



कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour & Employment, Govt. of India)  
क्षेत्रीय कार्यालय/Regional Office  
भविष्यनिधि भवन, पानपोष रोड, राउरकेला-769004  
**Bhavishyanidhi Bhawan, Panposh Road, Rourkela-769004**

पत्रसंख्या : क्षेका/राउरकेला/प्रशा/लिमिटेड निविदा/462/2015/ 163

दिनांक: 09-5-19

**विषय- निविदा / कॉटेशन आमंत्रण ।**

1. कार्यालय की ओर से सिक्यूरिटी गार्ड / सफाईकर्मों / इलेक्ट्रिशियन / पम्प आपरेटर के कार्य हेतु निविदा / कॉटेशन आमंत्रित किए जाते हैं। निविदा आमंत्रण की अंतिम तिथि 20.05.2019 को अपराह्न 3.00 बजे तक है। निर्धारित तिथि एवं समय के पश्चात प्राप्त होने वाली या अपूर्ण निविदा को स्वीकार नहीं किया जाएगा।
2. कार्यालय एवं स्टाफ क्वार्टर हेतु प्रत्येक के लिए एक पम्प आपरेटर एवं एक इलेक्ट्रिशियन की आवश्यकता है।
3. 24 घंटे कार्यालय परिसर की सुरक्षा हेतु 04 सुरक्षाकर्मों एवं 24 घंटे स्टाफ क्वार्टर की सुरक्षा हेतु 03 सफाईकर्मियों की अलग-अलग आवश्यकता है।
4. कार्यालय परिसर एवं स्टाफ क्वार्टर की सफाई हेतु 3 सफाईकर्मियों की आवश्यकता है।
5. कर्मचारियों को वेतन का भुगतान निर्धारित न्यूनतम मजदूरी के अनुसार देना होगा एवं साथ ही अन्य श्रमिक कानूनों का भी अनुपालन करना होगा।
6. टेंडरदाता को ई.एस.आई. / ई.पी.एफ. कोड संख्या / पैन कार्ड नंबर / सर्विस टैक्स नंबर का भी उल्लेख निविदा / कॉटेशन में करना आवश्यक है। टेंडरदाता द्वारा इस आशय का प्रमाणपत्र भी संलग्न करना आवश्यक है कि उनके द्वारा कर्मचारी भविष्य निधि संगठन एवं ई.एस.आई.सी एवं संबंधित विभागों के प्रावधानों का नियमित रूप से अनुपालन किया जा रहा है।
7. टेंडरदाता को पिछले 06 महीने में किसी अन्य सरकारी / अर्धसरकारी एजेंसियों को कर्मचारियों की आपूर्ति करने का अनुभव होना चाहिए । इस आशय का दस्तावेजी प्रमाण / विवरण भी संलग्न किया जाय ।
8. प्राइवेट सिक्यूरिटी एजेंसी का कारोबार करने के लिए लाइसेंस / प्रमाण पत्र ।
9. निविदा सील बंद लिफाफे में अधोहस्ताक्षरकर्ता अधिकारी के नाम से प्रेषित किया जाय ।
10. निविदाएँ दिनांक- 21.05.2019 को अपराह्न 04.00 बजे अधोहस्ताक्षरी के समक्ष खोली जायेंगी।
11. निविदाओं को स्वीकार / निरस्त करने का अंतिम निर्णय कर्मचारी भविष्य निधि के प्राधिकारी द्वारा लिया जाएगा ।

  
(दशरथ नाग)

क्षेत्रीय भविष्य निधि आयुक्त -II  
क्षेत्रीय कार्यालय, राउरकेला



कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(Ministry of Labour & Employment, Govt. of India)  
**क्षेत्रीय कार्यालय/Sub-Regional Office**  
**भविष्यनिधि भवन, पानपोष रोड, राउरकेला-769004**  
Bhavishyanidhi Bhawan, Panposh Road, Rourkela-769004

फ़ोन/Telephone: 0661- 2401215,29,05,49



पत्र संख्या/ Letter No: RO/RKL/Adm/Limited Tender/462/2015/163 Dated: 09.5.19

### INVITING TENDER /QUOTATION

1. Tender/Quotation for the work of Pump Operator/Electrician/Safaikarmi/Security Guards is invited by this Office. The last date of inviting Tender is on **20.05.2019 by 3.00 P.M.** Tender received after the prescribed date and time or in incomplete form will not be considered at all
2. One Pump Operator and One electrician each for Office and Staff Quarter are required.
3. 04 Security Guards for Office Premises and 03 Security Guards for Staff Quarter are required for round the clock security.
4. 03 Safaikarmi are required for cleanliness of Office and Staff Quarter.
5. Salary to the workers will have to be paid as prescribed in terms of minimum wages and other labour laws have to be complied with.
6. Tenderer will have to specify ESI/EPF Code Number/PAN Card No./Service Tax No. in his tender/Quotation. Tenderer should also submit a certificate to the effect that they are regularly complying with the provision of ESIC, EPFO and other concerned departments.
7. The tenderer should have supplied manpower to other Govt./Semi-Govt. Agencies in last 06 months. The documentary proof/details is to be submitted.
8. Licence/Certificate for dealing with Private Security Agency.
9. Tender should be sent by name to the undersigned in a sealed cover.
10. Tenders will be opened before the undersigned at **4.00 pm on 21.05.2019.**
11. Final decision whether to accept or reject the tenders will be taken by EPF Authority.
12. TDS at the prescribed rate shall be deducted from the total amount of Bill as per Income-Tax Rules.
13. The agency shall have to produce evidence of remittance of PF/ESIC and other statutory dues each month before the bill is cleared for payment.

14. The Agency shall have to produce a certified copy of letter of code number issued by PF/ESIC authority. A copy of registration with Income Tax Deptt. i.e. PAN Card, Sales Tax Deptt for professional Tax, GST No. etc. shall also be enclosed with the quotations.
15. Payment shall be released to the Agency on monthly basis on assessment of performance/output of each House Keeping staff within 15 days of receipt of the bill.
16. The competent authority reserves the right to allot any other work pertaining to any section to the House Keeping staff on contract, based on requirement in the Office.
17. Sweeping and mopping of passage.
18. Clearing and cleanings of waste paper baskets.
19. Dusting of partitions, doors, windows, wall and venetian blinds.
20. Cleaning of the doors and windows glasses from inside and outside.
21. Cleaning of W/C/s wash basin, urinal and mirrors, etc. In all toilets of the building.
22. Scrubbing and cleaning of all toilets and flooring.
23. Mopping of the entire toilet floors with deodorant disinfectant and cleaning of washbasins at regular intervals throughout th day.
24. Cleaning of terrace, Balcony, Rooms, Parking, Basement and main gate building.
25. Any other work assigned by the administrative in charge.
26. It is responsibility of the supplier to get the police verification from the respective police authorities, of each and every employee (House keeping staff).
27. The agency should be covered under the EPF/ESIC Act and shall extend benefits of PF and ESIC and also shall comply with the other statutory regulations. Service Tax and Labour Laws. Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print from respective websites shall be provided.
28. The agency should pay fair wages to its employees as per Minumum Wages Act of Central Government as applicable. While quoting the rates agency should consider Basic, DA and other statutory dues, uniform charges etc. as per Minimum Wages Act of Central Government as applicable.
29. 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 unskilled category & statutory dues. The agency shall quote only the service charges/commission payable to it per person per month in lump sum on the basis of which the tender will be decided as the minimum wages and statutory dues are not negotiable.
30. The agency should endorse Income Tax clearance Certificate along with the quotation.
31. The successful agency has to execute and agreement with EPFO, RO, Rourkela before commencing the work.
32. Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.
33. 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.
34. The payment will be made on monthly basis on receipt of the bill from the agency. The agency should make the payment of the staff engaged before the 5<sup>th</sup> of the following month.

35. GST at the prescribed rate shall be deducted from the total amount of Bill as per Income-Tax Rules.
36. The Agency should submit copies of monthly EPF-ECR Challans and ESIC challans alongwith PDF file by the 15<sup>th</sup> of each month in respect of all out sourcing staff engaged in this Office.
37. 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 Odisha Labour Welfare Board or any other Board as applicable.
38. EPFO, RO, Rourkela will not be responsible for any contingency/accident occurred while working in the premises of the Office.
39. 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.
40. The agency should invariably provide ID Cards to its work force for allowing entry in Office premises.
41. Structure of wages payable to Housekeeping staff should be specified before commencement of the work.
42. EPFO, RO, Rourkela reserves the right to accept or reject any tender.

  
(DASARATHI NAG)  
REGIONAL PROVIDENT FUND COMMISSIONER-II.  
R.O, Rourkela.