



தொழிலாளர் வருங்கால வைப்பு நிதி நிறுவனம்
कर्मचारी भविष्य निधि संगठन



EMPLOYEES' PROVIDENT FUND ORGANISATION

(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம் ஸ்ரம எவ்ரோஜகர் மந்திரை,

भारत सरकार Ministry of Labour & Employment, Govt. of India)

பிராந்திய அலுவலகம், பவிஷ்யநிதிபவன், க்ஷேத்ரிய கார்யாலய, भविष्य निधि भवन,

Regional Office, Bhavishya Nidhi Bhavan,

டாக்டர்பாலசுந்தரம் ரோடு, கோயம்புத்தூர், डॉ बलसुंदरम रोड, कोयंबतूर,

Dr. Balasundaram Road, COIMBATORE- 641 018

सं.No.TN/RO/CBE/ADM-II/GEM/TENDER/2022

Date:06.01.2023

निविदा नोटिस TENDER NOTICE

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोयंबतूर की ओर से आंचलिक कार्यालय कोयंबतूर, क्षेत्रीय कार्यालय, कोयंबतूर एवं क्षेत्रीय कार्यालय कोयंबतूर क्षेत्राधिकार के तहत जिला कार्यालय (ऊटी, कुन्नूर, पोल्लाची और तिरुपूर) को डाटा एंट्री ऑपरेटरों की आपूर्ति के लिए प्रतिष्ठित फर्मों से ई-निविदाएं आमंत्रित की जाती हैं।

E-Tenders are invited on behalf of the Employees' Provident Fund Organization, Regional Office, Coimbatore, from reputed firms for supply of Data Entry Operators to Zonal Office Coimbatore, Regional Office Coimbatore and District Offices under the jurisdiction of Regional Office Coimbatore (Ooty, Coonoor, Pollachi & Tirupur).

डी.ई.ओ की आवश्यकता नीचे दिए गए विवरण निम्नानुसार है:

The requirement of DEOs is furnished as per the details given below:

आवश्यक व्यक्तियों की कुल संख्या - 48 TOTAL No. OF PERSONS REQUIRED - 48 *

ईपीएफओ कार्यालय EPFO Office	आवश्यक डी.ई.ओ की संख्या No. of DEOs required
क्षेत्रीय कार्यालय, कोयंबतूर Regional Office Coimbatore	40
आंचलिक कार्यालय, कोयंबतूर Zonal Office Coimbatore	02
जिला कार्यालय, तिरुपूर District Office Tirupur	03
जिला कार्यालय, पोल्लाची District Office Pollachi	01
जिला कार्यालय, कुन्नूर District Office Coonoor	01
जिला कार्यालय, ऊटी District Office Ooty	01
कुल TOTAL	48

* केवल सक्षम प्राधिकारी के विवेक पर बदलती प्रशासनिक आवश्यकताओं के आधार पर डी.ई.ओ की संख्या और प्रकृति को बढ़ाया / घटाया जा सकता है।

*Number of DEOs can be increased/decreased on the basis of changing administrative requirements solely at the discretion of the Competent Authority.

सरकारी ई-मार्केट प्लेस (GeM) पोर्टल पर बिड नंबर GEM/2023/B/2952929 दिनांक 06.01.2023 जारी किया गया है, बोली दस्तावेज भी संदर्भ के लिए इसके साथ संलग्न है। सामान्य नियम और शर्तें (GTC) और बोली में निर्धारित शर्तें और सेवा के लिए विशिष्ट सेवा स्तर समझौते (SLA) सरकारी ई-मार्केट प्लेस में उपलब्ध कराए गए हैं। जिसे वेबसाइट (www.gem.gov.in) से डाउनलोड किया जा सकता है। इच्छुक कंपनी/फर्म/एजेंसी इस निविदा दस्तावेज और उपरोक्त निर्दिष्ट दस्तावेजों को पढ़ने के बाद केवल ऑनलाइन माध्यम से सरकारी ई-मार्केट प्लेस (GeM) पर ई-निविदा में भाग ले सकती है। किसी अन्य माध्यम से जमा किए गए निविदा दस्तावेज सीधे तौर पर खारिज कर दिए जाएंगे।

E-tender has been floated on Government e-Market Place (GeM) Portal vide Bid Number **GEM/2023/B/2952929** Dated **06.01.2023**. The Bid document is also enclosed herewith for reference. General Terms & Conditions (GTC) and conditions stipulated in the Bid and Service Level Agreement (SLA) specific to the service are as provided in the Government E-Market Place. The same can be downloaded from the website (www.gem.gov.in). The interested Company / Firm / Agency after going through this tender document and documents as specified above shall participate in e-tender on Government e-Market Place (GeM) through online mode only. Tender documents submitted through any other modes shall be outrightly rejected.

घटनाओं की अनुसूची Schedule of Events:

बोली प्रस्तुत करने की प्रारंभ तिथि Starting date of Bid Submission	06.01.2023
बोली प्रस्तुत करने की अंतिम तिथि Last Date of Bid Submission	03.02.2023 (18.00Hrs)
बोली खोलने की तिथि (अर्हक बोली) Date of opening of Bid (Qualifying Bid)	03.02.2023 (18.30 Hrs)
बोली खोलने की तिथि (वित्तीय बोली) Date of opening of Bid (Financial Bid)	योग्य बोलीदाताओं को सूचित किया जाएगा। Will be notified to qualifying bidders
बोली खोलने का स्थान। Place of Opening of Bid	सम्मेलन कक्ष, क्षेत्रीय कार्यालय, कोयंबतूर। Conference Hall, Regional Office, Coimbatore

निविदा खोलते समय निविदाकर्ता या उनके अधिकृत प्रतिनिधि सम्मेलन कक्ष में उपस्थित हो सकते हैं। यह कार्यालय ई-निविदा में निर्धारित किसी भी नियम और शर्तों को संशोधित करने/वापस लेने या किसी भी या सभी निविदाओं को बिना कोई नोटिस दिए या कोई कारण बताए बिना अस्वीकार करने का अधिकार सुरक्षित रखता है। क्षेत्रीय कार्यालय, कोयंबतूर के क्षेत्रीय भविष्य निधि आयुक्त/प्रभारी अधिकारी का निर्णय इस संबंध में सभी पक्षों के लिए अंतिम और बाध्यकारी होगा।

The Tenderer or his authorised representative may be present in the Conference Room at the time of opening of the Tender. This office reserves the right to amend/withdraw any of the terms and conditions stipulated in the E-tender or to reject any or all tenders without giving any notice or assigning any reasons. The decision of the Regional Provident Fund Commissioner-I of the Regional Office, Coimbatore shall be final and binding on all parties in this regard.

ई-निविदा इस कार्यालय की वेबसाइट www.epfindia.gov.in या सरकारी ई-मार्केट प्लेस (GeM) पोर्टल (www.gem.gov.in) से निःशुल्क डाउनलोड की जा सकती है।

E-tender can be downloaded from this Office Website www.epfindia.gov.in or from Government E-market place (GeM) Portal (www.gem.gov.in) at free of cost.

(रंजय मुशाहरी) / (Ranjay Mooshahary)
क्षेत्रीय भविष्य निधि आयुक्त - I
Regional P F Commissioner - I
EPFO, Regional Office,
Coimbatore - 641 018

Bid Document

Bid Details	
Bid End Date/Time	03-02-2023 18:00:00
Bid Opening Date/Time	03-02-2023 18:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Labour And Employment
Department Name	Na
Organisation Name	Employees Provident Fund Organisation (epfo)
Office Name	Regional Office, Coimbatore
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	150 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	14400000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Amount	720000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	10.00
Duration of ePBG required (Months).	18

(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:

Accounts Officer

Employees' Provident Fund Organisation (EPFO), Ministry of Labour and Employment, Regional Office
Coimbatore, Dr. Balasundaram Road, Coimbatore 641 018.

(E Srinivasan)

Splitting

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference

MSE Purchase Preference	Yes
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1. 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.

2. 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.

3. 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.

4. 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.

5. 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

Scope of work & Job description:[1673007743.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1673007756.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (48)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Computer knowledge
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	DATA ENTRY OPERATORS

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	E. Srinivasan	641018,Regional Office, EPFO, Dr. Balasundaram Road	48	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.94 • EPF Admin Charge (INR per day) : 3.94 • Minimum daily wage (INR) exclusive of GST : 788 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 25.61 • Number of working days in a month : 22 • Provident Fund (INR per day) : 94.56 • Tenure/ Duration of Employment (in months) : 12

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. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due

performance of the Contract and the Sellers obligations there under.

4. **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.

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of The Regional Provident Fund Commissioner payable at Coimbatore.

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.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of The Regional Provident Fund Commissioner payable at Coimbatore. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. **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.

8. **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.

9. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any

Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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.

This Bid is governed by the [General Terms and Conditions](#), conditions 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---