

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	20-10-2022 18:00:00
<b>Bid Opening Date/Time</b>	20-10-2022 18:30:00
<b>Bid Offer Validity (From End Date)</b>	90 (Days)
<b>Ministry/State Name</b>	Ministry Of Labour And Employment
<b>Department Name</b>	Na
<b>Organisation Name</b>	Employees Provident Fund Organisation (epfo)
<b>Office Name</b>	Patancheru
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	50 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	5 Days
<b>Estimated Bid Value</b>	2639812
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	1.90
EMD Amount	50156

#### ePBG Detail

Required	No
----------	----

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### Beneficiary:

ASSISTANT P F COMMISSIONER

PATANCHERU, NA, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment  
(R. Sridevi)

#### Splitting

Bid splitting not applied.

#### MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **Additional Qualification/Data Required**

**Geographic Presence: Office registration certificate:**HYDERABAD

**Scope of work & Job description:**[1664536964.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1664537015.pdf](#)

#### **Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator ( 2 )**

##### **Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	any degree with computer knowledge
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

##### **Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	R. Sridevi	502319,EPFO,12-1 SUSHEERAM COMPLEX, PATANCHERU, SANGAREDDY DIST	2	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 3.41</li> <li>• Bonus (INR per day) : 26.5</li> <li>• EPF Admin Charge (INR per day) : 3.41</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 846</li> <li>• Number of working days in a month : 22</li> <li>• Provident Fund (INR per day) : 81.81</li> <li>• ESI (INR per day) : 27.5</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff ( 2 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Secondary School
Specialization	any degree with computer knowledge , Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)</b>	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	R. Sridevi	502319,EPFO,12-1 SUSHEERAM COMPLEX, PATANCHERU, SANGAREDDY DIST	2	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 22.44</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Minimum daily wage (INR) exclusive of GST : 770</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 25.03</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 69.24</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

#### Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper ( 2 )

#### Technical Specifications

Specification	Values
<b>Core</b>	

Specification	Values
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required , any degree with computer knowledge
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	

#### Additional Specification Documents

---

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
-------	-----------------------------	---------	---------------------------------	------------------------

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	R. Sridevi	502319,EPFO,12-1 SUSHEERAM COMPLEX, PATANCHERU, SANGAREDDY DIST	2	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.88</li> <li>• Bonus (INR per day) : 22.44</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 695</li> <li>• Number of working days in a month : 26</li> <li>• ESI (INR per day) : 22.59</li> <li>• Provident Fund (INR per day) : 69.24</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 3 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 45 years
Years of Experience	0 - 3 years

Specification	Values
Additional Requirements for the Security Personnel	Voter ID
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title For Optional Allowances 1	0
Title For Optional Allowances 2	0
Title For Optional Allowances 3	0

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement
1	R. Sridevi	502319,EPFO,12-1 SUSHEERAM COMPLEX, PATANCHERU, SANGAREDDY DIST	3	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Basic Pay (Minimum daily wage) : 846</li> <li>• Bonus (INR per day) : 19.44</li> <li>• EDLI (INR per day) : 2.5</li> <li>• EPF Admin charge (INR per day) : 2.5</li> <li>• ESI (INR per day) : 27.5</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Provident Fund (INR per day) : 60</li> <li>• Tenure/ Duration of Employment : 12</li> </ul>

#### Buyer Added Bid Specific Terms and Conditions

##### 1. Generic



OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

## 2. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 3. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of REGIONAL P F COMMISSIONER payable at PATANCHERU.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 5. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 6. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## 7. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

# Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level

Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**



फ़ोन/Phone: (08455)246124/246455 फ़ैक्स/Fax: (08455)284135

ईमेल/E-mail: sro.pattancheru@epfindia.gov.in

कर्मचारीभविष्यनिधिसंगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवंरोजगार मंत्रालय::भारतसरकार (Ministry of Labour& Employment :: Govt. of India)

क्षेत्रीयकार्यालय/REGIONAL OFFICE

मकान नं. 12-1, पहली मंजिल, सुशीराम कॉम्प्लेक्स/H.No.12-1, First Floor, Susheeram Complex,

पट्टनचेरू /Patancheru-502 319 ; संगारेड्डी ज़िला /Sangareddy District



No.TS/RO/PTC/ADM/CT/TENDER/2022

Date: 30.09.2022

### **NOTICE FOR INVITING TENDER THROUGH GEM**

Employees' Provident Fund Organisation having its office at Patancheru requires 03 No. of Security Guards, 02 No. of Sweepers & Cleaners, 02 No. of Office Boys and 02 No of Data Entry Operators on contract basis at below mentioned terms & Conditions from registered agencies.

#### **Terms & Conditions:**

1. The period of contract is for one year starting from finalization of tender and extendable for one more year on existing terms & Conditions with discretion of the office.
2. The contract workers are required to work on monthly basis.
3. The Security Guards supplied shall be physically fit and courageous. Preferably Ex-Servicemen. They shall be conversant with the languages of Hindi, English and Telugu and shall be trained in Industrial Security, Fire Fighting, First Aid Etc.
4. The security guards are required to protect the properties of this office including office records, Furniture's & Fixtures, Computer hardware etc. day and night along with restricting movements of outside visitors to this office.
5. The agency shall provide decent dress, lathi, torch and other equipment at its own cost to all security guards. Uniform and ID Card has to be provided by the agency to all contract workers. Further, dress/uniform as may be prescribed by this office shall be provided to sweepers/cleaners, office boys, etc.
6. An amount of Rs. 50,000/- shall be deposited by the bidder as EMD by Demand Draft in favour the Regional P.F. Commissioner, Patancheru except the Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organisation or the concerned Ministry or Department. The EMD will be refunded to the agencies to unsuccessful bidders.
7. The EMD in respect of the awarded agency will be retained till the end of the contract period.

8. The sweepers and cleaners are required to sweep and mop the floors/stair case etc. spread over 8000 sq.ft. of built up office area(including toilets). All necessary equipments and consumables required for sweeping and cleaning will be provided by this office.
9. The sweeping and cleaning should be completed before its working hours on all Working days. The reception area and staircase requires cleaning at frequent intervals, so as to keep the same in clean condition.
10. The DEOs supplied must have the minimum educational qualifications of any graduation with computer knowledge. They shall be required to do all works assigned by this Office with the help of PC/Laptop.
11. The age in respect of contract workers should be between 18-45 years of age.
12. The MTS & Security Guard supplied must have minimum educational qualification of Higher Secondary School. The duties and responsibilities of MTS & House Keeping are furnished at Annexure A and nature of work of Security Guards is furnished at Annexure- B.
13. The agency should provide alternate manpower in case of absence of its regular contract worker failing which proportionate amount will be deducted from the bill.
14. The agency will supervise the work and maintain its attendance register (in addition to this office attendance system).
15. The agency/supplier should have valid contract labour licence issued by State Government and Central Government.
16. The Agency which is experienced in providing the services of MTS, DEO, Security Guard and Sweepers will be considered on priority in the respective area of services. The agencies who intend to apply should be contributing in respect of at least 50 and above EPF members for at least last six (6) months continuously.
17. The agency must comply with Central Minimum Wages Act, EPF & MP Act, ESIC Act, Bonus Act and other such statutory provisions as applicable. The establishments already in default in complying any of the statutory laws will be disqualified.
18. The agency should clearly mention the service charge in terms of percentage.
19. All taxes including service tax etc. will be paid as per actual and all taxes viz. Income Tax will be deducted as per applicable laws, unless any exemption is granted by concerned authority.
20. The agency will be responsible for any loss incurred by the manpower provided.
21. The salary/wage of contract employees MUST be paid ONLY through bank A/c and shall provide salary slip to contract employees. Also, they shall submit a copy of remittance challan made to EPF & ESIC to this office.

22. The number of security guards/sweepers/office boy /DEO's can be decreased or increased as per requirement of this Office.

23. The Contract can be terminated by this Office by giving 30 days notice.

The last date & time for submission of the tender document/quotation through GeM portal is on or before 20.10.2022 by 3PM. No quotation will be accepted after the stipulated date and time. Bids will be opened on 20.10.2022 at 4PM.

The undersigned reserves the right to cancel or modify any terms & condition of this notice for inviting tender.

Regional Provident Fund Commissioner, Patancheru reserves the rights to accept or reject any quotation without assigning any reason. If any controversy arises, the decision of Regional Provident Fund Commissioner shall be final.

सहायक भविष्य निधि आयुक्त/Assistant P F Commissioner(HRM & CT).  
For क्षेत्रीय भविष्य निधि आयुक्त/ सहायक भविष्य निधि आयुक्त

## **ANNEXURE-A**

### **DUTIES AND RESPONSIBILITIES OF MULTI TASK STAFF**

1. Physical maintenance of records of section.
2. General Cleaning and upkeep of the section/unit.
3. Carrying of files and other papers within the building.
4. Photo copying.
5. Other non-clerical work in the section/unit.
6. Delivering of DAK (inside and outside the building).
7. Watch and ward duties.
8. Opening and closing of rooms.
9. Cleaning of rooms.
10. Dusting of furniture and Cleaning of building, fixture etc.
11. Driving of vehicles, if in possession of valid driving license.
12. Any other work assigned by superior authority.

### **DUTIES AND RESPONSIBILITIES OF HOUSE KEEPING STAFF**

1. To maintain cleanliness of all rooms/Halls, bathrooms, toilets, wash basins, Corridors, staircase, ramps.
2. Cleaning/dusting out of writing tables, working tables, chairs, telephones, Computers, Office cubicles, photocopier machines, fax machine, printers etc.
3. Cleaning of window panes.
4. Periodic cleaning of ceilings to remove cobwebs.
5. Regular maintenance of cleanliness of electric fans and light fittings of building.
6. Moving of articles like tables, chairs, almaras, display boards, etc. as and when such shifting is necessary.
7. Keeping the drains around the building clean and clear from choking.
8. Maintain cleanliness around the Office building
9. Any other work assigned by superior authority.

**NATURE OF WORK OF SECURITY GUARDS**

1. Three shift uninterrupted security duties at the office building, Employees' Provident Fund Organization, Regional Office, Patancheru, SangareddyDist

(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, BhavishyanidhiBhavan, Regional Office , Patancheru.

(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) Any other duty that may be assigned from time to time by the Organization.

## **UNDERTAKING**

1. It is to certify that the rates mentioned in the quotation includes minimum wages, PF Contribution, ESI contributions, Service Tax and other Statutory Dues etc.
2. I/We further undertake that I/We follow all Statutory rules like Minimum Wages Act, EPF &MP Act, ESI Act, Contract Labour Act, Workmen's Compensation Act etc. or any other act in force at that time and which is applicable to contract labour and we will be responsible for any labour problems arising out of rules as specified by the appropriate Government Authority from time to time.
3. I/We are ready to execute the contract with effect from the date stipulated by the Employees' Provident Fund Organization, Regional office, Patancheru.
4. I/We will abide by all the terms and conditions including the condition (h) laid down by the Employees' Provident Fund Organization, Regional office, Patancheru.

Signature:

Name:

Designation:

Address:

Place:

Date: