर/ARUN R SHIRKAR),  
क्षेत्रीय भविष्य निधि आयुक्त/Regional Provident Fund Commissioner Gr.II,  
क्षेत्रीय कार्यालय, रायचूर /Regional Office, Raichur.



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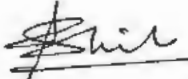
No.ZO/HBL/RO/RCH/Adm/2018-19/ 92

Dt: 25/05/2018

**TENDER NOTICE**

The Regional Office, Raichur Employees' Provident Fund Organisation intends to outsource Security Guards (03), House Keeping Staff (01) and Multi Task Assistant (01) for Regional Office, Raichur, II Floor, Garaladinni Complex, Sath Kacheri Road, Raichur for a period of One Year.

The interested agencies are requested to submit Tender document along with Financial & Technical bid in a sealed cover super scribed "**Tender for Hiring of Security Guards, & House Keeping Staff & Multi Task Assistant**" and should reach EPFO, RO, Raichur on or before 1400 hours on 11/06/2018. The opening of tender will be carried out on the same day at 1600 hours in the presence of bidder(s) if any.

  
25/5

(अरुण आर शिरकर/ARUN R SHIRKAR),

क्षेत्रीय भविष्य निधि आयुक्त/Regional Provident Fund Commissioner Gr.II,  
क्षेत्रीय कार्यालय, रायचूर /Regional Office, Raichur.



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No.ZO/HBL/RO/RCH/Adm/2018-19/

Dt: 23/05/2018

**TENDER DETAILS**

S/No.	Particulars	Remarks
01.	Tender Document Cost	Rs.500/-
02.	EMD (Earnest Money Deposit)	Rs.20,000/-
03.	Last Date of Submission of Tender Documents	11/06/2018, 1400 hours
04.	Opening of Tender (both Financial & Technical bids)	11/06/2018, 1600 hours

The terms and conditions, pre-qualified criteria, etc. are incorporated in the Tender Document and is available in this office on payment of Tender Document Fee of Rs.500/- by way of crossed Demand Draft / Pay Order favouring "The Regional PF Commissioner, EPFO, Raichur" payable at Raichur. The same may also be downloaded from this office website [www.epfindia.gov.in](http://www.epfindia.gov.in) (Tenders & Auctions). The Technical Bid superscribing as "Technical Bid for Security Guards, House Keeping Staff & MTA's & the Financial in another one sealed cover superscribing as "Financial Bid for Security Guards, House Keeping Staff & MTA's" and the both in one sealed cover superscribing as "Tender for Security Guards, House Keeping Staff & MTA's".

The Tenders / Quotations received beyond the specified date and time will not be considered on any ground. The EPFO, RO, Raichur reserves the right to accept / reject any quotation(s) without assigning reason thereof.

(अरुण आर शिरकर/ARUN R SHIRKAR),

क्षेत्रीय भविष्य निधि आयुक्त/Regional Provident Fund Commissioner Gr.II,

क्षेत्रीय कार्यालय, रायचुर /Regional Office, Raichur.

## ANNEXURE I

**FINANCIAL BID**

Name of the Work: Security Services House Keeping Staff and Multi Task Assistant at EPFO, RO, Raichur, II Floor, Garaladinni Complex, Sath Kacheri Road, Raichur - 584 101.

Sl. No.	Description of Work	No of Persons Required in each category	Monthly Gross Wages Per Month / Per Person (Not to be below the Minimum Wages notified by the Central Government).	Total Monthly Amount (Total Per Person Multiplied by No. of Persons required).
01.	Security Guards	3	Rs.	
02.	House Keeping.	2	Rs.	
03.	Multi Task Assistant	1	Rs.	

2.	Make/Type of Clearing Materials with Brand Names, ISI Markings.	Quantity to be Used Per Month	Rate	Total Amount
	a).			
	b).			
	c).			
	d).			

(Signature of Tenderer with Seal).

Name:

Address:

Mobile & Phone No. (O):

Date:

**Salary Break up Details**

Particulars	Security Guards	House Keeping Staff & Multi Task Assistant
Basic Pay +DA		
EPF		
ESI		
Sub – Total		
Service /Administrative Charges		
Approximate Material Cost Per Month (House Keeping Works).		
Total Wage Per Month		
Goods and Service Tax / Any other Statutory Taxes		
Grand Total		

(Signature of Tenderer with Seal).

Name:

Address:

Mobile &amp; Phone No. (O):

Date:

**TECHNICAL BID**

**TENDER DOCUMENT FOR PROVIDING OF SECURITY SERVICES, HOUSE KEEPING STAFF & MULTI TASK ASSISTANT TO EPFO, REGIONAL OFFICE, RAICHUR.**

1. Name & Address of the Tenderer Organization/ Agency with Phone number, e-mail and name and telephone/mobile number of the contact person	
2. Experience in the work of providing Security Services, House Keeping Services , Multi Task Assistant (Attach Certificates/ Testimonials) approximately of works duration carried out and/ or on hand for last 3 years.	
3. Set-up of your Organization, Clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:  a. Is the establishment registered with the Government and / or under any law for the time being in force; please give details with documentary evidence for providing Security services / Man Power Supply etc.,  b. Do you have labour licence. Please provide details and attach a copy.  c. Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in EPFO.  d. Details of the Training Institute where the Guards proposed to be deployed are trained:	
4. Please provide the details of a. EPF Code No.  b. ESI Code No.  c. Gratuity Act Regn No.	

5. Are you governed by minimum wages rules of the Govt. If yes, please give details.	
6. Please attach copy of last 3 Years Income Tax Returns.	
7. Please attach Balance Sheet of the company, duly certified by the Chartered Accountant for last 3 Years.	
8. PAN No.(Please attach copy)	
9. Trade Licence No.(Please attach copy).	
10. GST registration No.	
11. Acceptance of Terms and Conditions attached (Yes/No). Please sign each page of Terms and Conditions as token of acceptance and submit as part of Tender Document.	
12. Power of Attorney / Authorization for signing the Bid Documents.	
13. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
14. Details of the contract with any Govt./Public Sector etc., with contact person's name & Telephone No. etc.,	

Signature of Tenderer with Seal).

Declaration by the Tenderer:

This is to Certify that I / WE before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of Tenderer with Seal).

Name:

Seal:

Address:

Mobile & Phone No. (O):

Date:

**A. Scope of Work:**

1. The Agency shall provide Security Services by deploying adequately trained and well disciplined security personnel to safe guard the EPFO building, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its office buildings as well as staff quarters.
2. The security personnel shall be deployed round the clock in 3 shifts at the office of EPFO to safeguard the premises.
3. The Agency shall be responsible for Opening / Closing of the building and rooms as necessitated / directed by EPFO on working and closed days.
4. The Agency shall ensure that water taps/lights/ACs are not left open / on after close of working hours on normal working days as well as on off days, as the case may be.
5. The Agency shall maintain records of inward and outward movement of men (Casual Employees and also regulation of guests and visitors), materials, etc with proper check on the same as per instructions given from time to time by EPFO.
6. The Security Personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
7. The Security Personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipments installed at EPFO Premises.
8. The Agency shall keep the EPFO informed of all the matters of Security and Co-operate in the investigation of any incident relating to security.
9. Agency shall ensure to maintain the office premises spick and span.

**B. Eligibility Criteria (Mandatory Conditions):-**

1. The Agency may be a Proprietor Firm, Partnership Firm, Limited Company, Corporate Body legally constituted. The Agency must have PF registration within the Jurisdiction of RO, Raichur (Karnataka).
2. The Agency should be in the business of supply of man power for the 3 years.
3. The Agency should not have been put in the negative list by any public sector unit/Govt. Organization, for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement.
4. There should be no case pending with the Police against the Proprietor/Firm/Partner or the Company (Agency).



5. The Agency shall have the following Registration and details of the same to provided in the Technical Bid:
  - a. EPF Registration.
  - b. ESI Registration.
  - c. Goods and Service Tax Registration.
  - d. Valid Licence, issued by Regional Labour Commissioner (Central), Govt. of India.
6. The Security Service Provider agency should be manned by professionals adequately to perform the job and work assigned to the agency efficiently.

**C. Information and Conditions relating to Submission of Bids:**

1. The initial period of contract shall be for 12 months and it may be extended by one year depending on performance of the Agency and at discretion of EPFO.
2. The tender document containing eligibility criteria, scope of work, terms and conditions and draft agreement can be purchased from EPFO on any working day between 0930 hours and 1700 hours on submission of crossed demand draft / pay order for Rs.500/- only favouring "The Regional PF Commissioner, RO, Raichur" or can be downloaded from EPFO website. Those who download the tender document from EPFO website should enclose a DD for Rs.500/- along with their quotation.
3. The quotations should reach EPFO, RO, Raichur in a sealed cover clearly super scribing with **"Tender for Hiring of Security Guards, House Keeping Staff & Multi Task Assistants"** on or before 1400 hours of 11/06/2018. The quotations will be opened on the same day at 1600 hours at EPFO in the presence of bidders or their authorized representatives who choose to remain present.
4. All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of Power of Attorney / Authorization should be enclosed along with tender.
5. A copy of the terms and conditions shall be signed on each page and should be submitted along with the technical bid as token of acceptance of terms and conditions.
6. The quotations should be enclosed with a crossed Demand Draft of Rs. 20,000/- towards Earnest Money Deposit favouring "The Regional PF Commissioner, RO, Raichur" drawn on any Nationalized / Scheduled Bank and should be payable at Raichur, quotations without EMD shall stand rejected and thus shall not be considered for evaluation etc at any stage.
7. The bid security (EMD) shall be returned without interest to the unsuccessful bidders after finalization of contract.

8. The successful bidder should deposit a Security Deposit of **5 %** of the total value per year within 7 days from the date of award of the contract or a Bank Guarantee for the above said amount which will be refunded at the end of the contract. The EPFO will not pay any interest on security deposit.
9. If the successful bidder fails to furnish the Security Deposit within 15 days of receipt of letter of award of work, his Bid Security shall be forfeited and unless time for extension has been granted by the Regional PF Commissioner.
10. The bid shall be valid and open for acceptance of the competent authority of EPFO for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by the successful bidder shall be entertained.
11. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the rate quoted or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the Regional PF Commissioner, RO, Raichur shall decide on the report on the past performance of the firm and length of experience etc. The decision of the EPFO, RO, Raichur in this regard, shall be final and binding on all.
13. The quoted rates shall not be less than the Central Minimum Wages as fixed by the Government and shall include all statutory obligations. The bidder should separately mention its statutory liability (head wise) upon it, however, the EPFO, RO, Raichur shall decide the issue on consolidated liability upon it.
14. EPFO, RO, Raichur shall reserves the right to accept or reject any or all bids without assigning any reasons. EPFO, RO, Raichur also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions / specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

#### **D. Terms and Conditions**

1. The Security Services and provision for the required manpower shall be as under:  
Tentative Positioning of Security Guards Duty time.  
1<sup>st</sup> Shift 06.00 hours to 14.00 hours.  
2<sup>nd</sup> Shift 14.00 hours to 22.00 hours.  
3<sup>rd</sup> Shift 22.00 hours to 06.00 hours.

However, the above number and arrangement of deployment of the Security Personnel is without prejudice to the right of EPFO to deploy the security personnel in any other number or manner considered to be more suitable by EPFO, RO, Raichur.

2. The Agency shall ensure that the security personnel deputed are healthy and not more than 45 years of age. The Agency will get their antecedents, character and conduct verified.
3. The agency pay the wages for each month to the employees latest by 7<sup>th</sup> of the following month positively as per required under the Payment of Wages Act, 1936. The Agency will submit monthly bill along with attendance sheet copies duly certified / duty details and proof of payment of wages for the previous month and proof of payment of PF, ESIC, Goods & Services Tax, Professional Tax etc. for the month previous to that by 8<sup>th</sup> of every month. After due scrutiny of duty details with bill, EPFO, RO, Raichur will release payment to the agency by 10<sup>th</sup> of every month.
4. Payments to the employees will be through Accounts Payee Cheque only and cheque shall be released in the presence of Authorized representative of EPFO, RO, Raichur in terms of Rule 21, of Contract Labour (R&A) Act, 1970.
5. In case of requirement of other staff like unskilled/skilled casual employees, electrician and plumber etc. the agency will provide the said workers at the rate applicable as per Minimum Wages Act upon receipt of written orders from this office.
6. The Agency should have Employees' Provident, Employees' State Insurance Registration No, Labour License, PAN No., etc. Documentary evidence for registration with various Govt. departments should be enclosed with the quotation.
7. The Agency should have experience of at least 3 years in the field of supply of man power.
8. Agencies having experience with Government Organisations will be given priority. Copy of the experience certificate shall be enclosed.
9. The organization reserves the right to award a contract to any agency or any person or persons or to employ such persons directly at their discretion in addition or as replacement to the services of the agency by giving one month notice and without paying any compensation to the agency.
10. The period of contract will be for one year from the date of confirmation of the tender. At the end of the period of contract the same may or may not be extended at the discretion of The Regional Provident Fund Commissioner, RO, Raichur at its discretion.
11. The successful Agency has to execute an agreement with EPFO, RO, Raichur before commencing the work.
12. The Agency shall be fully responsible for any payment to be made to the above personnel including emoluments and other statutory requirements as applicable.

13. The Agency shall forward every month copies of challans along with a statement towards proof of deposit of EPF, ESI contributions & GST/Service Tax pertaining to the employees engaged by the agency at the EPFO, RO, Raichur.
14. Contract shall be terminated at any time by giving one month notice, if service is found to be unsatisfactory.
15. The Contractor shall visit the site physically and understand the nature of the work before quoting the rates.
16. The Contractor should read out the terms and conditions, nature of the work fully before quoting the rates. No additional claim if any will be entertained at a later stage.
17. The rates quoted should be on monthly basis for the above said work, will full details on number of manpower deployed, quantity and quality of materials that will be used.
- 18. On some occasion due to budgetary constraints the payment might get delayed for one or two months or more. The Contractor should bear such situation and should not stop the work for want of payment and disburse the salary to the employees and pay all statutory dues like PF ESI & etc.,.**
19. The Agency should undertake and assure that they shall be responsible for discipline and conduct of their employees and would replace such outsourced employees whose performance is found unsatisfactory by EPFO, RO, Raichur.
20. The Agency shall be responsible for any theft/loss/damage arising by the act and deeds of the outsourced employees and make good such loss to EPF Organisation. The Agency shall be fully responsible for any liability arising under the Workmen's Compensation Act/ESI or for any accident or injury caused to the persons engaged by the agency and the Organization shall not be responsible for the same.
21. Any legal dispute shall be adjudicated within the jurisdiction of **RAICHUR**.
22. The Security Agency shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms and conditions, the agreement shall be liable for cancellation immediately.
23. The Employees' Provident Fund Organisation reserves the right to deduct any statutory dues from the bill of contractor agency in case of default.
24. The Agency shall not pay wages and other allowance to its Security Guards below the rates of Central Minimum Wages as fixed by the Government from time to time.
25. In case of shifting of Office to new premises the agency will provide same service with at same terms and conditions.

26. The Security Guards provided by the Agency must possess the following qualifications:

- a. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
- b. He must be from the complement of his permanent employees and should have passed minimum 10<sup>th</sup> standard and also should be able to read and write official / local languages.
- c. He should be trained as Security Guard.
- d. He must not be less than 18 years and not more than 45 years and should be physically fit to perform the duties of a guard.
- e. He should have two years experience as a Guard he should be conversant with the duties of security guard. The knowledge of fire fighting will be an added advantage should have good knowledge of modern security systems and be able to control movement of personnel.
- f. Should be able gather information on security matters.

#### **E. Duties of the Security Guards.**

1. To attend the compliments to distinguished visitors, VIP's and Officers.
2. Check, Control and Restrict entries to Staff/Workers/Authorised Personnel of Organisation/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
3. Maintain strict security of Men, Material and Premises and maintain diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, exhaust fans, telephone instruments, fire extinguishers or fire fighting systems etc.
4. Will stand by Management during emergency like Gherao, Picketing, Strike etc and Security of EPFO Staff from any assaults whatsoever.
5. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing and taking over Register etc.
6. The Security Guards should take rounds and be able to detect security loopholes, assess fire threats and be able to take preventive measures.
7. The Agency should ensure the daily presence of Security Guards in all shifts and if any personnel goes on leave or does not report for duty the Agency should arrange a alternate security guard immediately.

8. Prevent of misuse of Electricity and Water and to ensure all electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
9. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the concerned official immediately. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station and concerned EPFO Official.
10. The Security Guard should ensure that all the Office rooms & windows are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
11. The Security Personnel must be in proper neat and tidy uniform.
12. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
13. The Agency should undertake a surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
14. The Security Guard should check the bags/briefcases of the visitors, if considered necessary.

#### **F.Duties of House Keeping Staff.**

1. Cleaning and upkeep of Office Building.

In present premises there are 6 Rooms, 4 Halls, 2 Toilet Rooms. The EPFO, RO, Raichur is planning to move to its own building in that case the no. of Rooms, Halls & Toilet Rooms increases.

#### **DAILY DUTIES:**

- a. The entire office building, cabins and halls should be cleaned by 8:45 am.
- b. To sweep all internal areas of office premises and dispose off the swept material to the garbage pit.
- c. To clean the premises all round the office every day.
- d. To collect the Garbage from each room in the office and dispose off the same in the dustbin kept in the premises daily.
- e. To dispose off the garbage to the Municipality Vehicle at the specified time.

- f. The glasses of the window panes, doors and other furniture should be dusted and cleaned every day.
- g. The toilets should be cleaned and scented phenyl followed by dry mopping every day.
- h. Collection and removal of waste paper from the premises shall not be stored on the premises overnight.
- i. Cleaning and Mopping of the Floor should be done by fiber mop/sponge mop using detergents mixed with perfumed phenyl.
- j. Carpets shall be cleaned with vacuum cleaners only. No brooms shall be used.**
- k. Daily Brushing/Sweeping and cleaning the main staircase with long hand fiber mop.
- l. Wet cleaning and drying of the toilets should be done for at least thrice a day. There should not be any stains on the pots and wash basins or foul smell. Cleaning shall be with perfumed phenyl.
- m. The cleaning/sweeping materials such as broomsticks, mopsticks, phenyl, acid naphthalene balls, cob-web sticks, etc. should be provided by the contractor/agency.**
- n. Availability of sanitary materials such Naphthalene Balls, Dettol Hand Wash , Odonil (Air Freshner) In side the Toilets throughout the year.**
- o. Perfumed disinfection spray should be sprayed daily in the rooms, cabins and sitting area of the office.**

## **2. WEEKLY DUTIES:**

- a. Cleaning of window glasses, glasses panes and doors.
- b. Cleaning of lights and fans etc.
- c. Cleaning of the blower part and area around Air Conditioner.
- d. Cleaning of Venetian Blinds in the RPFC's / APFC's Chambers.
- e. Removal of cob-webs in the office building, outside of office building. Twice a week the cleaning and removing of cob-webs process be repeated.

### **3. MONTHLY DUTIES**

- a. Cleaning of windows from outside, with soap water.
- b. Sweeping and dusting of entire ceiling walls, pillars and partitions with vacuum cleaners only.
- c. Cleaning and dusting of compactors by removing files and papers and replacing the same in order.
- d. Cleaning and removing stains from Rexene/leather sofa, chairs with necessary chemicals.
- e. Removal of cob-webs wherever they exist.

Signature of Tenderer with Seal).

Name:

Seal:

Address:

Mobile & Phone No. (O):

Date: