



कर्मचारी भविष्य निधि संगठन
कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation



G20

श्रम एवं रोजगार मंत्रालय :: भारत सरकार
श्रम एवं रोजगार मंत्रालय :: भारत सरकार

Ministry of Labour & Employment, Govt. Of India

क्षेत्रीय कार्यालय , भविष्य निधि भवन, दिन बाजार, जलपाईगुड़ी- 735101

क्षेत्रीय कार्यालय , भविष्य निधि भवन, दिन बाजार , जलपाईगुड़ी-735101

Regional Office, Bhavishya Nidhi Bhawan, Din Bazar, Jalpaiguri- 735101

ई-मेल/ई-मेल / E-mail: ro.jalpaiguri@epfindia.gov.in फोन नम्बर/दूरभाष सं०/ Phone No. 03561-230271/230731

बोली आमंत्रण हेतु नोटिस

कर्मचारी भविष्य निधि संगठन, भारत सरकार का एक स्वायत्त निकाय अपने क्षेत्रीय कार्यालय के भविष्य निधि भवन, दिन बाजार, जलपाईगुड़ी के लिए सक्षम और प्रतिष्ठित सरकारी सार्वजनिक क्षेत्र के उपक्रम से /अर्ध सरकारी/Expression of Interest for Annual Maintenance Contract (Civil & Electrical Works) के लिए निविदा आमंत्रित करता है।

निविदा संदर्भ सं.	01/2023
निविदा प्रस्तुत करने की अंतिम तिथि	03.04.2023 पूर्वाह्न 11.00 बजे तक
निविदा प्रस्ताव खोलने का समय व तिथि	05.04.2023 अपराह्न 3.00 बजे
पत्राचार हेतु पता	क्षेत्रीय कार्यालय जलपाईगुड़ी कर्मचारी भविष्य निधि संगठन भविष्य निधि भवन, दिन बाजार जलपाईगुड़ी-735101

निविदा फार्म और अन्य विवरण वेबसाइट -www.eprocure.gov.in से लिया जा सकता है।

क्षेत्रीय भ.नि.आयुक्त -I
क्षेत्रीय कार्यालय , जलपाईगुड़ी



কর্মচারী ভবিষ্য নিধি সংগঠন
কর্মচারী ভবিষ্য নিধি সংগঠন
Employees' Provident Fund Organisation



G20

শ্রম এবং রোজগার মন্ত্রালয় :: ভারত সরকার
শ্রম এবং রোজগার মন্ত্রালয় :: ভারত সরকার

Ministry of Labour & Employment, Govt. Of India

কেন্দ্রীয় কার্যালয়, ভবিষ্য নিধি ভবন, দিন বাজার, জলপাইগুড়ি- 735101

কেন্দ্রীয় কার্যালয়, ভবিষ্য নিধি ভবন, দিন বাজার, জলপাইগুড়ি- 735101

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ই-মেইল/ই-মেইল / E-mail: ro.jalpaiguri@epfindia.gov.in ফোন নম্বর/দূরভাষ সং° / Phone No. 03561-230271/230731

NOTICE INVITING EXPRESSION OF INTEREST

Employees Provident Fund Organisation (Ministry of Labour & Govt. of India) invites Expression of Interest for Annual Maintenance Contract (Civil & Electrical Works) for Regional Office at Bhavishya Nidhi Bhawan, Dinbazar, Dist-Jalpaiguri and its staff quarter at Bhavishya Nidhi Enclave, Rajbaripara, PO-Denguajhar, Dist-Jalpaiguri from the Government Agency/Semi Government Agency/Public Sector Undertakings/CPWD/PWD.

Tender Reference No.	01/2023
Last date and time for submission of tender	03/04/2023 upto 11.00 am
Time and date of opening of tender	05/04/2023 at 15.00 hrs.
Address for Communication	Regional P.F. Commissioner Regional Office, Jalpaiguri Employees Provident Fund Organisation Bhavishya Nidhi Bhawan, Dinbazar, PO & Dist-Jalpaiguri-735101

The tender forms and other details can be obtained from the website www.eprocure.gov.in


Regional PF Commissioner -I,
Regional Office-Jalpaiguri



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Ministry of Labour & Employment, Govt. Of India
क्षेत्रीय कार्यालय , भविष्य निधि भवन, दिन बाजार, जलपाईगुड़ी- 735101
क्षेत्रीय कार्यालय , भविष्य निधि भवन, दिन बाजार , जलपाईगुड़ी- 735101
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NOTICE INVITING EXPRESSION OF INTEREST

EPFO, RO, Jalpaiguri is going to enter into AMC of its office building and Staff Quarters. The details of which are mentioned below:

Staff Quarters at Bhavishya Nidhi Enclave, Rajbaripara, PO-Denguajhar, Dist-Jalpaiguri with a total area of 4.00 acres. The total numbers of residential quarters are 117 nos. (Type-II to Type-V Quarters).

Five storied office building measuring area of 2758.76 sq.mtr including the Guest house with covered area of 300 sq.ft. at 4th floor.

The Annual Maintenance Contract (Civil & Electrical works) will be for a period of 02 years from the date of signing of the agreement.

SCOPE OF WORK

1. Maintenance of EPFO, Regional Office, Jalpaiguri buildings should be in after proper condition taking all the necessary works including Civil & Electrical works into consideration.
2. Special repairing in Civil & Electrical works of the building covered under Annual Repair Maintenance is to be undertaken as on need basis.
3. In case of major external services, the separate estimates for such works shall be prepared and be submitted duly justifying the need of such estimates. The funds shall be released against such estimates after giving a justification by the executing agency.

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- Any information to the bidders on these tenders/invitation to bids/invitation of expression of interest and any other information will be uploaded on www.eprocure.gov.in only. Similarly, any corrigendum(s) or extension of dates or change in specifications or any other information will be uploaded for the information of the public on www.eprocure.gov.in only. No individual letters/emails are to be sent regarding this.

ELIGIBILITY CRITERIA

- a) Only Government/Semi Government agencies/Public Sector undertakings can submit the Expression of Interest. EOI submitted by other private agencies will not be entertained.
- b) Confirmation is to be given to sign the standard agreement of EPFO (Standard agreement is enclosed as **(Appendix –A)**)
- c) Confirmation to the effect that the work must be taken up as per standard specification and all GFR, CVC guidelines, CPWD directions and Govt. of India norms/procedure will be adhered to.
- d) Declaration to be furnished that their agencies is not black listed by the Govt. authority.
- e) Details of similar works executed for EPFO or other Govt. departments for the last 05 years mentioning name of the location and value of work completed highlighting cost over run/time over run along with supported documents.
- f) The agencies are requested to submit their offer on agency charges basis. (Appendix-B)
- g) Desirous agencies may inspect the building/area on any working day.

The competent authority of EPFO reserves the right to accept or reject the whole or part of the tender without assigning the reasons.



Regional Provident Fund Commissioner-1
Jalpaiguri

To,

Regional P.F. Commissioner
Regional Office, Jalpaiguri
Employees Provident Fund Organisation
Bhavishya Nidhi Bhawan, Dinbazar,
PO & Dist-Jalpaiguri-735101

Sub :- Expression of Interest for Annual Maintenance of Office Building & Staff Quarter.

Sir,

With reference to your Notice Inviting Expression of Interest, we hereby submit our offer on agency charges basis for Annual Maintenance of Office Building & Staff Quarters for Regional Office, Jalpaiguri.

DESCRIPTION	PERCENTAGE (%)
AGENCY CHARGES	

Yours faithfully,

[Authorized Signatory]

Employee Provident fund Organization

Agreement for Annual maintenance of EPFO Building at Bhavishya Nidhi Bhawan, Dinbazar, PO & Dist – Jalpaiguri and its Staff Quarters.

This Agreement made this ___ day of ___ between the Central Board of Trustee, Employee Provident Fund (EPF), Statutory body Labour, Govt of India represented by Regional Provident Fund Commissioner, Employee Provident Fund, organization (hereinafter called the “ owner” and term owner shall mean and include herein its administrators, executers and assigns) on one part.

And

_____ (herein after called the Executing Agency), a company registered under companies Act, 1956 (and the terms the executing agency shall mean and include its heirs, administrators, executers and assigns) represented by Sh. _____ M/s _____ on the other part.

Whereas the owner is desired to get repair and maintenance of the immovable property owned by the owner i.e. Employee Provident Fund Organization in the Regions of Jalpaiguri - on the terms and conditions set forth hereinafter and whereas the executing agency has agreed to undertake and complete the works accordingly this agreement sets out the term and conditions for execution of and complete the works. Accordingly this Agreement sets out the terms and conditions for execution of repair, special repair 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** mean approval in writing by the designated officer of the owner.
- b. **Day to day repair:** Day to day repair is to be carried out in all the building under its maintenance . The work which are to be attended to on day to day basis such as removing choragi of drainage pipes, manholes, restrain of water supply, replacement of blown fuses repair to faulty switches, watering of plants lawn, mowing hedge cutting, sweeping of leaf falls, etc are attended to day to day service facility. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the building. The services are provided after receipt of complaint from the user at therepresentative services centers. Complaints of periodical nature like whitewashing, painting etc, which are usually got attended through contractors and cannot be attended to on daily basis is transferred to register of annual periodic repair.
- c. **Annual /Periodic Repairs.** The works of periodical nature like white washing, color washing distempering, painting etc. The periodicity is two years for white washing and color washing and three years for paining. In addition, works such as patch repair to plaster, inor repair to various item of work, replacement of glass panes, termite control works, replacement of wires damages

due to accident, replacement of switches, sockets titles/Gap filing of hedges/perennial beds, replacement/replanting of trees, shrubs, painting of tree guards, planting of annual beds and terminating/punning 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 transpiration actual cost.

AGREEMENT

- 2.1.1 The owner agrees to trust 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 agree to execute the same. The M/s _____ shall be paid the actual cost and Agency charges ___ % (present) which includes its GST, overheads, architect fees, drawing/design fee if any and work charge establishment. The executing agency will set up a separate wing in their organization having both civil as well as electrical units under one single authority to exclusively look after the repairs and maintenance work of EPFO. The officer in charge of this wing will be responsible for ensuring effective and proper repairs and maintenance of both civil as well as electrical work.
- 2.1.2 The estimate will be submitted in respect of both civil and electrical works indicating the work required to be executed under the two heads. The executing agency shall prepare the estimates for annual repairs and maintenance requirements for which property (or group of properties) separately with in the rates approved by CPWD and submit the same to RPFC 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 annual repair and maintenance to executing agency by the start of the month of 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 occupants/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.]
- 2.1.3 In case of major external services, separate estimate for external services shall be prepared and submitted giving full justification for the need for framing such estimates, Fund shall be released against such estimates only if the owner is satisfied with the justification given by executing agency.

- 2.1.4 The estimates for maintenance of electric installation like water pumping system, air conditioning, lift and DG Set etc. would be framed on the basis of assessment of actual requirement. The actual requirement shall be supported with the cost of the labor and items for which the fund is required.
- 2.1.5 The replacement of bulbs, fluorescent tubes etc. would be inside the scope of the work allotted to executing agency.
- 2.1.6 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 will be outside the estimate for annual repair and maintenance and separate bill will be submitted for the same.
3. That term 'Actual Cost' shall include but be restricted to the following :
- a. Cost of all materials brought at EPFO site required for maintenance and other associated jobs related to maintenance of EPFO complex and the value of any the materials supplied by the EPFO for use on the work.
 - b. Cost of Manpower engaged by M/s _____ of NMR (Normal 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 purposes. The accommodation will be as per rent rules of the owner
5. EPFO will check the maintenance bills with reference to original vouchers. The original vouchers will be retained by EPFO after payment of the bills by EPFO.
6. All the available "As Build" drawing -operation/maintenance and servicing manuals of various equipment/services and other related information for the building shall be given to M/s....., immediately after the award of contract of maintenance work to plan the maintenance work and procure the materials and also to organize the labour.
7. The work shall be executed as per Indian Standard Specification Code(s) of Practice of Bureau of Indian Standards (formerly ISI)/General Specification in force in the CPWD or any such other specifications as may be decided mutually by the M/s ___ and the EPFO.
8. 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
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will cast no responsibilities of EPFO under the Contract Labour (R&A) 1970 or any other labour laws or rules issued by any authority fromtime to time. [Para 3(b)]

9. The executing agency either itself or through contractor shall disburse the salary through account payee cheque or NEFT to labour engaged by them.
 10. The executing agency shall provided the uniform 02 sets each both for Summer and Winter and identity card to the labour engaged by them.
 11. The agency shall be required to follow the payment of Wages Act, Payment of Bonus Act and the payment of Gratuity Act and other relevant rules and regulations.
 12. The executing agency shall provide Weekly holidays, National Holidays and other benefits as per rule.
 13. The executing agency will submit the copy of AADHAR Card, ID proof, Technical qualification certificate, Experience Certificate, Police verification of the staff deployed at this office.
 14. The justification of staff employed on works shall be examined and assessed by the EPFO periodically, before taking up the execution of maintenance.
 15. EPFO shall take on their charge all materials, tools, equipment's available in stores etc, within one months of termination/completion of the contract.
 16. The executing agency shall be fully responsible to defend any suits or arbitration cases arising out of project of agreement with their own work between the executing agency and its contractors. The EPFO shall not be responsible or any expenses to be borne on this account.
 17. This Agreement shall remain inforce for a period of two year. However three months before expiry of the period of Agreement M/s _____ may make a request to EPFO for renewal of the agreement for a further period as may be desirable and EPFO, 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.
 18. The contract, may however be terminated byeither party by giving three months notice without assigning any reason. However, the special works if commenced will be completed and cancellation will not affect its progress. Executive agency will deposit the balance amount, lying unutilized to owner by the date of expiry of the notice period/agreement period otherwise it will have to pay the interest @10% from the date of termination of contract.
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19. That

- a. M/s ___ will be responsible for proper maintenance of the EPFO building named as Bhavishya Nidhi Bhawan, Dinbazar, Regional Office, Jalpaiguri, Employees Provident Fund Organisation,
- b. M/s – shall maintain proper records/register 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 EPFO. If the reason submitted by M/s ___ are not satisfactory, EPFO may get repair done at risk and cost of M/s ___ after giving one week notice 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 series and to prevent breakdown 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.

20. FORCE MAJEURE CLAUSE

The M/s ... will not be responsible for delay/stoppage of work and damage/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 bears such losses and no compensation of any kind whatever will be payable by the M/s ___ to the EPFO.

21. 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 days 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 extensions 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. 15000 (Rupees Fifteen thousand only) per week of delay subject to maximum of 5% of the total actual cost or such smaller amount as maybe fixed by the owner.

IN WITNES WHEREOF OF THIS AGREEMENT HAS BEEN EXECUTED BETWEEN TH PARTIES HERETO BY THEIR AUTHORIZED OFICER.

For and on behalf of EPFO

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

Signature

Signature

Name

Name

Designation

Designation





