



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(एम् एफ् रोजगार मंत्रालय, भारत सरकार)

क्षेत्रीय कार्यालय / REGIONAL OFFICE

भविष्य निधि भवन, # २४-५-२०७/१५, १००' दर्गा रोड, काज़िपेट, वरंगल - ५०६००४
Bhavishyanidhi Bhavan, H.No: 24-07-207/15, 100' Darga Road, Kazipet, Warangal - 506004.



स क्षेत्रा/वरंगल/निविदा/२०१८/

दिनांक : ०६/०७/२०१८

क.भ.नि.सं, क्षेत्रा, वरंगल में सुरक्षा गार्ड/मानव संसाधन प्रदान करने हेतु निविदा सूचना आमंत्रित ।

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

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

क्रम सं	सेवा का नाम	पदों की संख्या
१	सुरक्षा गार्ड	०३
२	सफाई कर्मचारी(गृह रखरखाव)	०२
३	बहुविध सेवक	०२
४	इलेक्ट्रिशियन	०१
५	बागबैन / वनमाली	०१
६	वाश बॉय	०१

बंद निविदा मानव संसाधन प्रदान करने वाले/अष्ट सोर्सिंग एजेंसियों द्वारा संलग्नित प्रपत्र में आमंत्रित है । कृपया ध्यान रखे की अतः निविदा एजेंसी के कार्यालयीन पत्रशीर्ष पर होना चाहिए । इसके अग्रे यह ध्यान रहे की अतः एजेंसी श्रम विधि, क भ नि एवं प्र अ 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 वीरा मणिकांत के, सहायक भ.नि आयुक्त (मा.सं) के नाम पर भेजा जाये तथा "मानव संसाधन प्रदान करने के लिए निविदा - केवल प्रेषिती द्वारा ही खोला जाये" - इस प्रकार का अरिलेख हो । यदि ऐसा न हो तो कृपया ध्यान रहे की बंद निविदा को कदापि स्वीकार नहीं किया जाएगा । बंद निविदा इस कार्यालय को २६/०७/२०१८, सायं २.०० बजे तक अथवा उससे पूर्व प्राप्त हो जाने चाहिए । बाद में प्राप्त निविदाओं पर विचार नहीं किया जाएगा । २६/०७/२०१८, सायं २.०० बजे तक प्राप्त बंद निविदा को क्षेत्रीय कार्यालय, वरंगल के क्रय समिति द्वारा दिनांक २६/०७/२०१८ सायं ४.०० बजे ही खोल दिया जाएगा तथा समिति द्वारा निविदा खोलते समय एजेंसियों के प्रतिनिधियों को उपस्थित होने की अनुमति दी जाती है ।

किसी भी निविदा या सभी निविदाओं को बिना कोई कारण बताए रद्द करने का अधिकार इस कार्यालय के पास अक्षित है तथा इस संबंध में किसी भी विषय पर भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, वरंगल का निर्णय अंतिम होगा एवं सभी पर बाध्य होगा ।

संलग्न: अनेग्जर

के विराम के

(वीरा मणिकांत .के)
सहायक भविष्य निधि आयुक्त(मा.सं)
क्षेत्रीय कार्यालय, वरंगल



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(एन एच सीजीएल मंत्रालय, भारत सरकार)

क्षेत्रीय कार्यालय / REGIONAL OFFICE

भविष्य निधि भवन, # २४-४-२०४/१५, १००' दर्गा रोड, काजिपेट, वरंगल - ५०६००४
Shavishyanidhi Bhavan, H.No: 24-07-207/15, 100' Darga Road, Kasipet, Warangal - 506004.



NO.TS/RO/WGL/CT/Tender/Outsourcing/2018/2

Dt: 06.07.2018.

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

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 Warangal.

This office proposes to engage Manpower 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)	02
3	Multi-Tasking Attendant	02
4	Electrician	01
5	Gardener	01
6	Wash Boy	01

Sealed Tenders are invited from the Manpower Supply/Outsourcing Agencies for supply of above said Manpower 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 Statutory Laws including EPF & MP Act, 1952, ESI and Central Minimum Wages Act, 1948. The sealed Tenders should be sent to this office by name to **Shri. K. Veera Manikanth, Assistant P.F. Commissioner (HRM)** and the envelope should be super scribed as "**Tender for Supply of Manpower - 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 **26-07-2018 by 2.00 p.m.** the Tenders received after due date shall not be accepted. The tenders received up to **2.00 p.m of 26-07-2018** will be opened by the Purchase Committee, Regional Office, Warangal at **4.00 p.m on 26-07-2018** 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 to cancel any or all the Tenders without assigning any reason. The decision of Regional P.F. Commissioner-II/OIC, Regional Office, Warangal on any issue concerning, shall be final and binding.

(VEERA MANIKANTH .K)
Assistant P.F. Commissioner (HRM)
RO, Warangal

ANNEXURE-A

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

1. Number of Manpower required is as below:

a. Security Guards	:	03
b. Sweepers / Scavengers (House Keeping)	:	02
c. Multi-Tasking Attendant	:	02
d. Electrician	:	01
e. Gardener	:	01
f. Wash Boy	:	01

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.
- iii. For the post of Electrician, candidate having the qualification ITI is 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 Manpower 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 Manpower 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.

9. The Service Provider shall submit their bill monthly to Regional P.F. Commissioner latest by 7th day of the following month. This office shall make the payment after verifying their attendance, Salary Credit Statement /Bank Passbook copies of Outsourcing Staff and performance records within 30 days upon receiving the bill.

10. The Manpower so deployed for watch & ward and other duties shall not involve in any of the activities which are likely to affect 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 and other Outsourcing Staff such as Uniform, Shoes, Raincoats, Whistles, Lathis, 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 total strength every two months so as to replace the whole Manpower component once in every six months.
13. Age: Between 18 to 45 ages (Preferable for Security Guards).
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. 3000/- which is non-refundable and the Demand Draft to be drawn in favour of the Regional P.F. Commissioner, RO, Warangal payable at Warangal. However, those agencies who have participated in earlier tender dated 10/05/2018 need not pay these charges.
16. Wages of Outsourcing Employees must be paid through Bank only.
17. The agency should 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.**
19. **As the minimum wages and statutory dues are not negotiable, the Agency shall quote only the Agency Commission payable to it per person per month on the basis of which the tender will be decided , bearing in mind that, agency shall quote Agency Commission after including cost of Uniform, Shoes, Raincoats, Whistles, Lathis, Stocking, Torches, Winter Clothing etc., and maintenance charges.**
20. **Successful bidder will be decided on lowest Agency Commission, which is inclusive of all above items.**

- 21.**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, Warangal**" 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.
- 22.**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.
- 23.**TDS at the prescribed rate shall be deducted from the total amount of Bill as per Income-Tax Rules.
- 24.**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.
- 25.**EPFO, RO, Warangal will not be responsible for any contingency/accident occurred while working in the premises of the office.
- 26.**In case of loss of property of the organization caused by the negligence of the employee of the agency, the agency will be responsible for making good to the said losses.

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. 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.

4. 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.

5. GARDNER:

- a. To maintain the gardening work in Office Premises.
- b. Any other duty that may be assigned from time to time by the Organisation.

6. WASH BOY:

- a. To Wash the Canteen items in Office.
- b. Any other duty that may be assigned from time to time by the Organisation.

Tender Offer - Cum - Undertaking Form

Date.....

Tender reference No.....

To: (Name & Address of vendor)

Sub: Sealed tender offer for supply of manpower

Sir,

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

TECHNICAL BID

1	Name of the Vendor	:	
2	Name of the Company/Agency	:	
3	Address of the 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	:	
10	Labour license Number	:	
11	EPF Registration Number	:	
12	ESIC Registration Number	:	
13	GST Registration Number	:	
14	PAN/TAN from Income Tax Department	:	
15	Nature of work	:	
16	Place of work	:	
17	Nature of manpower	:	
18	Earnest money deposit	:	

DD no.....dated.....

Date :-

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

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 -

Sr. No.	Requirement	Category	No. of Persons/ Specification	Agency Commission Charges per person per month (in Rs.)
1.	Security Guards	Without Arms	03	
2.	Sweepers / Scavengers (House Keeping)	Unskilled	02	
3.	Multi-Tasking Attendant	Unskilled	02	
4.	Electrician	Skilled	01	
5.	Gardener	Unskilled	01	
6.	Wash boy	Unskilled	01	

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

Place :

Date :