



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND
ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



NOTICE INVITING TENDER

Employees Provident Fund Organization is a statutory body under Ministry of Labour & Employment, Govt. of India. It is proposed to enter into an agreement with the Govt./Semi-Govt./Public Sector undertaking agencies for Annual Maintenance Contract (Civil & Electrical Work) for ONE year from the date of signing the agreement. The contract of work may be extended for further period of one year subject to satisfactory performance of the agency during the previous year with mutual agreement for the following works:-

- A. Annual repairs and maintenance of (G+5) Office Building (Civil & Electrical Work) located at DK Block, Sector-II, Salt Lake City, Kolkata-700091, having total Plinth Area approximately 10,000 Sq-m which may be increased in the future.
- B. Annual repairs and maintenance of Staff Quarters (Civil & Electrical) at AF Block, Baishakhi, Sector-I, Salt Lake City, Kolkata-700064. The total No. of staff quarters 92 of different categories (Type I to V) having total approximate Plinth Area of 5,500 Sq-m which may be increased in the future.
- C. Special Repair works of Office Building & Staff Quarters during the maintenance period, if required.
- D. In case of any major repair/service required, the separate estimates for such works shall be prepared and submitted as and when needed by giving full justifications for the requirement of such estimates. The funds shall be released against such estimates with the approval of the Competent Authority.
- E. Comprehensive servicing and maintenance of Transformers, HT Panels, LT Panels, Pumps etc.

1. Interested Govt./Semi-Govt./ Public Sector undertaking agencies are required to submit their offers on lump sum service charges as per Performa attached in **Annexure-B** in CPPP Website <http://eprocure.gov.in>
2. Confirmation to sign the Standard Agreement of EPFO as approved by Executive Committee (The copy of the agreement is attached in **Annexure-A**)
3. Confirmation regarding following GFR, CVC guidelines and carrying out the work as per CPWD norms and specifications.
4. Declaration to be furnished that the Agency/Organization is not ever black listed by any Government Authority.
5. The desirous agencies can contact to CTRO Section at EPFO Regional Office DK Block Sector-II, Salt Lake City, Kolkata-700091 and inspect the Office Building area & Staff Quarters area on any working day. The email ID is as follows:-
ro.kolkata@epfindia.gov.in
6. The offer quoting the agency charges as per Performa attached in **Annexure-B** complete in all respect in CPPP Website <http://eprocure.gov.in> **on or before 18, August, 2025**. The successful bidder will be informed accordingly. The Competent Authority reserves the right to accept or reject any or all offers without assigning any reason.
7. The tentative estimated cost of all the works is Rs. 100.00 Lakhs.
8. Conditional tender shall summarily be rejected.

Regional Provident Fund Commissioner
EPFO, Regional Office, Kolkata



TENDER MANAGEMENT

Master Management

- Org Hierarchy Master
- View Internal Documents

User Management

- Debar User
- My Organisation Hierarchy
- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Seek Clarifications
- Pre-bid Meeting
- Downloaded Tenders
- Tender Status
- Archived Tenders
- Archived Clarification
- Stage 2 Create Tender / Tender List
- Stage 2 Publish Tender
- NDA Documents History
- NDA Documents
- Stage 2 Published Tender
- Sanction / Bill Generation
- Validate GeMARPTS ID

Corrigendum

- Create Corrigendum
- Publish Corrigendum
- Published Corrigendum

Bid Opening

- Tenders to be Opened

Auction Management

- Tender cum Auction
- Publish Auction
- Published Auction
- Create Auction Corrigendum
- Publish Auction Corrigendum
- Published Auction Corrigendum
- View Live Auction
- View Auction History

Bid Management

- Bid History

Survey Management

- FeedBack

[View More Details](#)

Tender Details

Organisation Chain	Employees Provident Fund Organisation WB - A and N and SIKKIM (Kolkata) Kolkata		
Tender Reference Number	WB/KOL/CTRO/AMC/e-Tendering		
Tender ID	2025_EPFO_870348_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Self declaration of not being blacklisted by any Govt. Authority
		.pdf	Confirmation as per annexure-A of tender document
		.pdf	Confirmation regarding following GFR, CVC guidelines and CPWD norms
2	Finance	.xls	FINANCIAL BID AS PER ANNEXURE-B

Tender Fee Details, [Total Fee in ₹ *- 0.00]

Tender Fee in ₹	0.00
Fee Payable To	Nil
Tender Fee Exemption Allowed	No

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

Work Item Details








Title	Annual Maintenance Contract				
Work Description	AMC for Civil and Electrical works for Office Building and Staff Quarters at Kolkata				
Pre Qualification Details	EPFO is a statutory body under Ministry of Labour and Employment, Govt. of India. it is proposed to enter into an agreement with Govt., Semi Govt., Public Sector Undertaking agencies for AMC				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	1,00,00,000				
Product Category	Support/Maintenance Service	Sub category	AMC/ Maintenance Contracts		
Contract Type	Tender	Bid Validity(Days)	360	Period Of Work(Days)	365
Location	Salt Lake, Kolkata	Pincode	700091	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	EPFO Regional Office Kolkata, Salt Lake 700091
Should Allow NDA Tender	No	Allow Preferential Bidder	No		


Critical Dates

Publish Date	24-Jul-2025 06:30 PM	Bid Opening Date	20-Aug-2025 02:30 PM
Document Download / Sale Start Date	25-Jul-2025 10:00 AM	Document Download / Sale End Date	18-Aug-2025 06:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	25-Jul-2025 06:30 PM	Bid Submission End Date	18-Aug-2025 06:30 PM




Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf 	NOTICE INVITING TENDER	403.06
2	Tendernotice_2.pdf 	NIT IN HINDI	945.39
3	Tendernotice_3.pdf 	SELF DECLARATION - NO BLACKLIST	185.99
4	Tendernotice_4.pdf 	CONFIRMATION TO SIGN AGREEMENT	358.48
5	Tendernotice_5.pdf 	CONFIRMATION TO COMPLIANCE GUIDELINES	183.01
6	Tendernotice_6.pdf 	AGREEMENT-ANNEXURE-A	1885.02
7	Tendernotice_7.pdf 	ANNEXURE-B	363.48

 Download as zip file

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	TENDERNOTICEEH.pdf 	TENDER NOTICE	1314.65
2	BOQ	BOQ_914958.xls 	BOQ	285.00
3	Tender Documents	WORKSDOCUMENTS.pdf 	WORKS DOCUMENTS	2891.99

Bid Openers List				
S.No.	Bid Opener Login Id	Bid Opener Name	Certificate Name	Serial No
1.	jay.mukherjee@epfindia.gov.in	SANJAY MUKHERJEE	SANJAY MUKHERJEE	18 da af e
2.	shiba.prasad@epfindia.gov.in	Shiba Prasad Bhattacharjee	SHIBA PRASAD BHATTACHERJEE	18 dd 74 d
3.	sandip.das@epfindia.gov.in	Sandip Das	SANDIP DAS	18 db b7 c

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking			
S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority	
Name	Regional P F Commissioner
Address	EPFO Regional Office Sector-II, Salt Lake, Karunamoyee, Kolkata 700091

[View Modification details](#)

Tender Creator Details	
Created By	Sandip Das
Designation	APFC
Created Date	24-Jul-2025 04:17 PM



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



WB/KOL/CTRO/E-Tendering/Vol. I/

Date: 24/07/2025

NOTICE INVITING TENDER

The Employees Provident Fund Organisation, a statutory body under the Ministry of Labour and Employment, Government of India, intends to engage a Govt./Semi-Govt./Public Sector Undertaking agency under Annual Maintenance Contract (AMC) for carrying out Civil and Electrical works on agency charges basis for its Regional Office, Kolkata situated at D. K. Block, Sector-II, Salt Lake, Kolkata-91 and staff quarter situated at A. F. Block Sector-I, Salt Lake, Kolkata – 700 064. The details are available in CPPP site <http://eprocure.gov.in>. Interested Govt./Semi-Govt./Public Sector Undertaking agencies may submit their offers before the bid submission end date 18/08/2025.

[Signature]
24/7/2025
Regional P.F. Commissioner-II
Regional Office, Kolkata

ई. पी. एफ. ओ., क्षेत्रीयकार्यालय, कलकत्ता डी. के. ब्लॉक, सेक्टर - II, साल्टलेकसिटी कलकत्ता - ७०००९१	ई. पी. एफ. ओ., क्षेत्रीयकार्यालय, कलकत्ता डी. के. ब्लॉक, सेक्टर - II, साल्टलेकसिटी, कलकत्ता - ७०००९१	E.P.F.O., Regional Office, Kolkata, DK Block, Sector II, Salt Lake City, Kolkata - 700091
ro.kolkata@epfindia.gov.in	www.epfindia.gov.in	Whatsapp No. - +913329522121 Contact No. of PRO - 033-29522121



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



संदर्भ सं.: प.बंगाल/कोल./ सं.सीटीआरओ/ई-निविदा/भाग-1/

दिनांक : 24/07/2025

निविदा आमंत्रण की सूचना

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय है, जो डी.के. ब्लॉक, सेक्टर-II, साल्ट लेक, कोलकाता-91 में स्थित अपने क्षेत्रीय कार्यालय, कोलकाता एवं ए.एफ.ब्लॉक, सेक्टर-I, साल्ट लेक, कोलकाता - 64 में स्थित भविष्य निधि आवासन में स्टाफ क्वार्टरों के लिए एजेंसी चार्ज के आधार पर सिविल और इलेक्ट्रिकल कार्य करने के लिए वार्षिक रखरखाव अनुबंध (एएमसी) के तहत एक सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसी को रखना चाहता है। विस्तृत जानकारी CPPP के वेबसाइट <http://eprocure.gov.in> पर उपलब्ध है। इच्छुक सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसियां बोली जमा करने की अंतिम तिथि 18.08.2025 से पहले अपना प्रस्ताव प्रस्तुत कर सकती है।

सुब्रत विश्वास
 24/7/2025

क्षेत्रीय भविष्य निधि आयुक्त-11

क्षेत्रीय कार्यालय, कोलकाता

ईपीएफओ, क्षेत्रीय कार्यालय, कोलकाता डी.के.ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता - 700091	ईपीएफओ, आঞ্চलिक कार्यालय, कोलकाता ब्लॉक सेक्टर - 2, गन्तलेक सिटी, कोलकाता गन्तलेक सिटी, कोलकाता 700091 -	E.P.F.O, Regional Office, Kolkata, D.K.Block, Sector-II, Salt Lake, Kolkata-91
ro.kolkata@epfindia.gov.in	www.epfindia.gov.in	Phone and WA +913323340067



Employees Provident Fund Organization
Annual Maintenance
AGREEMENT

Agreement for Annual Maintenance of E.P.F.O. Building at _____

This agreement made this _____ day of _____ in the Christian year Two thousand _____ between the Central Board of Trustees, Employees Provident Fund (EPF), Statutory body constituted by Central Government under section 5A of EPF and MP Act 1952 under the Ministry of Labour, Government of India represented by Regional Provident Fund Commissioner, Employees Provident Fund Organisation (hereinafter called the 'Owner' and the terms 'Owner' shall mean and include herein its administrators, executors and assigns) on one part

AND

_____ (Hereinafter called the 'Executing agency') a company registered under companies Act 1956 (and the terms the 'Executing Agency' shall mean and include its heirs, administrators, executors and assigns) represented by Shri _____ M/s. _____ on the other part.

Whereas the Owner is desired to get repairs and maintenance of the immovable property owned by owner i.e. **Employees Provident Fund Organization in the Regions of _____** on the terms and condition set forth hereinafter and whereas the Executing agency has agreed to undertake and complete the works accordingly this agreement sets out the terms and conditions for execution of Repairs and Maintenance of properties as mentioned above and for making funds available for the same.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO UNDER:-

1 DEFINITIONS

- a. 'Approval' means approval in writing by the designated Officer of the Owner.
- b. **Day to day repairs:** Day to day repairs is to be carried out in all the buildings under its maintenance. The works which are to be attended to on day to day basis such as removing chokage of drainage pipes, man-holes, restoration of water supply, replacement of blown fuses, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc are attended to under day to day service facilities. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the buildings. These services are provided after receipt of complaint from the users at the respective Service Centres. Complaints of periodical nature like white washing, painting etc., which are usually got attended through contractors and cannot be attended to on daily basis is transferred to register of Annual/periodical repairs.
- c. **Annual/Periodic Repairs:** The works of periodical nature like White washing, colour washing, distempering, painting etc. The periodicity is two years for white washing and colour washing and three years for painting. In addition, works such as patch repair to plaster, minor repairs to various items of work, replacement of glass panes, termite control works replacement of wires damaged due to accident, replacement

of switches, sockets tiles/Gap filling of hedges/perennial beds, Replacement/Replanting of trees, shrubs, painting of tree guards, planting of annual beds and trimming/pruning of plants etc., which are not emergent works and are considered to be of routine type, can be collected and attended to for a group of houses at a time and particular period of financial year, depending upon the exigency.

d. **Contractor** means the Contractor/Contractors employed by the Executive Agency for the work or any connected work including the Executing Agency itself in case any work is done directly by the Executing Agency on material, DEL and transportation actual cost

2 AGREEMENT

- 2.1 The owner agrees to entrust the day to day repairs and annual repairs work of its various movable or immovable properties, as may be indicated from time to time and executing agencies agrees to execute the same. The M/s. _____ shall be paid the actual cost and Agency charges _____% (_____ percent) which includes its overheads, architect fees, drawing/design fee if any and work charge establishment. The Executing Agency will set up a separate wing in their organisation having both civil as well as electrical units under one single authority to exclusively look after the Repairs and Maintenance work of E.P.F.O. The Offer-in-Charges of this wing will be responsible for ensuring effective and proper Repairs and Maintenance of both civil as well as Electrical Work.
- 2.2 The estimate will be submitted in respect of both civil and electrical works indicating the items required to be executed under the two heads. The executing agency shall prepare the estimates for annual repairs and maintenance requirements for each property (or group of properties) separately with in the rates approved by CPWD and submit the same to R.P.F.C. latest by April every year, indicating the work to be done in consultation with the custodian of the concerned properties. The owner shall release 50% of the estimated amount required for annual repairs and maintenance to executing agency by the start of the month for the year annual maintenance is signed. The amount spent by the Executing Agency out of this advance shall be paid on the basis of bills submitted in respect of the work done as actual expenditure received in form of expenditure statement duly audited and certified from occupant/custodian of the property certifying satisfactory completion of the work done by the agency. However, as soon as the total amount of the bills sanctioned equals the amount of advance referred above, the bills thereafter shall be adjusted against the money lying with executing agency as advance paid in the beginning of year till it is exhausted or till the end of the year, whichever is earlier.
- 2.3 In case of major external services, separate estimates for external service shall be prepared and submitted giving full justification for the need for framing such estimates. Funds shall be released against such estimates only if the owner is satisfied with the justification given by executing agency.
- 2.4 The estimates for maintenance of electric installation like water-pumping system, air-conditioning, lift etc would be framed on the basis of assessment of actual requirement. The actual requirement shall be supported with the cost of the labour and items for which the fund is required.
- 2.5 The replacement of bulbs, fluorescent tubes etc would be outside the scope of the work allotted to executing agency.
- 2.6 The expenditure incurred by the executing agency on account of the fee payable for mandatory inspection of installation by the civil agency and taxes levied by local body will be out side the estimate for annual repair and maintenance and separate bill will be submitted for the same.

- The term Actual Cost' shall include but be restricted to the following: -
- a) Cost of all materials brought at E.P.F.O. site required for maintenance and other associated jobs related to maintenance of EPFO Complex and the value of any other materials supplied by the EPFO for use on the works.
 - b) Cost of Manpower engaged by M/S _____ on NMR (Nominal Muster Roll).
 - c) Cost of all technical/contract amounts for the said work excluding the provisions covered in Agency Charges of M/S _____.
- 4 EPFO shall provide reasonable office accommodation for Staff and Stores rooms etc. for materials to be used during maintenance. The accommodation shall not be used by M/s for any other purpose. The accommodation will be as per rent rules of the owner.
 - 6 EPFO will check the maintenance bills with reference to original vouchers. The original vouchers will be retained by E.P.F.O. after payment of the bills by EPFO.
 - 7 All the available "As build" drawings-operation / maintenance & servicing manuals of various equipment/services and other related information for the building shall be given to EPFO, immediately after the award of contract of maintenance work to plan the maintenance works and procure the materials and also to organize the labour.
 - 8 The work shall be executed as per Indian Standard Specifications, Code(s) of Practice of Bureau of Indian Standards (formerly ISI)/ General Specifications in force in the CPWD, Delhi or any such other specifications as may be decided mutually by the M/S _____ and the EPFO.
 - 9 The executing agency shall be the principal employer for the labour engaged by them whether directly or through contractor and shall be responsible for ensuring compliance with all the labour laws in force from time to time. The agreement is being entered into for a complete annual project and will cast no responsibility on E.P.F.O. under the contract labour (R&A) 1970 or any other labour laws, bye laws or rules issued by any authority from time to time [(Para 3(b))].
 - 10 The justification of staff employed on works shall be examined and assessed by the EPFO periodically, before taking up the execution of maintenance.
 - 11 EPFO shall take on their charge all materials, tools, equipment's, available in stores etc. within one month of termination/completion of the contract.
 - 12 The Executing Agency shall be fully responsible to defend any suits or arbitration cases arising out of a project in connection with their own work between the Executing Agency and its Contractor(s). The E.P.F.O. shall not be responsible for any expenses to be born on this account.
 - 13 This agreement shall remain in force for a period of one year. However, three months before expiry of the period of agreement, M/s. _____ may make a request to E.P.F.O. for renewal of the agreement for a further period as may be desirable and E.P.F.O., if it finds the work done by M/s. _____ is satisfactory, may renew the agreement on the terms and conditions for a further period, as may be mutually agreed to by both parties.
 - 14 The contract, may, however be terminated by either party by giving three months' notice without assigning any reasons. However, the special works if commenced will be completed and cancellation will not effect it's progress. Executive agency will deposit the balance amount lying un utilized to owner by the date of expiry of the notice period/ agreement period otherwise it will have to pay the interest @ 10% from date of termination of contract.
 - 15
 - a) M/S _____ will be responsible for proper maintenance of the EPFO Complex named as _____ at _____.
 - b) M/S _____ shall maintain proper records/registers regarding receipt of complaints, date of attending the same and reasons for delay etc. The weekly progress on action taken on complaints will be submitted by M/s _____ to

Official representative of E.P.F.O. If the reasons submitted by M/s. _____ are not satisfactory, E.P.F.O. may get repairs done at the risk and cost of M/s. _____ after giving one week notice to M/s. _____. Decision of E.P.F.O. will be final and will be acceptable to M/s. _____ without any representation

- c) M/s. _____ shall recommend for the preventive maintenance to be carried out in addition to routine maintenance works to ensure proper functioning of services and to prevent breakdowns etc.
- d) The work of essential repairs and maintenance and operation of essential services shall under no circumstances be held up for temporary delay in release of funds.

17 **FORCE MAJEURE CLAUSE:**

The M/s. _____ will not be responsible for the delay /stoppage of work & damages/losses due to force majeure conditions like natural calamities, civil disturbance strike, war etc. and losses suffered, if any, by the EPFO on this account M/s. _____ shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the M/s. _____ to the EPFO.

18. Executing Agency shall be required to complete the special works within the period as agreed at the time of award of work from the 15 day of issue of award letter. In case of delay, which may occur due to the reasons beyond the control of executing agency, executing agency would approach the owner with full details for extension in time limit for completion of the works. In case of delay due to default on part of executing agency, the executing agency shall be liable to pay the owner compensation (not amounting to penalty) at the rate of not exceeding Rs.1000/- (Rupees One thousand only) per week of delay subject to maximum of 5%(five percent) of the total actual cost or such smaller amount as may be fixed by the owner.

IN WITNESS WHERE OF THIS AGREEMENT HAS BEEN EXECUTED BETWEEN THE PARTIES HERETO BY THEIR AUTHORISED OFFICERS

Signed and Delivered
For and behalf of
EPFO, RO, KOLKATA

Signed and Delivered
For and on behalf of
M/s.

Annexure – B

Name of work: Annual repair and maintenance and special repair of civil and electrical works of office building and staff quarters at Employees Provident Fund Organisation, Regional Office, Kolkata , Salt Lake-700091

1. Agency charges quoted by the agency (in %) :-

(The above charges are exclusive of all/any taxes/levy/cess,etc.) All the statutory taxes/levy/cess would be paid separately by EPFO from time to time.

(Signature, date and stamp of agency)

CONFIRMATION OF COMPLIANCE TO GUIDELINES

(To be submitted by the bidder along with bid)

To,

The Regional Provident Fund Commissioner – I,
Regional Office – Kolkata
Salt Lake, Kolkata 700091

Ref: Tender for Annual Maintenance Contract at EPFO, Regional Office, Kolkata.

Dear Sir/Madam,

In the event of award of the contract to us, I/ We hereby confirm to comply and follow the standard latest GFR, CVC guidelines and CPWD norms and codes of practice.

Yours faithfully,

Date

Place.....

Signature.....

Name.....

Seal of the company/firm

CONFIRMATION TO SIGN AGREEMENT

(To be submitted by the bidder along with bid)

To,

The Regional Provident Fund Commissioner – I,
Regional Office – Kolkata,
Salt Lake, Kolkata 700091

Ref: Tender for Annual Maintenance Contract at EPFO, Regional Office, Kolkata.

Dear Sir/Madam,

In the event of award of the contract to us, I/ Wehereby confirm to sign the standard agreement as per Annexure – A of tender document.

Yours faithfully,

Date

Place.....

Signature.....

Name.....

Seal of the company/firm

SELF-DECLARATION – NO BLACKLISTING

(To be submitted by the bidder along with bid)

To,

The Regional Provident Fund Commissioner – I,
Regional Office –Kolkata,
Salt Lake , Kolkata 700091

Ref: Tender for Annual Maintenance Contract at EPFO, Regional Office, Kolkata.

Dear Sir/Madam,

In response to the Tender Document for Annual Maintenance Contract at EPFO, Regional Office, Kolkata; I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

In the event of any such information found to be incorrect at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for cancellation / termination without any notice at the sole discretion of EPFO.

Thanking you,

Yours faithfully,

Date

Place.....

Signature.....

Name.....

Seal of the company/firm



कर्मचारी भविष्य निधि संगठन
**EMPLOYEES' PROVIDENT FUND
ORGANISATION**
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



NOTICE INVITING TENDER

Employees Provident Fund Organization is a statutory body under Ministry of Labour & Employment, Govt. of India. It is proposed to enter into an agreement with the Govt./Semi-Govt./Public Sector undertaking agencies for Annual Maintenance Contract (Civil & Electrical Work) for ONE year from the date of signing the agreement. The contract of work may be extended for further period of one year subject to satisfactory performance of the agency during the previous year with mutual agreement for the following works:-

- A. Annual repairs and maintenance of (G+5) Office Building (Civil & Electrical Work) located at DK Block, Sector-II, Salt Lake City, Kolkata-700091, having total Plinth Area approximately 10,000 Sq-m which may be increased in the future.
- B. Annual repairs and maintenance of Staff Quarters (Civil & Electrical) at AF Block, Baishakhi, Sector-I, Salt Lake City, Kolkata-700064. The total No. of staff quarters 92 of different categories (Type I to V) having total approximate Plinth Area of 5,500 Sq-m which may be increased in the future.
- C. Special Repair works of Office Building & Staff Quarters during the maintenance period, if required.
- D. In case of any major repair/service required, the separate estimates for such works shall be prepared and submitted as and when needed by giving full justifications for the requirement of such estimates. The funds shall be released against such estimates with the approval of the Competent Authority.
- E. Comprehensive servicing and maintenance of Transformers, HT Panels, LT Panels, Pumps etc.

1. Interested Govt./Semi-Govt./ Public Sector undertaking agencies are required to submit their offers on lump sum service charges as per Performa attached in **Annexure-B** in CPPP Website <http://eprocure.gov.in>
2. Confirmation to sign the Standard Agreement of EPFO as approved by Executive Committee (The copy of the agreement is attached in **Annexure-A**)
3. Confirmation regarding following GFR, CVC guidelines and carrying out the work as per CPWD norms and specifications.
4. Declaration to be furnished that the Agency/Organization is not ever black listed by any Government Authority.
5. The desirous agencies can contact to CTRO Section at EPFO Regional Office DK Block Sector-II, Salt Lake City, Kolkata-700091 and inspect the Office Building area & Staff Quarters area on any working day. The email ID is as follows:- ro.kolkata@epfindia.gov.in
6. The offer quoting the agency charges as per Performa attached in **Annexure-B** complete in all respect in CPPP Website <http://eprocure.gov.in> **on or before 18, August, 2025**. The successful bidder will be informed accordingly. The Competent Authority reserves the right to accept or reject any or all offers without assigning any reason.
7. The tentative estimated cost of all the works is Rs. 100.00 Lakhs.
8. Conditional tender shall summarily be rejected.

Regional Provident Fund Commissioner
EPFO, Regional Office, Kolkata



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



निविदा आमंत्रण की सूचना

कर्मचारी भविष्य निधि संगठन भारत सरकार के श्रम एवं रोजगार मंत्रालय के अधीन एक सांविधिक निकाय है। सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसियों के साथ अनुबंध पर हस्ताक्षर करने की तिथि से एक वर्ष के लिए वार्षिक रखरखाव संविदा (सिविल और विद्युत कार्य) हेतु प्रस्ताव दिया जाता है। निम्नलिखित कार्यों के लिए पिछले वर्ष के दौरान एजेंसी के संतोषजनक प्रदर्शन को देखते हुए कार्य का अनुबंध आपसी सहमति से एक वर्ष और अधिक बढ़ाया जा सकता है :-

- (क) डी.के ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता-700091 में स्थित (जी+5) कार्यालय भवन (सिविल और विद्युत कार्य) की वार्षिक मरम्मत और रखरखाव, जिसका कुल प्लिथ क्षेत्रफल लगभग 10,000 वर्ग मीटर है जिसे भविष्य में बढ़ाया जा सकता है।
- (ख) ए.एफ. ब्लॉक, बैसाखी, सेक्टर-I, साल्ट लेक सिटी, कोलकाता-700064 में स्टाफ क्वार्टर (सिविल और इलेक्ट्रिकल) की वार्षिक मरम्मत और रखरखाव। विभिन्न श्रेणियों (टाइप I से V) के कुल स्टाफ क्वार्टरों की संख्या 92 है, जिनका कुल अनुमानित प्लिथ क्षेत्र 5500 वर्ग मीटर है, जिसे भविष्य में बढ़ाया जा सकता है।
- (ग) यदि आवश्यक हो तो, रखरखाव अवधि के दौरान कार्यालय भवन और स्टाफ क्वार्टरों की विशेष मरम्मत कार्य किया जाना होगा।
- (घ) किसी भी बड़ी मरम्मत/सेवा की आवश्यकता होने पर, ऐसे कार्यों के लिए अलग-अलग एस्टीमेट तैयार किए जाएंगे और आवश्यकता पड़ने पर ऐसे एस्टीमेटों की आवश्यकता के लिए पूर्ण औचित्य बताते हुए प्रस्तुत किए जाएंगे। सक्षम प्राधिकारी के अनुमोदन से ऐसे एस्टीमेटों के लिए धनराशि जारी की जाएगी।
- (ङ) ट्रांसफार्मर, एचटी पैनल, एलटी पैनल, पंप आदि की व्यापक सर्विसिंग और रखरखाव।

1. इच्छुक सरकारी/अर्धसरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसियों को सीपीपीपी वेबसाइट <http://eprocure.gov.in> पर अनुलग्नक-बी में संलग्न प्रोफार्मा के अनुसार एकमुश्त सेवा शुल्क पर अपने प्रस्ताव प्रस्तुत करने होंगे।
2. कार्यकारी समिति द्वारा अनुमोदित ई.पी.एफ.ओ के मानक समझौते पर हस्ताक्षर करने की पुष्टि (समझौते की प्रति अनुलग्नक-ए में संलग्न है)।
3. जीएफआर, सीवीसी दिशानिर्देशों का पालन करने और सीपीडब्ल्यूडी मानदंडों और विनिर्देशों के अनुसार कार्य करने के संबंध में पुष्टि।

4. यह घोषणा प्रस्तुत की जानी चाहिए कि एजेंसी/संगठन को किसी भी सरकारी प्राधिकरण द्वारा काली सूची में नहीं डाला गया है।
5. इच्छुक एजेंसियां ईपीएफओ क्षेत्रीय कार्यालय, डीके ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता-700091 में सी.टी.आर.ओ अनुभाग से संपर्क कर सकती हैं और किसी भी कार्य दिवस पर कार्यालय भवन परिसर और स्टाफ क्वार्टर क्षेत्र का निरीक्षण कर सकती हैं। ईमेल आईडी इस प्रकार है: ro.kolkata@epfindia.gov.in
6. अनुलग्नक-बी में संलग्न प्रपत्र के अनुसार एजेंसी शुल्क उद्धृत करते हुए पूर्ण प्रस्ताव सीपीपीपी वेबसाइट <http://eprocure.gov.in> पर 18 अगस्त, 2025 तक प्रस्तुत किया जाना चाहिए। सफल बोलीदाता को तदनुसार सूचित किया जाएगा। सक्षम प्राधिकारी बिना कोई कारण बताए किसी या सभी प्रस्तावों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।
7. सभी कार्यों की अनुमानित लागत 100.00 लाख रुपये है।
8. सशर्त निविदा को पूर्णतः अस्वीकार कर दिया जाएगा।

क्षेत्रीय भविष्य निधि आयुक्त
क्षेत्रीय कार्यालय, कोलकाता



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND
ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
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Regional Provident Fund Commissioner
EPFO, Regional Office, Kolkata



TENDER MANAGEMENT

Master Management

- Org Hierarchy Master
- View Internal Documents

User Management

- Debar User
- My Organisation Hierarchy
- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Seek Clarifications
- Pre-bid Meeting
- Downloaded Tenders
- Tender Status
- Archived Tenders
- Archived Clarification
- Stage 2 Create Tender / Tender List
- Stage 2 Publish Tender
- NDA Documents History
- NDA Documents
- Stage 2 Published Tender
- Sanction / Bill Generation
- Validate GeMARPTS ID

Corrigendum

- Create Corrigendum
- Publish Corrigendum
- Published Corrigendum

Bid Opening

- Tenders to be Opened

Auction Management

- Tender cum Auction
- Publish Auction
- Published Auction
- Create Auction Corrigendum
- Publish Auction Corrigendum
- Published Auction Corrigendum
- View Live Auction
- View Auction History

Bid Management

- Bid History

Survey Management

- FeedBack

[View More Details](#)

Tender Details

Organisation Chain	Employees Provident Fund Organisation WB - A and N and SIKKIM (Kolkata) Kolkata		
Tender Reference Number	WB/KOL/CTRO/AMC/e-Tendering		
Tender ID	2025_EPFO_870348_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Self declaration of not being blacklisted by any Govt. Authority
		.pdf	Confirmation as per annexure-A of tender document
		.pdf	Confirmation regarding following GFR, CVC guidelines and CPWD norms
2	Finance	.xls	FINANCIAL BID AS PER ANNEXURE-B

Tender Fee Details, [Total Fee in ₹ *- 0.00]

Tender Fee in ₹	0.00
Fee Payable To	Nil
Tender Fee Exemption Allowed	No

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

Work Item Details








Title	Annual Maintenance Contract		
Work Description	AMC for Civil and Electrical works for Office Building and Staff Quarters at Kolkata		
Pre Qualification Details	EPFO is a statutory body under Ministry of Labour and Employment, Govt. of India. it is proposed to enter into an agreement with Govt., Semi Govt., Public Sector Undertaking agencies for AMC		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	Yes		
Tender Value in ₹	1,00,00,000		
Product Category	Support/Maintenance Service	Sub category	AMC/ Maintenance Contracts
Contract Type	Tender	Bid Validity(Days)	360
Location	Salt Lake, Kolkata	Pincode	700091
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
Should Allow NDA Tender	No	Allow Preferential Bidder	No


Critical Dates

Publish Date	24-Jul-2025 06:30 PM	Bid Opening Date	20-Aug-2025 02:30 PM
Document Download / Sale Start Date	25-Jul-2025 10:00 AM	Document Download / Sale End Date	18-Aug-2025 06:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	25-Jul-2025 06:30 PM	Bid Submission End Date	18-Aug-2025 06:30 PM




Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf 	NOTICE INVITING TENDER	403.06
2	Tendernotice_2.pdf 	NIT IN HINDI	945.39
3	Tendernotice_3.pdf 	SELF DECLARATION - NO BLACKLIST	185.99
4	Tendernotice_4.pdf 	CONFIRMATION TO SIGN AGREEMENT	358.48
5	Tendernotice_5.pdf 	CONFIRMATION TO COMPLIANCE GUIDELINES	183.01
6	Tendernotice_6.pdf 	AGREEMENT-ANNEXURE-A	1885.02
7	Tendernotice_7.pdf 	ANNEXURE-B	363.48

 Download as zip file

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	TENDERNOTICEEH.pdf 	TENDER NOTICE	1314.65
2	BOQ	BOQ_914958.xls 	BOQ	285.00
3	Tender Documents	WORKSDOCUMENTS.pdf 	WORKS DOCUMENTS	2891.99

Bid Openers List				
S.No.	Bid Opener Login Id	Bid Opener Name	Certificate Name	Serial No
1.	jay.mukherjee@epfindia.gov.in	SANJAY MUKHERJEE	SANJAY MUKHERJEE	18 da af e
2.	shiba.prasad@epfindia.gov.in	Shiba Prasad Bhattacharjee	SHIBA PRASAD BHATTACHERJEE	18 dd 74 d
3.	sandip.das@epfindia.gov.in	Sandip Das	SANDIP DAS	18 db b7 c

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking			
S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority	
Name	Regional P F Commissioner
Address	EPFO Regional Office Sector-II, Salt Lake, Karunamoyee, Kolkata 700091

[View Modification details](#)

Tender Creator Details	
Created By	Sandip Das
Designation	APFC
Created Date	24-Jul-2025 04:17 PM



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



WB/KOL/CTRO/E-Tendering/Vol. I/

Date: 24/07/2025

NOTICE INVITING TENDER

The Employees Provident Fund Organisation, a statutory body under the Ministry of Labour and Employment, Government of India, intends to engage a Govt./Semi-Govt./Public Sector Undertaking agency under Annual Maintenance Contract (AMC) for carrying out Civil and Electrical works on agency charges basis for its Regional Office, Kolkata situated at D. K. Block, Sector-II, Salt Lake, Kolkata-91 and staff quarter situated at A. F. Block Sector-I, Salt Lake, Kolkata – 700 064. The details are available in CPPP site <http://eprocure.gov.in>. Interested Govt./Semi-Govt./Public Sector Undertaking agencies may submit their offers before the bid submission end date 18/08/2025.

[Signature]
24/7/2025
Regional P.F. Commissioner-II
Regional Office, Kolkata

ई. पी. एफ. ओ., क्षेत्रीयकार्यालय, कलकत्ता डी. के. ब्लॉक, सेक्टर - II, साल्टलेकसिटी कलकत्ता - ७०००९१	ई. पी. एफ. ओ., क्षेत्रीयकार्यालय, कलकत्ता डी. के. ब्लॉक, सेक्टर - II, साल्टलेकसिटी, कलकत्ता - ७०००९१	E.P.F.O., Regional Office, Kolkata, DK Block, Sector II, Salt Lake City, Kolkata - 700091
ro.kolkata@epfindia.gov.in	www.epfindia.gov.in	Whatsapp No. - +913329522121 Contact No. of PRO - 033-29522121



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



संदर्भ सं.: प.बंगाल/कोल./ सं.सीटीआरओ/ई-निविदा/भाग-1/

दिनांक : 24/07/2025

निविदा आमंत्रण की सूचना

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय है, जो डी.के. ब्लॉक, सेक्टर-II, साल्ट लेक, कोलकाता-91 में स्थित अपने क्षेत्रीय कार्यालय, कोलकाता एवं ए.एफ.ब्लॉक, सेक्टर-I, साल्ट लेक, कोलकाता - 64 में स्थित भविष्य निधि आवासन में स्टाफ क्वार्टरों के लिए एजेंसी चार्ज के आधार पर सिविल और इलेक्ट्रिकल कार्य करने के लिए वार्षिक रखरखाव अनुबंध (एएमसी) के तहत एक सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसी को रखना चाहता है। विस्तृत जानकारी CPPP के वेबसाइट <http://eprocure.gov.in> पर उपलब्ध है। इच्छुक सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसियां बोली जमा करने की अंतिम तिथि 18.08.2025 से पहले अपना प्रस्ताव प्रस्तुत कर सकती है।

सुब्रत विश्वास
 24/7/2025

क्षेत्रीय भविष्य निधि आयुक्त-11

क्षेत्रीय कार्यालय, कोलकाता

ईपीएफओ, क्षेत्रीय कार्यालय, कोलकाता डी.के.ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता - 700091	ईपीएफओ, आঞ্চलिक कार्यालय, कोलकाता ब्लॉक सेक्टर - 2, मन्ट्रैलैक सिटी, कोलकाता मन्ट्रैलैक सिटी, कोलकाता 700091 -	E.P.F.O, Regional Office, Kolkata, D.K.Block, Sector-II, Salt Lake, Kolkata-91
ro.kolkata@epfindia.gov.in	www.epfindia.gov.in	Phone and WA +913323340067



Employees Provident Fund Organization
Annual Maintenance
AGREEMENT

Agreement for Annual Maintenance of E.P.F.O. Building at _____

This agreement made this _____ day of _____ in the Christian year Two thousand _____ between the Central Board of Trustees, Employees Provident Fund (EPF), Statutory body constituted by Central Government under section 5A of EPF and MP Act 1952 under the Ministry of Labour, Government of India represented by Regional Provident Fund Commissioner, Employees Provident Fund Organisation (hereinafter called the 'Owner' and the terms 'Owner' shall mean and include herein its administrators, executors and assigns) on one part

AND

_____ (Hereinafter called the 'Executing agency') a company registered under companies Act 1956 (and the terms the 'Executing Agency' shall mean and include its heirs, administrators, executors and assigns) represented by Shri _____ M/s. _____ on the other part.

Whereas the Owner is desired to get repairs and maintenance of the immovable property owned by owner i.e. **Employees Provident Fund Organization in the Regions of _____** on the terms and condition set forth hereinafter and whereas the Executing agency has agreed to undertake and complete the works accordingly this agreement sets out the terms and conditions for execution of Repairs and Maintenance of properties as mentioned above and for making funds available for the same.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO UNDER:-

1 DEFINITIONS

- a. **'Approval'** means approval in writing by the designated Officer of the Owner.
- b. **Day to day repairs:** Day to day repairs is to be carried out in all the buildings under its maintenance. The works which are to be attended to on day to day basis such as removing chokage of drainage pipes, man-holes, restoration of water supply, replacement of blown fuses, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc are attended to under day to day service facilities. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the buildings. These services are provided after receipt of complaint from the users at the respective Service Centres. Complaints of periodical nature like white washing, painting etc., which are usually got attended through contractors and cannot be attended to on daily basis is transferred to register of Annual/periodical repairs.
- c. **Annual/Periodic Repairs:** The works of periodical nature like White washing, colour washing, distempering, painting etc. The periodicity is two years for white washing and colour washing and three years for painting. In addition, works such as patch repair to plaster, minor repairs to various items of work, replacement of glass panes, termite control works replacement of wires damaged due to accident, replacement

of switches, sockets tiles/Gap filling of hedges/perennial beds, Replacement/Replanting of trees, shrubs, painting of tree guards, planting of annual beds and trimming/pruning of plants etc., which are not emergent works and are considered to be of routine type, can be collected and attended to for a group of houses at a time and particular period of financial year, depending upon the exigency.

d. **Contractor** means the Contractor/Contractors employed by the Executive Agency for the work or any connected work including the Executing Agency itself in case any work is done directly by the Executing Agency on material, DEL and transportation actual cost

2 AGREEMENT

- 2.1 The owner agrees to entrust the day to day repairs and annual repairs work of its various movable or immovable properties, as may be indicated from time to time and executing agencies agrees to execute the same. The M/s. _____ shall be paid the actual cost and Agency charges _____% (_____ percent) which includes its overheads, architect fees, drawing/design fee if any and work charge establishment. The Executing Agency will set up a separate wing in their organisation having both civil as well as electrical units under one single authority to exclusively look after the Repairs and Maintenance work of E.P.F.O. The Offer-in-Charges of this wing will be responsible for ensuring effective and proper Repairs and Maintenance of both civil as well as Electrical Work.
- 2.2 The estimate will be submitted in respect of both civil and electrical works indicating the items required to be executed under the two heads. The executing agency shall prepare the estimates for annual repairs and maintenance requirements for each property (or group of properties) separately with in the rates approved by CPWD and submit the same to R.P.F.C. latest by April every year, indicating the work to be done in consultation with the custodian of the concerned properties. The owner shall release 50% of the estimated amount required for annual repairs and maintenance to executing agency by the start of the month for the year annual maintenance is signed. The amount spent by the Executing Agency out of this advance shall be paid on the basis of bills submitted in respect of the work done as actual expenditure received in form of expenditure statement duly audited and certified from occupant/custodian of the property certifying satisfactory completion of the work done by the agency. However, as soon as the total amount of the bills sanctioned equals the amount of advance referred above, the bills thereafter shall be adjusted against the money lying with executing agency as advance paid in the beginning of year till it is exhausted or till the end of the year, whichever is earlier.
- 2.3 In case of major external services, separate estimates for external service shall be prepared and submitted giving full justification for the need for framing such estimates. Funds shall be released against such estimates only if the owner is satisfied with the justification given by executing agency.
- 2.4 The estimates for maintenance of electric installation like water-pumping system, air-conditioning, lift etc would be framed on the basis of assessment of actual requirement. The actual requirement shall be supported with the cost of the labour and items for which the fund is required.
- 2.5 The replacement of bulbs, fluorescent tubes etc would be outside the scope of the work allotted to executing agency.
- 2.6 The expenditure incurred by the executing agency on account of the fee payable for mandatory inspection of installation by the civil agency and taxes levied by local body will be out side the estimate for annual repair and maintenance and separate bill will be submitted for the same.

- The term Actual Cost' shall include but be restricted to the following: -
- a) Cost of all materials brought at E.P.F.O. site required for maintenance and other associated jobs related to maintenance of EPFO Complex and the value of any other materials supplied by the EPFO for use on the works.
 - b) Cost of Manpower engaged by M/S _____ on NMR (Nominal Muster Roll).
 - c) Cost of all technical/contract amounts for the said work excluding the provisions covered in Agency Charges of M/S _____.
- 4 EPFO shall provide reasonable office accommodation for Staff and Stores rooms etc. for materials to be used during maintenance. The accommodation shall not be used by M/s for any other purpose. The accommodation will be as per rent rules of the owner.
 - 6 EPFO will check the maintenance bills with reference to original vouchers. The original vouchers will be retained by E.P.F.O. after payment of the bills by EPFO.
 - 7 All the available "As build" drawings-operation / maintenance & servicing manuals of various equipment/services and other related information for the building shall be given to EPFO, immediately after the award of contract of maintenance work to plan the maintenance works and procure the materials and also to organize the labour.
 - 8 The work shall be executed as per Indian Standard Specifications, Code(s) of Practice of Bureau of Indian Standards (formerly ISI)/ General Specifications in force in the CPWD, Delhi or any such other specifications as may be decided mutually by the M/S _____ and the EPFO.
 - 9 The executing agency shall be the principal employer for the labour engaged by them whether directly or through contractor and shall be responsible for ensuring compliance with all the labour laws in force from time to time. The agreement is being entered into for a complete annual project and will cast no responsibility on E.P.F.O. under the contract labour (R&A) 1970 or any other labour laws, bye laws or rules issued by any authority from time to time [(Para 3(b))].
 - 10 The justification of staff employed on works shall be examined and assessed by the EPFO periodically, before taking up the execution of maintenance.
 - 11 EPFO shall take on their charge all materials, tools, equipment's, available in stores etc. within one month of termination/completion of the contract.
 - 12 The Executing Agency shall be fully responsible to defend any suits or arbitration cases arising out of a project in connection with their own work between the Executing Agency and its Contractor(s). The E.P.F.O. shall not be responsible for any expenses to be born on this account.
 - 13 This agreement shall remain in force for a period of one year. However, three months before expiry of the period of agreement, M/s. _____ may make a request to E.P.F.O. for renewal of the agreement for a further period as may be desirable and E.P.F.O., if it finds the work done by M/s. _____ is satisfactory, may renew the agreement on the terms and conditions for a further period, as may be mutually agreed to by both parties.
 - 14 The contract, may, however be terminated by either party by giving three months' notice without assigning any reasons. However, the special works if commenced will be completed and cancellation will not effect it's progress. Executive agency will deposit the balance amount lying un utilized to owner by the date of expiry of the notice period/ agreement period otherwise it will have to pay the interest @ 10% from date of termination of contract.
 - 15
 - a) M/S _____ will be responsible for proper maintenance of the EPFO Complex named as _____ at _____.
 - b) M/S _____ shall maintain proper records/registers regarding receipt of complaints, date of attending the same and reasons for delay etc. The weekly progress on action taken on complaints will be submitted by M/s _____ to

Official representative of E.P.F.O. If the reasons submitted by M/s. _____ are not satisfactory, E.P.F.O. may get repairs done at the risk and cost of M/s. _____ after giving one week notice to M/s. _____. Decision of E.P.F.O. will be final and will be acceptable to M/s. _____ without any representation

- c) M/s. _____ shall recommend for the preventive maintenance to be carried out in addition to routine maintenance works to ensure proper functioning of services and to prevent breakdowns etc.
- d) The work of essential repairs and maintenance and operation of essential services shall under no circumstances be held up for temporary delay in release of funds.

17 **FORCE MAJEURE CLAUSE:**

The M/s. _____ will not be responsible for the delay /stoppage of work & damages/losses due to force majeure conditions like natural calamities, civil disturbance strike, war etc. and losses suffered, if any, by the EPFO on this account M/s. _____ shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the M/s. _____ to the EPFO.

18. Executing Agency shall be required to complete the special works within the period as agreed at the time of award of work from the 15 day of issue of award letter. In case of delay, which may occur due to the reasons beyond the control of executing agency, executing agency would approach the owner with full details for extension in time limit for completion of the works. In case of delay due to default on part of executing agency, the executing agency shall be liable to pay the owner compensation (not amounting to penalty) at the rate of not exceeding Rs.1000/- (Rupees One thousand only) per week of delay subject to maximum of 5%(five percent) of the total actual cost or such smaller amount as may be fixed by the owner.

IN WITNESS WHERE OF THIS AGREEMENT HAS BEEN EXECUTED BETWEEN THE PARTIES HERETO BY THEIR AUTHORISED OFFICERS

Signed and Delivered
For and behalf of
EPFO, RO, KOLKATA

Signed and Delivered
For and on behalf of
M/s.

Annexure – B

Name of work: Annual repair and maintenance and special repair of civil and electrical works of office building and staff quarters at Employees Provident Fund Organisation, Regional Office, Kolkata , Salt Lake-700091

1. Agency charges quoted by the agency (in %) :-

(The above charges are exclusive of all/any taxes/levy/cess,etc.) All the statutory taxes/levy/cess would be paid separately by EPFO from time to time.

(Signature, date and stamp of agency)

CONFIRMATION OF COMPLIANCE TO GUIDELINES

(To be submitted by the bidder along with bid)

To,

The Regional Provident Fund Commissioner – I,
Regional Office – Kolkata
Salt Lake, Kolkata 700091

Ref: Tender for Annual Maintenance Contract at EPFO, Regional Office, Kolkata.

Dear Sir/Madam,

In the event of award of the contract to us, I/ We hereby confirm to comply and follow the standard latest GFR, CVC guidelines and CPWD norms and codes of practice.

Yours faithfully,

Date

Place.....

Signature.....

Name.....

Seal of the company/firm

CONFIRMATION TO SIGN AGREEMENT

(To be submitted by the bidder along with bid)

To,

The Regional Provident Fund Commissioner – I,
Regional Office – Kolkata,
Salt Lake, Kolkata 700091

Ref: Tender for Annual Maintenance Contract at EPFO, Regional Office, Kolkata.

Dear Sir/Madam,

In the event of award of the contract to us, I/ Wehereby confirm to sign the standard agreement as per Annexure – A of tender document.

Yours faithfully,

Date

Place.....

Signature.....

Name.....

Seal of the company/firm

SELF-DECLARATION – NO BLACKLISTING

(To be submitted by the bidder along with bid)

To,

The Regional Provident Fund Commissioner – I,
Regional Office –Kolkata,
Salt Lake , Kolkata 700091

Ref: Tender for Annual Maintenance Contract at EPFO, Regional Office, Kolkata.

Dear Sir/Madam,

In response to the Tender Document for Annual Maintenance Contract at EPFO, Regional Office, Kolkata; I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

In the event of any such information found to be incorrect at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for cancellation / termination without any notice at the sole discretion of EPFO.

Thanking you,

Yours faithfully,

Date

Place.....

Signature.....

Name.....

Seal of the company/firm



कर्मचारी भविष्य निधि संगठन
**EMPLOYEES' PROVIDENT FUND
ORGANISATION**
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



NOTICE INVITING TENDER

Employees Provident Fund Organization is a statutory body under Ministry of Labour & Employment, Govt. of India. It is proposed to enter into an agreement with the Govt./Semi-Govt./Public Sector undertaking agencies for Annual Maintenance Contract (Civil & Electrical Work) for ONE year from the date of signing the agreement. The contract of work may be extended for further period of one year subject to satisfactory performance of the agency during the previous year with mutual agreement for the following works:-

- A. Annual repairs and maintenance of (G+5) Office Building (Civil & Electrical Work) located at DK Block, Sector-II, Salt Lake City, Kolkata-700091, having total Plinth Area approximately 10,000 Sq-m which may be increased in the future.
- B. Annual repairs and maintenance of Staff Quarters (Civil & Electrical) at AF Block, Baishakhi, Sector-I, Salt Lake City, Kolkata-700064. The total No. of staff quarters 92 of different categories (Type I to V) having total approximate Plinth Area of 5,500 Sq-m which may be increased in the future.
- C. Special Repair works of Office Building & Staff Quarters during the maintenance period, if required.
- D. In case of any major repair/service required, the separate estimates for such works shall be prepared and submitted as and when needed by giving full justifications for the requirement of such estimates. The funds shall be released against such estimates with the approval of the Competent Authority.
- E. Comprehensive servicing and maintenance of Transformers, HT Panels, LT Panels, Pumps etc.

1. Interested Govt./Semi-Govt./ Public Sector undertaking agencies are required to submit their offers on lump sum service charges as per Performa attached in **Annexure-B** in CPPP Website <http://eprocure.gov.in>
2. Confirmation to sign the Standard Agreement of EPFO as approved by Executive Committee (The copy of the agreement is attached in **Annexure-A**)
3. Confirmation regarding following GFR, CVC guidelines and carrying out the work as per CPWD norms and specifications.
4. Declaration to be furnished that the Agency/Organization is not ever black listed by any Government Authority.
5. The desirous agencies can contact to CTRO Section at EPFO Regional Office DK Block Sector-II, Salt Lake City, Kolkata-700091 and inspect the Office Building area & Staff Quarters area on any working day. The email ID is as follows:-
ro.kolkata@epfindia.gov.in
6. The offer quoting the agency charges as per Performa attached in **Annexure-B** complete in all respect in CPPP Website <http://eprocure.gov.in> **on or before 18, August, 2025**. The successful bidder will be informed accordingly. The Competent Authority reserves the right to accept or reject any or all offers without assigning any reason.
7. The tentative estimated cost of all the works is Rs. 100.00 Lakhs.
8. Conditional tender shall summarily be rejected.

Regional Provident Fund Commissioner
EPFO, Regional Office, Kolkata



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



निविदा आमंत्रण की सूचना

कर्मचारी भविष्य निधि संगठन भारत सरकार के श्रम एवं रोजगार मंत्रालय के अधीन एक सांविधिक निकाय है। सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसियों के साथ अनुबंध पर हस्ताक्षर करने की तिथि से एक वर्ष के लिए वार्षिक रखरखाव संविदा (सिविल और विद्युत कार्य) हेतु प्रस्ताव दिया जाता है। निम्नलिखित कार्यों के लिए पिछले वर्ष के दौरान एजेंसी के संतोषजनक प्रदर्शन को देखते हुए कार्य का अनुबंध आपसी सहमति से एक वर्ष और अधिक बढ़ाया जा सकता है :-

- (क) डी.के. ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता-700091 में स्थित (जी+5) कार्यालय भवन (सिविल और विद्युत कार्य) की वार्षिक मरम्मत और रखरखाव, जिसका कुल प्लिथ क्षेत्रफल लगभग 10,000 वर्ग मीटर है जिसे भविष्य में बढ़ाया जा सकता है।
- (ख) ए.एफ. ब्लॉक, बैसाखी, सेक्टर-I, साल्ट लेक सिटी, कोलकाता-700064 में स्टाफ क्वार्टर (सिविल और इलेक्ट्रिकल) की वार्षिक मरम्मत और रखरखाव। विभिन्न श्रेणियों (टाइप I से V) के कुल स्टाफ क्वार्टरों की संख्या 92 है, जिनका कुल अनुमानित प्लिथ क्षेत्र 5500 वर्ग मीटर है, जिसे भविष्य में बढ़ाया जा सकता है।
- (ग) यदि आवश्यक हो तो, रखरखाव अवधि के दौरान कार्यालय भवन और स्टाफ क्वार्टरों की विशेष मरम्मत कार्य किया जाना होगा।
- (घ) किसी भी बड़ी मरम्मत/सेवा की आवश्यकता होने पर, ऐसे कार्यों के लिए अलग-अलग एस्टीमेट तैयार किए जाएंगे और आवश्यकता पड़ने पर ऐसे एस्टीमेटों की आवश्यकता के लिए पूर्ण औचित्य बताते हुए प्रस्तुत किए जाएंगे। सक्षम प्राधिकारी के अनुमोदन से ऐसे एस्टीमेटों के लिए धनराशि जारी की जाएगी।
- (ङ) ट्रांसफार्मर, एचटी पैनल, एलटी पैनल, पंप आदि की व्यापक सर्विसिंग और रखरखाव।

1. इच्छुक सरकारी/अर्धसरकारी/सार्वजनिक क्षेत्र की उपक्रम एजेंसियों को सीपीपीपी वेबसाइट <http://eprocure.gov.in> पर अनुलग्नक-बी में संलग्न प्रोफार्मा के अनुसार एकमुश्त सेवा शुल्क पर अपने प्रस्ताव प्रस्तुत करने होंगे।
2. कार्यकारी समिति द्वारा अनुमोदित ई.पी.एफ.ओ के मानक समझौते पर हस्ताक्षर करने की पुष्टि (समझौते की प्रति अनुलग्नक-ए में संलग्न है)।
3. जीएफआर, सीवीसी दिशानिर्देशों का पालन करने और सीपीडब्ल्यूडी मानदंडों और विनिर्देशों के अनुसार कार्य करने के संबंध में पुष्टि।

4. यह घोषणा प्रस्तुत की जानी चाहिए कि एजेंसी/संगठन को किसी भी सरकारी प्राधिकरण द्वारा काली सूची में नहीं डाला गया है।
5. इच्छुक एजेंसियां ईपीएफओ क्षेत्रीय कार्यालय, डीके ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता-700091 में सी.टी.आर.ओ अनुभाग से संपर्क कर सकती हैं और किसी भी कार्य दिवस पर कार्यालय भवन परिसर और स्टाफ क्वार्टर क्षेत्र का निरीक्षण कर सकती हैं। ईमेल आईडी इस प्रकार है: ro.kolkata@epfindia.gov.in
6. अनुलग्नक-बी में संलग्न प्रपत्र के अनुसार एजेंसी शुल्क उद्धृत करते हुए पूर्ण प्रस्ताव सीपीपीपी वेबसाइट <http://eprocure.gov.in> पर 18 अगस्त, 2025 तक प्रस्तुत किया जाना चाहिए। सफल बोलीदाता को तदनुसार सूचित किया जाएगा। सक्षम प्राधिकारी बिना कोई कारण बताए किसी या सभी प्रस्तावों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।
7. सभी कार्यों की अनुमानित लागत 100.00 लाख रुपये है।
8. सशर्त निविदा को पूर्णतः अस्वीकार कर दिया जाएगा।

क्षेत्रीय भविष्य निधि आयुक्त
क्षेत्रीय कार्यालय, कोलकाता