



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

(श्रममंत्रालय, भारत सरकार)
क्षेत्रीयकार्यालय,
"भविष्यनिधि भवन", पट्टम,
तिरुवनന്തपुरम - 695004

എംപ്ലോയീസ് പ്രോവിഡന്റ് ഫണ്ട്

ദേശീയതലസംഘടന
(തൊഴിൽ മന്ത്രാലയം, ഭാരതസർക്കാർ)
മേഖലാ കാര്യാലയം,
ഭവീഷ്യന്ധി ഭവൻ, പട്ടം,
തിരുവനന്തപുരം 695 004



EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Govt. of India)
REGIONAL OFFICE, "BHAVISHYANIDHI BHAVAN", PATTOM,
THIRUVANANTHAPURAM - 695 004
E-mail: ro.tvm@epfindia.gov.in TEL : 0471-2446286

No.KR/TVM/Adm.II (3)/Cook cum Attendant/ 2022-23/

dated: 01-12-22

Tender Notice

Employees' Provident Fund Organisation, Regional Office, Thiruvananthapuram is willing to take services of Cook cum Attendant for work from Government/Semi Government/Private Institutions registered in GeM on monthly salary basis subject to the terms and conditions approved by GeM. The last date for submission of tender for Cook cum Attendant through GeM portal is **26.12.2022 till 03.00 PM**. Interested tenderers should submit their salary/wages payable to Cook and Attendant as well as other fees and statutory (EPF, ESIC etc) fees and their commission/service charges etc. As the employer of the Cook and Attendant, the successful tenderer will be responsible for any liability. Tenders will be accepted only through GeM portal and at the time of opening of tender, the tenderer or his authorized representative can remain present in the room of the competent authority at EPFO Office, Thiruvananthapuram on **27.12.2022 at 3.30 PM**. The details of the bid made on the GeM portal is attached.

(Manish Kumar Singh)
Regional P.F. Commissioner-II
Regional Office, Thiruvananthapuram



आज़ादी का
अमृत महोत्सव

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(അംഗീകൃത & ഏകീകൃതമായി പ്രവർത്തിക്കുന്ന, ട്രസ്റ്റ് സംസ്ഥാനം)

श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, तिरुवनंतपुरम
Regional Office, Thiruvananthapuram

കൊല്ലം ജില്ലയിലെ പാട്ടം, തിരുവനന്തപുരം - 695 004

"भविष्यनिधि भवन", पट्टम, तिरुवनंतपुरम - 695004

"Bhavishyanidhi Bhavan", Pattom, Thiruvananthapuram - 695 004
दूरभाष/Phone : 0471-2446286, ईमेल/E mail : ro.tvn@epfindia.gov.in



सं. के आर/क्षे का/तिरु/प्रशा।।(3)/कुक एवं गेअ अनुबंध/2022-23

दिनांक:- 01-12-22

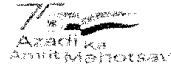
निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, तिरुवनंतपुरम Government E-Market place(GeM) में पंजीकृत सरकारी/अर्ध सरकारी/निजी संस्थाओं से GeM द्वारा अनुमोदित निबंधन एवं शर्तों के अधीन मासिक वेतन के आधार पर कार्यालयीन कार्य हेतु कुक एवं गेस्ट हाउस अटेंडेंट(Cook cum Guest House Attendant) की सेवाएं लेने का इच्छुक है। GeM पोर्टल के माध्यम से कुक एवं गेस्ट हाउस अटेंडेंट(Cook cum Guest House Attendant) के लिए निविदा जमा करने की अंतिम तिथि दिनांक 24-12-2022, 03.00 बजे(अपराहन) तक है। इच्छुक निविदाकर्ता कुक एवं गेस्ट हाउस अटेंडेंट(Cook cum Guest House Attendant) के लिए देय वेतन/मज़दूरी(केंद्रीय श्रम कानूनों के तहत केंद्र सरकार के कार्यालयों के लिए ही) के साथ साथ अन्य शुल्क तथा सांविधिक(EPF, ESIC इत्यादि) शुल्क एवं अपना कमीशन/सेवा शुल्क आदि प्रस्तुत करें। कुक एवं गेस्ट हाउस अटेंडेंट(Cook cum Guest House Attendant) के नियोक्ता के तौर पर किसी भी प्रकार के दायित्व के लिए सफल निविदाकर्ता ही जिम्मेदार होंगे। GeM पोर्टल के माध्यम से ही निविदाएं स्वीकार की जाएगी तथा निविदा खोलते समय निविदाकर्ता या उनके अधिकृत प्रतिनिधि कर्मचारी भविष्य निधि कार्यालय, तिरुवनंतपुरम में दिनांक 27-12-2022, 03.30 बजे(अपराहन) को सक्षम अधिकारी के कक्ष में उपस्थित रह सकते हैं। GeM पोर्टल पर की गई Bid का विवरण संलग्न है।

(मनीष कुमार सिंह)

क्षेत्रीय भविष्य निधि आयुक्त-1।

क्षेत्रीय कार्यालय, तिरुवनंतपुरम



Bid Number: GEM/2022/B/2804856
Dated: 01-12-2022

Bid Document

Bid Details	
Bid End Date/Time	26-12-2022 15:00:00
Bid Opening Date/Time	26-12-2022 15:30:00
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 Trivandrum
Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Cook
Contract Period	1 Year(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 *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	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation	3 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. 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.

2. 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.

3. 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:[1669886410.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1669886829.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Cook (1)**Technical Specifications**

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	COOK

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Bindu J S	695004, Employees Provident Fund Organisation, Regional Office, Pattom, Thiruvananthapuram	1	<ul style="list-style-type: none"> • Bonus (INR per day) : 0 • EDLI (INR per day) : 3 • EPF Admin Charge (INR per day) : 3 • Minimum daily wage (INR) exclusive of GST : 671 • 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) : 22 • Number of working days in a month : 26 • Provident Fund (INR per day) : 81 • 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. 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.

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, 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---