

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

बुडा लेआउट, मरीपालेम, एन.ए.डी.पोस्ट, विशाखपट्टणम - 530 009

[Telephone: 0891-2558929; Fax: 2558734; E-mail: sro.vizag@epfindia.gov.in]



क्र.आं.प्र/क्षेका/विशाखा/मासंप्र/एस.2/एफ.9/2018

दिनांक 23.02.2018

कोटेशन के लिए आमंत्रण

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय के अंतर्गत कार्यरत एक सांविधिक निकाय है। क्षेत्रीय कार्यालय, विशाखपट्टणम, कर्मचारी भविष्य निधि संगठन उपरोक्त पते पर तथा स्टाफ क्वार्टर्स निम्नलिखित पते पर स्थित है।

फेस -I, स्टाफ क्वार्टर्स	फेस -II स्टाफ क्वार्टर्स
भविष्यनिधि एन्क्लेव -I मरीपालेम बुडा लेआउट, एनएडी पोस्ट विशाखपट्टणम - 530 009	भविष्य निधि एन्क्लेव -II करासा पोलिस क्वार्टर के पास मरीपालेम बुडा लेआउट, एनएडी पोस्ट विशाखपट्टणम - 530 009

कार्यालय द्वारा एक वर्ष की अवधि के लिए दि. 01.04.2018 से 31.03.2019 तक कार्यालय भवन के साथ-साथ कर्मचारी भविष्य निधि स्टाफ क्वार्टर्स के लिए तीन पारियों में सुरक्षा ड्यूटी करने तथा सफाई और गार्डनिंग की देखभाल हेतु हाउस कीपिंग मैनुअल एवं स्टाफ कैटीन के लिए वाशबाई तथा एक अर्हता प्राप्त इलेक्ट्रीशियन के लिए 9 (नौ) सुरक्षा गार्ड एवं 6 (छह) हाउस कीपिंग मैनुअल नियुक्ति प्रस्तावित है। इस संबंध में प्रतिष्ठित एजेंसियों से पहरा तथा संरक्षण कार्यों (Watch & Ward) हेतु 9 सुरक्षा गार्ड तथा 6 हाउस कीपिंग मैनुअल की आपूर्ति हेतु एक वर्ष के लिए अतः दिनांक 01.04.2018 से संलग्नक प्रोफार्मा (अनुलग्नक -सी और अनुलग्नक -डी) अनुलग्नक - ए/में दिए गए निबंधन एवं शर्तों के अधीन मुहरबंद कोटेशन आमंत्रित किए जाते हैं।

1. सुरक्षा गार्ड:

सुरक्षा गार्ड को दैनिक आधार पर भारत सरकार, श्रम एवं रोजगार मंत्रालय द्वारा निर्धारित न्यूनतम वेतन देय होगा। दिनांक 01-04-2017 से, क्षेत्रीय श्रम आयुक्त(केन्द्रीय), विशाखपट्टणम के ज्ञापन सं. 47/1/2017-RLC, दिनांक 24.04.2017, आदेश सं. 1/13(6)/2017-LS-II, दिनांक 24.04.2017 द्वारा पठित अधिसूचना सं. S.o.. 191(E) दिनांक 19.01.2017, "पहरा और सुरक्षा(हथियारों के बिना) के रोजगार में नियोजित कर्मचारियों" के लिए मजदूरी, एरिया 'बी' @रु. 593/- प्रति दिन रु. 579+(मूल वेतन) & रु. 14(वीडीए) (कुल वेतन पर भविष्य निधि देय है।)

2. स्वीपिंग और सफाई गतिविधियों:

हाउस कीपिंग मैनुअल, स्वीपिंग, सफाई तथा गार्डनिंग कार्यों हेतु भारत सरकार, श्रम एवं रोजगार मंत्रालय दिनांक 01-04-2017 से, क्षेत्रीय श्रम आयुक्त(केन्द्रीय), विशाखपट्टणम के ज्ञापन सं. 47/1/2017-RLC, दिनांक 24.04.2017, आदेश सं. 1/13(6)/2017-LS-II, दिनांक 24.04.2017 द्वारा पठित अधिसूचना सं. S.o.. 191(E) दिनांक 19.01.2017, "स्वीपिंग और सफाई के रोजगार में नियोजित कर्मचारियों के लिए मजदूरी", एरिया 'बी' @रु. 448/- प्रति दिन रु. 437+(मूल वेतन) & रु. 11(वीडीए) देय होगा। (कुल वेतन पर भविष्य निधि देय है।)

3.इलेक्ट्रीशियन:

अर्हता प्राप्त इलेक्ट्रीशियन भारत सरकार, श्रम एवं रोजगार मंत्रालय द्वारा दिनांक 01-04-2017 से, क्षेत्रीय श्रम आयुक्त(केन्द्रीय), विशाखपट्टणम के ज्ञापन सं. 47/1/2017-RLC, दिनांक 24.04.2017 , आदेश सं. 1/13(6)/2017-LS-II, दिनांक 24.04.2017 द्वारा पठित अधिसूचना सं. S.o.. 191(E) दिनांक 19.01.2017 , “ कुशल श्रेणी के अंतर्गत विद्युत कार्यों के श्रमिकों का रोजगार में नियोजित कर्मचारियों के लिए मजदूरी”, एरिया ‘बी’ @रु. 593/- प्रति दिन रु. 579+(मूल वेतन) & रु. 14(वीडीए) (कुल वेतन पर भविष्य निधि देय है।)

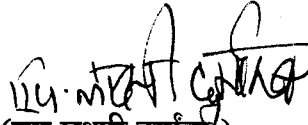
कृपया यह ध्यान दें कि उक्त मुहरबंद कोटेशन आपके कार्यालयीन पत्र शीर्ष पर संलग्नक -सी/ए में वेतन, भविष्य निधि, भविष्य निधि राज्य बीमा, जीएसटी, एजेंसी कमीशन /सेवा कर आदि सांविधिक देय संबंधित विवरण स्पष्टतः सूचित करते हुए सभी संबंधित दस्तावेजों सहित जमा करें। इस संबंध में पूर्ण विवरण प्रस्तुत करते हुए टेंडर दस्तावेज इस कार्यालय के वेबसाइट www.epfindia.com / www.epfindia.gov.in पर उपलब्ध है।

मुहरबंद कोटेशन के साथ रु. 5,000/- बयाना राशि की डीडी क्षेत्रीय भविष्य निधि आयुक्त के पक्ष में विशाखपट्टणम में देय हो संलग्न करें। बयाना राशि के बिना प्राप्त टेंडर को खारिज कर दिया जाएगा।

इच्छुक एजेंसियां अपने मुहरबंद कोटेशन स्वागत कक्ष के पास रखा गया टेंडर बक्स में दि. 19.03.2018 को अपराह्न 3.00 बजे या उससे पहले जमा करें तथा “सुरक्षा गार्ड एवं हाउसकीपिंग मैनपवर की आपूर्ति हेतु कोटेशन” यह लिखना होगा। कृपया यह भी नोट करें कि यदि कोटेशन मुहरबंद लिफाफे में प्राप्त नहीं होने या मुहरबंद लिफाफे पर उपर्युक्त लिखावट नहीं होने के पक्ष में उक्त कोटेशन स्वीकार / विचार नहीं किया जाएगा। नियत दिनांक के बाद प्राप्त कोटेशन को स्वीकार नहीं किया जाएगा। मुहरबंद कोटेशन खोलने की तिथि दिनांक 19.03.2018 को अपराह्न 4.00 बजे।

यह कार्यालय बिना कारण बताते हुए किसी भी या सभी कोटेशन अस्वीकार करने या रद्द करने का अधिकार सुरक्षित रखता है एवं कोटेशन के संबंध में क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, विशाखपट्टणम का निर्णय अंतिम होगा और आप पर बाध्यकारी होगा।

(क्षेत्रीय भविष्य निधि आयुक्त-1 /प्रभारी के अनुमोदन से जारी।)


(एम.लक्ष्मी दुर्गाबा)

सहायक भविष्य निधि आयुक्त(मासंप्र)
क्षेत्रीय कार्यालय, विशाखपट्टणम



EMPLOYEES PROVIDENT FUND ORGANISATION
[Ministry of Labour and Employment, Government of India]
REGIONAL OFFICE

VUDA LAYOUT, MARRIPALEM, NAD POST, VISAKHAPATNAM-530 009.

[Tel:0891-2558929; Fax:2558734; e-MAIL:sro.vizag@epfindia.gov.in]

No.AP/VP/HRM/S.2/F.9/2018/

Dated:23.02.2018.

INVITATION FOR QUOTATION

The Employees' Provident Fund Organisation is a statutory body under the control of Ministry of Labour & Employment, Government of India. The Regional Office, Visakhapatnam EPFO had its own building located at the above address and staff quarters at the following address:

Phase-I Staff Quarters	Phase-II Staff Quarters
Bhavishyanidhi Enclave -I Marripalem VUDA Lay out, NAD Post, VISAKHAPATNAM -530 009.	Bhavishyanidhi Enclave -II Adjacent to Karasa Police Qtrs. Marripalem Vuda Lay out, NAD Post, VISAKHAPATNAM-530 009.

This Office proposes to engage **9 (Nine)** Security Guards and **6(Six)** house keeping manpower (Including an Electrician) for a period of **one year w.e.f 01.04.2018 to 31.03.2019** for security duties with three shifts at the office building as well as at EPF staff quarters and housekeeping manpower to look after sweeping, gardening, and wash boy for staff canteen also an qualified electrician through a reputed outsourcing Agency respectively. In this connection, sealed quotations are invited from reputed Agencies for supply of 09 Security Guards and 06 Nos. of manpower for this office in the enclosed proforma (Annexure-C and Annexure-D) subject to Terms & Conditions at Annexure-A/⁶ for an initial period of one Year i.e. from 01.04.2018.

1. Security Guards:

Security Guard per day duly observing the Minimum wages prescribed as per **Govt. of India, Ministry of Labour & Employment, O/o. The Regional Labour Commissioner (Central), Visakhapatnam vide Memorandum No. 47/1/2017-RLC, dated 24.04.2017**, Notification No. S.O.191(E) dated 19-01-2017 read with Order No. 1/13(6)/2017-LS-II, dated 20-04-2017 with effect from 01-04-2017, Wages for employees employed in "EMPLOYMENT OF WATCH AND WARD (without Arms)", Area 'B' @ **Rs.593/- per day (i.e.) Rs. 579 + (Basic Wages) & Rs.14 (VDA) (PF liable on total wage).**

2. Sweeping & Cleaning Activities:

Housekeeping Manpower viz. sweeping, cleaning and gardening works as per **Govt. of India, Ministry of Labour & Employment, O/o. The Regional Labour Commissioner (Central), Visakhapatnam vide Memorandum No. 47/1/2017-RLC, dated 24.04.2017**, Notification No. S.O.190(E) dated 19-01-2017 read with Order No. 1/13(5)/2017-LS-II, dated 20-04-2017 with effect from 01-04-2017, Wages for employees employed in "EMPLOYMENT OF SWEEPING AND CLEANING)", Area 'B' @ **Rs.448/- per day (i.e.) Rs. 437 + (Basic Wages) & Rs.11 (VDA) (PF liable on total wage).**

3. Electrician:

A qualified Electrician as per **Govt. of India, Ministry of Labour & Employment, O/o. The Regional Labour Commissioner (Central), Visakhapatnam vide Memorandum No. 47/1/2017-RLC, dated 24.04.2017**, Notification No. S.O.188(E) dated 19-01-2017 read with Order No. 1/13(3)/2017-LS-II, dated 20-04-2017 with effect from 01-04-2017, Wages for employees employed in "EMPLOYMENT OF ELECTRICAL WORKS UNDER CATEGORY SKILLED)", Area 'B' @ **Rs.593/- per day (i.e.) Rs. 579 + (Basic Wages) & Rs.14 (VDA) (PF liable on total wage).**


It may please be noted that the said sealed quotations must be on your Official Letter Head clearly mentioning the Wage, details of Statutory Payments such as PF, ESI, GST, Agency Commission/Service charges etc. in the proforma in Annexure-~~Q~~^D duly enclosing relevant supporting documents. The Tender document giving full details in this regard are available at the website of this office viz., www.epfindia.com/www.epfindia.gov.in

The Sealed Quotations should be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- by way of a Demand Draft drawn in favour of Regional P.F. Commissioner payable at Visakhapatnam. The Tender received without EMD will be rejected summarily.

The sealed quotations should be dropped in the Tender Box placed near the Reception Counter of this office on or before **19.03.2018 by 3-00PM** and should be super scribed as **"Quotation for supply of Security Guards and Housekeeping manpower"**. It may please be noted that the quotations will not be accepted/entertained if not received in sealed cover or the sealed cover does not contain the superscription as above. The quotations received after due date shall not be accepted. Date of opening the Sealed Quotations is **19.03.2018 at 04-00PM.**

This office reserves all the rights to reject or cancel any or all the quotations without assigning any reason and the decision of the Regional PF Commissioner, Regional Office, Visakhapatnam on any issue concerning the Quotations shall be final and binding on you.

(THIS ISSUES WITH THE APPROVAL OF REGIONAL P.F. COMMISSIONER-I/OIC)


(M. LAKSHMI DURGAMBA)
ASST. P.F. COMMISSIONER (HRM)
RO: VISAKHAPATNAM

**TERMS & CONDITIONS REGARDING OUTSOURCING OF SECURITY GUARDS
and HOUSEKEEPING MANPOWER
for the EPF Organisation, Regional Office, Visakhapatnam.**

1. Number of Security Guards required = 09 numbers and House keeping Manpower = 06 numbers (including one Electrician).
2. Quotation should be submitted in the proforma in Annexure-C & D along with a Demand Draft for EMD and attested copies of necessary licenses etc. The EMD is returnable to the bidders afterwards of the contract.
3. The Security Guards supplied shall be physically fit and courageous, preferably Ex-servicemen. They should have the minimum educational qualification of SSC/VIIIth Standard and shall be conversant with the languages of Hindi, English & Telugu and shall be trained in industrial security, Fire fighting, first aid etc. all should possess all such qualifications that are required for a security guard for discharge of their duties.
4. The age of the Security Guards/Manpower to be provided shall be between 18 and 45 years age.
5. Before deployment of the personnel, the agency should ensure that the persons supplied should not have any adverse police record/criminal cases against them.
6. 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.
7. Service Providers will deploy Security Guards and housekeeping manpower upon receiving a specific order in writing from this office. The successful bidder will have to enter in to an Agreement with the Office.
8. The Contract can be terminated by either of the parties by giving 30 days Notices.
9. The persons engaged shall be the employees of Service Provider. The Service Provider is liable to pay salaries of the persons so deployed by 7th of every month irrespective of payment of their bills. This office shall make no payment directly to the personnel sent by the Service Provider for Security Guards and housekeeping manpower and the payments shall be made in the name of the service provider.
10. The Service Provider should follow all Labour Laws such as EPF, ESI and GST etc. as applicable from time to time and shall comply with all statutory obligations without fail with in the due dates irrespective of submission of bills to this office. Copies of such paid Challans should be enclosed to the concerned bills along with copy of attendance certificate, wage Register etc., duly attested by the Authorised.
11. The Service Provider should submit UAN Nos., Aadhaar Nos. and phone Nos. in respect of all personnel deployed to this office immediately on commencement of contract.

12. The Security Guards and Housekeeping Manpower will be taken on daily wages and casual basis only. Hence the employer should submit the rate/amount of wages per day specifically for each category. 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 Security Guard duly enclosing supporting documents.
13. The Service Provider shall submit their bill on a monthly basis to Regional PF 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.
14. The Security Guards so deployed for watch & ward duties shall not involve themselves in any of the activities which are likely effect the interest of the Organisation and shall maintain high order of trust and confidence.
15. The Security agency shall provide all necessary amenities to the Security Guards such as Uniform, shoes, raincoats, whistles, lathies, stockings, torches, winter clothing as may be decided by the agency and they shall use them while on duty.
16. The Security agency shall also agree to rotate 1/3 of the total strength every two months so as to replace the whole security guards complement once in every six months.
17. The Service provider should furnish a Station address at this office Head Quarters which should be continued during the stipulated contract period and also details of officer responsible for proper coordination & control.
18. Validity: One Year w.e.f. 01.04.2018. The Competent Authority reserves the right to extend or reduce the period as per requirement.

NATURE OF WORK SECURITY GUARDS

1. Three shift uninterrupted security duties at the administrative office building as well as Staff Quarters Bhavishya Nidhi Enclave -I & II, located at Marripalem VUDA Layout, Visakhapatnam-530009, AP.
 2. Their duties in general are;
 - a) Regular checking, recording and reporting as applicable on 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 Bhavishya Nidhi Enclave-I and II.
 - 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) Maintain high order of trust and confidence and should not involve themselves in any of the activities which are likely to affect the interest of the Organisation.
 - f) Any other duty that may be assigned from time to time by the Organisation.
-

NATURE OF WORK HOUSE KEEPING MANPOWER(Including Electrician)

- A. Two persons for 5 days in a week for sweeping/cleaning of the premises of the office building & EPF Staff Quarters Phase-I to keep clean and neat of office premises.
- B. One person for 5 days in a week for sweeping/cleaning of the EPF Staff Quarters Phase-II to keep clean and neat of phase –II quarters premises.
- C. One person for 6 days in a week for gardening & other miscellaneous works of the premises of the office building and EPF Staff Quarters Phase-I & II for watering plants/ trees in the office and quarters premises
- D. One person for 5 days in a week for Wash Boy in EPF Staff Canteen.
- E. One Electrician for 6 days in week to attend day to day electrical problems of the office building & EPF Staff Quarters Phase-I & II. Also to look after the 11 k.v. substation.

ANNEXURE –C**QUOTATION FOR SUPPLY NINE SECURITY GUARDS TO THE OFFICE OF THE REGIONAL
P.F. COMMISSIONER, REGIONAL OFFICE, VISAKHAPATNAM**

01	Name of the Company/Firm	
02	Full Address with Pin Code No.	
03	Phone No. Mobile No Fax No. E-mail address	
04	Date of Establishment/Setup	
	Date of starting of activity of providing Security services	
	No. of years of experienced in providing Security services	
	No. of Security Guards employed as on date	
	List of Major Companies/Estts. Including Govt. Institutions to which the Security Guards are being provided along with No. of Security Guards(attach separate sheet)	
	Labour License No.& issuing Authority (Attach copy)	
05	IT PAN/TAN No. (Attach Xerox copy and copy of latest challans)	
06	EPF Code No.	
	ESI No. (Attach Xerox copy and copy of latest Challans)	
07	GST No. (Attach copy)	
08	(a) Wages per Security Guard per month @ Rs. _____ per Day	Rs.
09	PF Contribution @ _____ on _____	Rs.
10	ESI Contribution @ _____ on _____	Rs.
11	GST @ on _____	Rs.
12	Agency Commission or Service Charges @ _____ on _____	Rs.
	TOTAL (Col.8 to 12):	Rs.
	(b) Total Wages Quoted for 9 Security Guards Per month	

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

Date :
Address :

Signature of the Authorised

Name & Designation

ANNEXURE –D

QUOTATION FOR SUPPLY SIX NOS. OF HOUSEKEEPING MANPOWER(Including one Electrician) TO THE OFFICE OF THE REGIONAL P.F. COMMISSIONER, REGIONAL OFFICE, VISAKHAPATNAM

01	Name of the Company/Firm	
02	Full Address with Pin Code No.	
03	Phone No. Mobile No Fax No. E-mail address	
04	Date of Establishment/Setup	
	Date of starting of activity of providing housekeeping services	
	No. of years of experienced in providing housekeeping services	
	List of Major Companies/Estts. Including Govt. Institutions to which the Housekeeping manpower is being provided.	
	Labour License No.& issuing Authority (Attach copy)	
05	IT PAN/TAN No. (Attach Xerox copy and copy of latest challans)	
06	EPF Code No.	
	ESI No. (Attach Xerox copy and copy of latest Challans)	
07	GST No. (Attach copy)	
08	(a) Wages per 5 Nos. of manpower for Sweeping/Washing/ Gardening and one Electrician per month @ Rs. ____ per Day	Rs.
09	PF Contribution @ ____ on ____	Rs.
10	ESI Contribution @ ____ on ____	Rs.
11	GST @ on ____	Rs.
12	Agency Commission or Service Charges @ ____ on ____	Rs.
	TOTAL (Col.8 to 12):	Rs.
	(b) Total Wages Quoted for 5 Nos of housekeeping manpower and 1 Nos of Electrician Per month	

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

Date :
Address :

Signature of the Authorised
Name & Designation

ANNEXURE –E

**QUOTATION FOR PROVIDING OF SECURITY GUARDS AND HOUSEKEEPING
MANPOWER**

AT EPFO, REGIONAL OFFICE, VISAKHAPATNAM

UNDERTAKING

1. It is to certify that the rates mentioned in the quotation for supply of Security Guards AND House Keeping Manpower includes minimum wages, PF Contributions, ESI Contributions, GST 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, ESI Act, Contract Labour Act, Workmen's Compensation Act, GST 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, Visakhapatnam and sign the contract agreement on non-judicial 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, Visakhapatnam.

Signature :

Name :

Designation :

Address & :

OFFICE SEAL

Place:

Date: