



कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)

क्षेत्रीय कार्यालय /REGIONAL OFFICE,

भविष्य निधि भवन, कलूर, कोच्ची- 682 017.

Bhavishya Nidhi Bhawan, Kaloor, Kochi - 682 017.

दूरभाष सं2341516 -0484.; 2341589, 2338410-0484 :फैक्स 2566500

E-mail : sro.kochi@epfindia.gov.in



सं. के आर/के सी/प्रशा.॥/19/सुरक्षा /2018

दिनांक: 26.12.2018

निविदा आमंत्रण सूचना

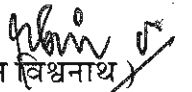
श्रम एवं रोजगार मंत्रालय के अधीन कर्मचारी भविष्य निधि संगठन, जो एक स्वायत्त निकाय है, क्षेत्रीय कार्यालय, भविष्य निधि भवन, कलूर, कोच्ची - 682 017 के लिए तथा गांधी नगर, कोच्ची - 682 020 के अपने स्टाफ आवास गृह के लिए 01/01/2019 से 12 महीने की अवधि के लिए या समझौता ज्ञापन का समावेश, जो भी बाद में हो, निम्न प्रकार पर्याप्त मानव संसाधन (पुरुष) हेतु प्रतिष्ठित संस्थाओं से निविदा आमंत्रित करने का इरादा रखता है।

कार्यालय का ब्यौरा	आवश्यक मानव संसाधन
कर्मचारी भ नि संगठन, क्षेत्रीय कार्यालय, कलूर, कोच्ची - 682 017 के कार्यालय तथा स्टाफ क्वार्टर्स काम्प्लेक्स	सुरक्षा गार्ड(अकुशल) - 06

निविदा दो बोली प्रणाली में होनी चाहिए, तकनीकी बोली एवं वित्तीय बोली। तकनीकी बोली एवं वित्तीय बोली समर्थन दस्तावेजों सहित विधिवत पूर्ण किया गया कोटेशन तथा रु. 10,000/- के लिए क्षेत्रीय भ नि आयुक्त, कोच्ची के पक्ष में तैयार, कोच्ची में देय बयाना जमा रकम (ई.एम.डी), “ क भ नि सं कार्यालय/स्टाफ क्वार्टर्स काम्प्लेक्स के लिए सुरक्षा गार्ड के वितरण के लिए कोटेशन ”अभिलिखित करके मुहरबंद लिफाफे पर दिनांक 29.01.2019 3.00 बजे (अप) को या उससे पहले अधोहस्ताक्षरी तक पहुंचना चाहिए।

प्राप्त तकनीकी बोलियों को उसी दिन अपराह्न 3.30 बजे अधोहस्ताक्षरी के कार्यालय में खेला जाएगा। तकनीकी बोली से चुने हुए फार्मों की वित्तीय बोली अगले कार्य दिवस में 11 बजे(पू.) को खोला जाएगा।

विस्तृत जानकारी हमारी वेबसाइट www.epfindia.gov.in, या www.epfindia.com से या सभी कार्य दिवसों में (सोमवार से शुक्रवार तक) 9.00 बजे (पू.) से 05.30 बजे (अप) कार्यालय से प सकते हैं। निविदा दस्तावेज वेबसाइट www.epfindia.gov.in में उपलब्ध है।


(एबिन विश्वनाथ)
सहायक भ.नि. आयुक्त (प्रशा.)



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANIZATION
(Ministry of Labour, Government of India)

Regional Office, Bhavishyanidhi Bhavan, Kaloor, Kochi, Kerala - 682 017
Telephone No. 0484-2341569, 2535489, 2566500, 2338410 (Fax)
E-mail: sro.kochi@epfindia.gov.in Website: www.epfindia.gov.in

No.KR/KC/AdmII/19/Security/2018

Dated: 26.12.2018

Notice inviting Tender

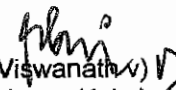
Employees Provident Fund Organization, a statutory body under the Ministry of Labour and Employment, Government of India, intends to call Tender from reputed agencies for providing adequate manpower (Male) as detailed below to its Regional Office, Bhavishyanidhi Bhavan, Kaloor, Kochi – 682 017 and Staff Quarters at Gandhi Nagar, Kochi – 682 020 for a period of 12 months with effect from 01/01/2019 or incorporation of Memorandum of Agreement, whichever is later:-

Particulars of Office	Manpower required
Office & Staff Quarters Complex of Employees' P F Organization, Regional Office, Kaloor, Kochi – 682017.	Security Guard (Unskilled) – 06 Nos.

The Tender should be in two bid system. i.e Technical bid & Financial Bid. Technical Bid and Financial Bid duly completed in all respect alongwith supporting documents and an EMD for Rs. 10,000/-, drawn in favour of Regional P F Commissioner, Kochi, payable at Kochi should reach the undersigned in a sealed cover superscribing "**Quotation for supply of Security Guards for EPFO Office/Staff Quarters Complex**" on or before 03.00 PM on **29.01.2019**.

The Technical ^{bid} received shall be opened at 03.30 pm on the same ^{day} at the office of the undersigned. Financial bid of Firms selected form Technical bid shall be opened on next working day at 11.am. Financial bids of firms whose technical bids rejected will not be opened.

For more details visit website at www.epfindia.gov.in or www.epfindia.com or the office of the undersigned on all working days (Monday to Friday) between 09.00 AM and 05.30 PM. Tender documents will be available in website www.epfindia.gov.in


(Ebin Viswanath)
Assistant PF Commissioner (Adm)



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANIZATION

(Ministry of Labour, Government of India)

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Particulars of Office	Manpower required
Office & Staff Quarters Complex of Employees' P F Organization, Regional Office, Kaloor, Kochi – 682017.	Security Guard (Unskilled) – 06 Nos.

The rate per day per person should be quoted, specifically mentioning the break up of rates quoted, viz. service charges, statutory payments, PF, ESI, Bonus & tax, if any, etc., in addition to mentioning monthly rate per person. No quote shall be accepted if they don't conform with those specified by Central Government under Minimum Wages Act, 1948.

TERMS & CONDITIONS

1. The Agency should provide a whistle and torch to the Security Guard on duty and round the clock serving including holidays.
2. The Security Guard / personnel should be changed on completion of the temporary employment period and fresh batch of personnel to be engaged simultaneously.

3. If it is found that any property of the office is lost /damaged due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/lost from the security agencies bill. **Also surprise check will be initiated and if found sleeping /absent in night a penalty as decided by the EPFO (maximum to one month payment) will be implemented and reduced from monthly bill.**

4. The Agency shall submit a monthly report of compliance and happenings in the premises to Asst. P F Commissioner (Adm) of Regional Office, EPFO, Kochi.

5. All the staff deployed will be deemed for all purposes to be employees of the agency and the agency shall be fully responsible for payment of wages other dues and compliance of all labour laws applicable to them.

6. The agency on award of the contract should execute an agreement on Rs.100/- stamp paper with Regional Office, Kochi incorporating the relevant terms and conditions.

7. The contractor shall ensure that all persons employed by him shall be efficient honest and conversant with the nature of the work.

8. The agency shall be liable for compliance of all relevant laws.

9. The agency should maintain day to day attendance of the Security Guards personnel.

10. The salary slips of each employees' should be produced to the competent authority on or before 10th of every month.

11. The agency shall furnish name and address of all the personnel posted in the premises of EPFO, RO, Kochi.

12. The Agency and their staff shall strictly follow the procedure /instructions of the EPFO, Kochi in vogue, while they are inside the premises.

13. The work has to be done with utmost care diligently and the agency should supervise, inspect and issue instructions to their staff for proper and efficient discharge of the work.
14. The Statutory liabilities under the various service legislation viz. EPF, ESI etc. shall be the sole responsibility of the Agency. The firm covered with EPF & ESI and other statutory Act & Schemes should only submit quotations.
15. The selected agency shall deposit 15% of total contract value or one month's payment as performance guarantee with EPFO on signing the memorandum of agreement.

Duties and responsibilities of the Security Guards.

The personnel supplied ought to be polite but firm, disciplined physically fit , alert and smartly dressed in uniform. To attend to complaint of visitors check, control or restrict entries to staff, workers/authorized personnel of Organisation and other by valid passes or searching if required and movement of vehicles and incoming / outgoing material and time keeping. Maintain strict security of men, material and premises and maintain diary to note all important events/ happenings information received to the management. Entirely responsible for thefts of easily movable open items, such as bathroom fittings, fans, telephone instruments, computer systems, fire fighting systems etc.

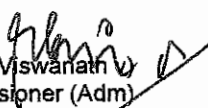
1. The Security Guard on duty shall maintain proper register of all the visitors coming to this office/quarters.
2. Not to leave the place of duty under any circumstances until and unless proper relieved. Should keep and sign accordingly in handing /taking over register.
3. Prevent misuse of Electricity and water and maintain necessary log books.
4. In case of fire during or after office hours, the Security Guards on duty will immediately alert the Asst. Provident Fund Commissioner [Adm II] and inform the nearest Fire Station and assist the fire fighting persons.
5. The Security Guards on duty must watch that there is no unidentified/unclaimed suspicious objects/persons in the premises. And if found to be immediately brought to the office of Asst. P. F Commissioner [Adm II]
6. The Security Guards shall ensure that all the Vehicles of Staff and visitors are arranged and parked in the designated areas.

7. The security guards should ensure that all the electrical equipment /instruments/lights and fans are switched off and windows and doors are properly closed / locked after closure of the office hours.
8. The Security Guards on duty at quarters shall provide required facilities available in the guest houses to the guests and check up all the assets are there in the time of check out of the guests. If any loss, the same will be reported to the Asst. P. F. Commissioner [Adm II] and comply the directions of APFC [Adm II]
9. The name of the Security Guard should always be displayed by them on their uniforms for identification purpose.
10. The agency should arrange for surprise check [during day and night] to check the alertness and attentiveness of the Security Guards.
11. The Security Guards at all times should comply with the directions and instruction issued by the competent authority of this office. Non compliance of instructions can lead to termination of contract.

The Regional P.F. Commissioner has every right to revoke or repeal the agreement at any point of time if any kind of violation of the signed agreement without any notice. But the Security Agency can withdraw from, the contract only after issue of notice of two months to the Regional P. F Commissioner. The Tender should be in two bid system. I.e Technical bid & Financial Bid. Technical Bid and Financial Bid duly completed in all respect alongwith supporting documents and an EMD for Rs. 10,000/-, drawn in favour of Regional P F Commissioner, Kochi, payable at Kochi should reach the undersigned in a sealed cover superscribing "**Quotation for supply of Security Guards for EPFO Office/Staff Quarters Complex**" on or before 03.00 PM on 29.01.2019

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For more details visit website at www.epfindia.gov.in or www.epfindia.com or the office of the undersigned on all working days (Monday to Friday) between 09.00 AM and 05.30 PM. Tender documents will be available in website www.epfindia.gov.in


(Ebin Viswanath)
Assistant PF Commissioner (Adm)

To

The Assistant PF Commissioner,
Employees' Provident Fund Organisation,
Kaloor, Kochi-17.

Sub: - Submission Financial Bid for supply of Security Guards – regarding

Sir,

1. I/We, submit the sealed price bid for appointment as Supplier of Security guards at EPF Organisation, Kaloor, Kochi for supply security guards for a period of one year.
2. I/We thoroughly examined and understood instructions to renderers, Terms & Conditions of the contract published in website and those contained in the general conditions of contract and its appendix and agree to abide by them
3. I/We hereby offer to provide security at the following percentage of service charge on the basic minimum wages notified by the Central government as the case may be, applicable at the time of award of the contract for the entire tenure of the contract. I/We are not entitled to claim any enhance ment of rates/service charge on any account during the tenure of the contract.

SL No	DETAILS	Rate per person
1	Minimum Wages (Central)	
2	EPF Employer share (@13%) on Rs.15000/- maximum	
3	ESI Employer share @ 4.75%	
4	Bonus @ 8.33% on Rs.7000/-	
5	Service charges	
6	TOTAL	
7	GST Applicable	
8	GRAND TOTAL	

Any rates quoted in any other manner than the above will summarily rejected. In case the minimum revised upward, the contractor is not entitled for revision of his service charges.

- 1) I/We undertake to take responsibility of statutory liabilities such as minimum wages, EPF, ESI, Bonus etc and also to abide by the rules under labour law and will charge as per actual contribution made to concerned authorities against documentary proof and no service charges/Admn, overhead will be payable on these contribution.
- 2) The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of Security guard accepted by EPFO
- 3) I/We agree to keep the offer open for acceptance upto three months

To

The Assistant PF Commissioner,
Employees' Provident Fund Organisation,
Kaloor, Kochi-17.

Sub: - Submission Technical Bid for supply of Security Guards – regarding

Sir,

1. I/We, submit the sealed Technical bid for appointment as supplier of Security Guards at EPF Organisation, Kaloor, Kochi for a period of one year.
2. I/We thoroughly examined and understood instructions to renderers, Terms & Conditions of the contract published in website and those contained in the general conditions of contract and its appendix and agree to abide by them.

SL NO	REQUIREMENT	DOCUMENT NUMBER
1	NAME AND COMPLETE ADDRESS OF THE FIRM/PERSON	
2	TELEPHONE NUMBER AND EMAIL ID	
2	EPF REGISTRATION NUMBER	
2	ESI REGISTRATION NUMBERS	
3	PAN CARD NUMBER	
4	GST REGISTRATION NUMBER	
5	CERTIFICATE OF REGISTRATION NUMBER	
6	ISO REGISTRATION NUMBER	
7	PISARA	
8	EMD EXEMPTION DETAILS IF ANY	
9	EPF/ESI COMPLIANCE POSITION	
10	RESIDENTIAL ADDRESS OF THE OWNER AND TELEPHONE NUMBER	

NOTE: Documentary proofs with seal and signature for the above are enclosed herewith.