



ప్రాంతీయ కార్యాలయం, మర్రీపాలేం వుడా లేఅవుట్

क्षेत्रीय कार्यालय, मर्रीपालेम वुडा लेआउट, एन.ए.डी. डाक

విశాఖపట్నం -530 009

विशाखपट्टणम -530 009

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Govt. of India)

REGIONAL OFFICE

Marripalem VUDA Lay-out, NAD Post, Visakhapatnam – 530 009

[Telephone:- 0891-2558929, Fax: 2558734; Email- ro.vizag @epfindia.gov.in]

क्र.आं.प्र/विशाखा/मासंप्र/एस.3/एफ.9/2020

दिनांक . 03.2020

सूचना - क्षेत्रीय कार्यालय, विशाखपट्टणम के लिए सुरक्षा गार्ड / मैन पवर / इलेक्ट्रीशियन की आपूर्ति के लिए टेंडर्स का आमंत्रण - आनलाइन टेंडर्स का आमंत्रण
NOTICE- INVITING TENDERS FOR SUPPLY OF SECURITY GUARDS / MAN POWER / ELECTRICIAN FOR REGIONAL OFFICE, VISAKHAPATNAM - ONLINE TENDERS CALLED FOR.

क्षेत्रीय भविष्य निधि आयुक्त, कर्मचारी भविष्य निधि संगठन, विशाखपट्टणम द्वारा अपने कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, भविष्य निधि भवन, वुडा लेआउट, एनएडी पोस्ट, विशाखपट्टणम – 530 009 कार्यालय में एक वर्ष की अवधि के लिए (ठेका प्रारंभ करने की तिथि से एक वर्ष की अवधि तक) सुरक्षा गार्ड, मैनपवर और इलेक्ट्रीशियन की आपूर्ति के लिए ठेका प्रारंभ करने हेतु प्रतिष्ठित एवं अनुभवी एजेंसियां से दो लिफाफे बोली सिस्टम (तकनीकी एवं वित्तीय बोली) में टेंडर्स आमंत्रित किए जाते हैं।

यह कार्यालय दिनांक 01.04.2020 से एक वर्ष की अवधि के लिए अस्थाई रूप में निम्नानुसार मैनपवर तैनात करने का प्रस्ताव रखता है। कर्मियों की संख्या भविष्य की आवश्यकताओं के अनुसार बदल सकता है।

Tenders are invited in two cover bidding system (Technical and Financial Bid) by the Regional Provident Fund Commissioner, EPFO, Viskhapatnam from reputed and experienced firms for undertaking the contract for supply of Security Guards, Man Power and Electrician for a period of one year (i.e. date of entering into contract) in the office of EPFO, Regional Office, Bhavishyanidhi Bhawan, VUDA Layout, NAD Post, Visakhapatnam – 530 009.

This office proposes to engage manpower tentatively as stated below for a period of One year Commencing from 01.04.2020. The number of personnel may vary according to the future requirements.

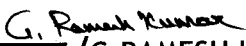
अनु क्र./ Sl.No.	सेवा का नाम Name of the Service	आवश्यक पदों की संख्या /Number of posts required	वय / Age	योग्यता / पात्रता Qualification /Eligibility
1	सुरक्षा गार्ड Security Guards	09	न्यूनतम 18 वर्ष & अधिकतम 50 वर्ष Minimum 18 yrs & Maximum 50 yrs	विशेषतः भूतपूर्व सैनिक और उत्तम स्वास्थ्य /काया/ सुप्रशिक्षित Preferably Exserviceman and having sound health /physique / well trained.
2	इलेक्ट्रीशियन Electrician	01	न्यूनतम 18 वर्ष & अधिकतम 50 वर्ष Minimum 18 yrs & Maximum 50 yrs	आईटीआई (इलेक्ट्रीशियन) ITI (Electrician)
3	मैन पवर/Man Power (स्वीपर -3, वाश बाय/महिला - 01, माली-01, काउंटर क्लर्क - 01) (Sweeper -3, Wash Boy/ Women -01, Gardener -01, Counter Clerk -1)	06	न्यूनतम 18 वर्ष & अधिकतम 50 वर्ष Minimum 18 yrs & Maximum 50 yrs	सुप्रशिक्षित एवं स्वस्थ Well trained and healthy

उपरोक्त मैनुवर की आपूर्ति के लिए प्रतिष्ठित एवं अनुभवी एजेंसियां से अनुलग्नक - I और II में संलग्न प्रोफार्मा के अनुसार ऑनलाइन टेंडर (तकनीकी और वित्तीय बोलियां) आमंत्रित किए जाते हैं (<https://eprocure.gov.in/eprocure/app>) । आगे यह ध्यान दिया जा सकता है कि कर्मचारी भविष्य निधि एवं प्रकीर्ण उपबंध अधिनियम, 1952 और केंद्रीय न्यूनतम मजदूरी अधिनियम, 1948, सहित सभी श्रम एवं अन्य संबंधित कानूनों के अनुपालन के लिए एजेंसी पूरी तरह से जिम्मेदार होगी। टेंडर की अनुसूची अनुलग्नक - 1, अनुलग्नक - 2, अनुलग्नक -3 के अनुसार है। समिति द्वारा निविदाएँ खोले जाने पर एजेंसियों के प्रतिनिधि को उपस्थित होने की अनुमति दी जाती है।

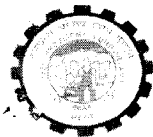
Online Tenders (Technical and Financial Bids) are invited from the reputed and intended agencies for supply of above said Manpower in the proforma enclosed as Annedure – I & II Through (<https://eprocure.gov.in/eprocure/app>). It may further be noted that the agency shall be fully responsible for the compliance of all the labour and other related laws including EPF & MP Act 1952, ESI and Central Minimum Wages Act, 1948. The Schedule of tender is as per Annedure -1, Annexure -2 and Annexure -3. The representative of the agencies is permitted to attend when the tenders are opened by the Committee.

यह कार्यालय बिना किसी कारण बताए किसी भी या सभी टेंडर्स रद्द करने का अधिकार सुरक्षित रखता है। इस पर क्षेत्रीय आयुक्त -I / कार्यालय प्रभारी , क्षेत्रीय कार्यालय, विशाखपट्टणम का निर्णय अंतिम और बाध्यकारी होगा।

This Office reserves the rights to cancel any or all the tenders without assigning any reason. The decision of Regional Commissioner –I/ OIC, Regional Office, Visakhapatnam on this shall be final and binding.


(जी.रमेश कुमार /G.RAMESH KUMAR)

क्षेत्रीय भविष्य निधि आयुक्त-II(मासंप्र)/RPFC-II(HRM)



कर्मचारीभविष्यनिधिसंगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रमएवंरोजगारमंत्रालय,भारतसरकार)

(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीयकार्यालय, मरिपालेम, एन.ए.डी. डाक,विशाखपट्टणम - ५३०००९

REGIONAL OFFICE, Marripalem, NAD POST, VISAKHAPATNAM-530009.

No. AP/VP/HRM/S.3/F.9/2019-20

Dated: 12-03-2020.

NOTICE INVITING TENDERS FOR SUPPLY OF SECURITY GUARDS/ MAN POWER/ELECTRICIAN FOR REGIONAL OFFICE, VISAKHAPATNAM – ONLINE TENDERS CALLED FOR.

Tenders are invited in two cover bidding system (Technical and Financial Bid) by the Regional Provident Fund Commissioner, EPFO, Visakhapatnam from reputed and experienced firms for undertaking the contract for supply of Security Guards, Man Power and Electrician for a period of one year (i.e., w.e.f. date of entering into contract) in the office of EPFO, Regional Office, Bhavishyanidhi Bhavan, VUDA Layout, NAD Post, Visakhapatnam – 530 009.

This office proposes to engage manpower tentatively as stated below for a period of One year commencing from 01.04.2020. The number of personnel may vary according to the future requirements.

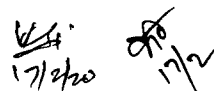
Sl. No.	No. Name of the service	Number of posts required	Age	Qualification/ Eligibility
1	Security Guards	09	Minimum 18 yrs. & maximum 50 yrs	Preferably Exserviceman and having sound health/physics/well trained.
2	Electrician	01	Minimum 18 yrs. & maximum 50 yrs	ITI (Electrician)
3	Man Power (Sweeper-3, Wash Boy/ Women -01, Gardener-01, Counter Clerk-1)	06	Minimum 18 yrs. & maximum 50 yrs	Well trained and healthy.

Online Tenders (Technical and Financial Bids) are invited from the reputed and intended agencies for supply of above said Manpower in the proforma enclosed as Annexure I & II Through (<https://eprocure.gov.in/eprocure/app>). It may further be noted that the Agency shall be fully responsible for the compliance of all the labour and other related laws including EPF& MP Act 1952, ESI and Central Minimum Wages Act, 1948. The schedule of tender is as per Annexure-1, Annexure-2 and Annexure-3. The representative of the agencies is permitted to attend when the tenders are opened by the Committee.

This office reserves the rights to cancel any or all the Tenders without assigning any reason. The decision of Regional Commissioner-I/OIC, Regional Office, Visakhapatnam on this shall be final and binding.


(G.RAMESH KUMAR)

REGIONAL P.F. COMMISSIONER-II (HRM)


17/3/20

TENDER FORM FOR PROVIDING SECURITY SERVICES & MAN POWER

To
The Regional P.F. Commissioner-I
Regional Office, EPFO,
Visakhapatnam-530009.

Sir,

Sub : TENDER FOR SUPPLY OF SECURITY GUARDS/MAN POWER/ELECTRICIAN – Reg.

TECHNICAL BID

We M/S _____ hereby submit the bidding as required by your Organisation.

Sl.No.	Particulars to be given with Documentary proof by the Agency/Firm	Status (to be filled by the Agency/Firm) enclosing there with copy of proof.
1	Name of the Agency/Firm	
2	Year of incorporation of the Agency/Firm (Attested copy of certificate of Registration should be enclosed)	
3	Length of experience in years	
4	Name few current locations of deployment	
5	Whether labour license under relevant Act from Govt. Is obtained. If so, please attach a copy thereof	
6	Annual Turnover of the Firm/Agency in Lakhs of Rupees for the year 2018-19	
7	Employees P.F. Organisation Code No. (Enclose an attested copy of latest remitted chellan)	
8	ESI Registration No. (Enclose an attested copy of latest remitted chellan)	
9	Income PAN No. and copy of it with Income Tax clearance certificate for last 03 years	
10	Service Tax Registration No. and S.Tax clearance certificate for last 03 years	
11	Type of Establishment: Whether Govt./Semi Govt./Limited/Private Limited/Autonomous/Private	
12	Whether obtained necessary license from appropriate authority of Central/State Govt. to function as security service provider. If yes, give details and the date of validity. (Attested copy is to be enclosed).	

Signature of the Tenderer/Authorised Signatory with
Seal/Stamp, Email Id & Mobile No

FINANCIAL BID

I/We have gone through the terms and conditions as enumerated to the tender document for providing Security/House Keeping Services. I/We agree to abide by all the terms and conditions contained thereon and quote our lowest rates (in the respective columns) as below of this firm.

We hereby undertake to state that our Agency/Firm will comply with the Minimum Wages norms fixed by the Central Govt. from time to time.

S.No.	Wages	Security Guards	Man Power (Sweeper-3, Wash Boy/ Women -01, Gardener-01, Counter Clerk-1)	Electrician
1	Basic Wages			
2	Dearness Allowance (DA)			
3	Total charges			
4	EPF on contribution @12% on basic wages			
5	EDLI + Admin @ 1% contribution			
6	ESI @ 3.25%			
7	Total Statutory charges Sl. No. 4 to 6			
8	Total wages & Statutory charged			
9	Service Charges @			
10	Total Sl. No. 3,7 & 9			
11	Service Tax as applicable			
12	Grand Total			

Please mention NIL against any charges/cost not applicable.

EPF, ESI, Income Tax, Statutory liability such as Service Tax etc. Shall be payable as per applicable rates.

Sig. of the tenderer/Authorised Signatory.

Name of the tenderer.....

Address of the tenderer.....

TERMS & CONDITIONS

1. Agencies should have Employees' Provident Fund Code No., Employees' State Insurance Code No., Central Labour Licence and should pay the Employees' Provident Fund, Employees State Insurance benefits to the employees. Documentary evidence should be enclosed with the quotation.
2. The agency should pay, from time to time, wages to the employees deployed as per the CENTRAL MINIMUM WAGES ACT, 1948 and other statutory benefits should also be given/ disbursed to them.
3. The agency should have experience for at least 3 years in the field of providing manpower for which documentary evidence should be produced along with quotations.
4. Agencies having prior experience with Govt. Organisation will be given priority. Copy of the experience Certificate shall be enclosed.
5. The successful agency should deposit a refundable security deposit @ 10% of total value of contract for one year within 7 days from the date of award of the contract. The said deposit will not carry any interest.
6. The period of contract will be initially for 1 year and may be extended for one more year, subject to the satisfaction and performance of the contractor under the same terms & conditions by giving one-month notice.
7. Agency should endorse Income Tax Clearance Certificate for last 3 years along with the quotation.
8. The successful agency has to execute an agreement with the Authorised Officer, EPFO, Regional Office, Visakhapatnam before commencement of works.
9. Contract shall be terminated at any time by giving one-month notice, if service is not satisfactory.
10. The contractor may visit the site physically on any working day, during reasonable working hours and understand the nature of the work before quoting the rate.
11. The contractor should read the terms and conditions and understand the nature of the work fully before quoting the rates. No additional claim if any will be entertained at a later stage.
12. The rate quoted should be Basic Rate per day (Basic+VDA) basis for the above said work.
13. The payment will be made on monthly basis, by the close of 7th day of the last day of the wage period for the completed month and if the 7th day happens to be a closed holiday, on the next working day.
14. In some occasions due to budgetary constraints or for any other administrative reason whatsoever, the payment may get delayed by one or two months. The contractor should bear all the legal/statutory consequences of such situation and should not stop the work for want of payment.
15. The personnel deployed in the premises of EPFO, RO, Visakhapatnam should be provided with Identity cards issued by the successful bidder/Vendor and they will not be allowed to stay in the office building/premises after completion of the work.
16. If authorised officials of the Agency wish to see/supervise the nature of work, they can visit this office on any working day during reasonable working hours, with prior permission of the Officer-in-Charge of this Office.

17. The Security Guards supplied shall be physically fit and courageous, preferably Ex-servicemen. They should have the minimum educational qualification and shall be conversant with the languages of Hindi, English & Telugu and shall be trained in industrial security, Fire Fighting, first aid etc. The Electrician should possess qualification of ITI (Electrician) and the Man power shall be well trained and healthy. All the outsourcing persons to be provided shall be between 18 years and 50 years age.
18. If any staff deployed is found not performing satisfactorily, they should be replaced within 24 hours of intimation of the same to the agency. If the agency fails to replace the person(s), even after 24 hours of receiving intimation from this office, then penalty of Rs.500/- per day shall be recovered from the agency by way of adjustment from the monthly bill.
19. The quotation should be as per the latest Central Minimum Wages Rates. The rate should be Quoted giving bifurcation such as Wages, Statutory deductions, Statutory payments, Taxes, service Charges and any other details.
20. The onus to comply with all the existing statutory laws/labour laws/payment of taxes vests/lies with the Agency and they shall furnish evidence of such compliance with every bill and as and when called for by this Office.
21. While submitting the tender for providing manpower all statutory requirements should be fulfilled by the Agency and their compliance status should be mentioned clearly on the tender.
22. Any loss/damage caused to the EPFO, RO, Visakhapatnam by the manpower supplied by the particular Agency, will be recovered from the respective Agency.
23. EPF/ESIC registration is necessary as per EPF & ESIC Act.
24. The agency should remit EMD of Rs.5000/- through DD in favour of REGIONAL PF COMMISSIONER payable at Visakhapatnam in a sealed envelope. Scanned copy of EMD should be uploaded and the physical original of Demand Draft/Banker's Cheque must be sent to The Regional P.F.Commissioner, EPF Organisation, Regional Office, Marripalem Vuda Layout, Visakhapatnam-530009 in separate sealed envelopes Super-scribed as "EMD towards Tender for supply of Security Guards/Man Power/Electrician at Regional Office, Visakhapatnam of EPFO" within bid submission end date. EMD, if remitted shall be refunded to unsuccessful bidders and for the successful tenderer the amount of Rs.5000/- shall be adjusted against the security deposit.
25. The office reserves the right to reject any or all the tender or cancel the tender without assigning any specific reason.
26. Bidder should take into account any corrigendum published on the tender document till the bid submission end date.
27. The Bidder should upload the Scanned and signed copy of Annexure-I (Technical Bid) along with relevant document proofs and Schedule of price bid in the form of BOQ_XXXX .xls.

Note: All bidders have to fulfil tender conditions mentioned in the tender document fully in all respects. If any of the conditions are not fulfilled, the tender will not be considered as and their bid would be rejected summarily.


(G.RAMESH KUMAR)
REGIONAL P.F. COMMISSIONER-II(HRM)

SCHEDULE OF TENDER

Important Dates-

Published Date	12-03-2020
Bid Document Download / Sale Start Date	12-03-2020
Clarification Start Date	12-03-2020
Clarification End Date	24-03-2020
Pre bid meeting	18-03-2020
Bid Submission Start Date	12-03-2020
Bid Document Download	12-03-2020
Bid Submission End Date	27-03-2020
Bid Opening Date	30-03-2020

G. Ramesh Kumar
(G.RAMESH KUMAR)
REGIONAL P.F. COMMISSIONER-II(HRM)

NATURE OF WORK SECURITY GUARDS

1. Three shift uninterrupted security duties at the administrative office building as well as Staff Quarters Bhavishya Nidhi Enchave _I & II, located at Marripalem VUDA Layout, Visakhapatnam
 2. 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 and Staff Quarters Bhavishya Nidhi Enchave-I and II.
 - c) Restricting the entry of the unauthorized persons in the premises.
 - d) Keeping vigilance about such information which is vital for security to the premises and reporting the same to the management/authorities in time.
 - e) Maintain high order of trust and confidence and should not involve themselves in any of the activities which are likely to affect the interest of the Organisation.
 - f) Any other duty that may be assigned from time to time by the Organisation.
-

NATURE OF WORK HOUSE KEEPING MANPOWER (Including Electrician)

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

Name of Work: TENDER FOR SUPPLY OF SECURITY GAURD / MANPOWER / ELECTRICIAN

Contract No: GR/VSP/HRM/S.3/F.9/

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE																		
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)																		
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)																		
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #					
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC+VDA (for 9 Nos Security Guards for 30 Man days), (for 5 Nos of Man Power for 20 Man days) (For one Electrician and Gardner for 26 Man days) in INR	Rs. P	EPF Amount (for 9 Nos Security Guards for 30 Man days), (for 5 Nos of Man Power for 20 man days) (For one Electrician and Gardner for 26 Man days) in INR	Rs. P	ESI Amount (for 9 Nos Security Guards for 30 Man days), (for 5 Nos of Man Power for 20 man days) (For one Electrician and Gardner for 26 Man days) in INR	Rs. P	Service Charges (for 9 Nos Security Guards for 30 Man days), (for 5 Nos of Man Power for 20 man days) (For one Electrician and Gardner for 26 Man days) in INR	Rs. P	Service Taxes / GST (for 9 Nos Security Guards for 30 Man days), (for 5 Nos of Man Power for 20 man days) (For one Electrician and Gardner for 26 Man days) in INR if applicable in INR	TOTAL AMOUNT Without Taxes	col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes	col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	7		8		9		10		11	13		14		15
1	TENDER FOR SUPPLY OF SECURITY GAURD / MANPOWER / ELECTRICIAN																	
1.01	SECURITY GAURDS	SG	9	Nos										0.00		0.00		INR Zero Only
1.02	GARDNER	GR	1	Nos										0.00		0.00		INR Zero Only
1.03	MAN POWER (Sweeper-03, Wash Boy/Women-01, Coupon Clerk-01)	MP	5	Nos										0.00		0.00		INR Zero Only
1.04	ELECTRICIAN	ELEC	1	Nos										0.00		0.00		INR Zero Only
Total in Figures														0.00		0.00		INR Zero Only
Quoted Rate in Words		INR Zero Only																