



வருங்கால வைப்பு நிதி நிறுவனம் / कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம், மத்திய அரசு)

(अम और रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA)

ண்டல அலுவலகம், எஸ்.ஜெ. பிளாசா, ஸ்வர்ணபுரி, சேலம் 636004

क्षेत्रीय कार्यालय, एस.जे. प्लाजा, स्वर्णपुरी, सेलम 636004

REGIONAL OFFICE, S.J. PLAZA, SWARNAPURI, SALEM-636 004.

www.epfindia.gov.in, E mail - ro.salem@epfindia.gov.in Phone No. 0427-2332041-42, 2330388

ச No.CB/RO-SLM/F&G/Tender/Shifting of Office/2019 दिनांक Dated 21.11.2019

ईप्रोक्यूर पोर्टल एवं ईपीएफओ.यूनिविसाई पोर्टल के माध्यम से निविदा के लिए नोटिस

**NOTICE INVITING FOR TENDER THROUGH EPFO.EUNIWIZARDE PORTAL
AND EPROCURE PORTAL**

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, सेलम
https://epfo.euniwizarde.com/ के माध्यम से नए परिसर में कार्यालय के स्थानांतरण और पुनः स्थापना के लिए बोली / कोटेशन हेतु निविदा आमंत्रित करता है। निविदा को https://eprocure.gov.in (केंद्रीय सार्वजनिक खरीद पोर्टल) पर भी देखा जा सकता है। अतः, सभी प्रतिभागियों से अनुरोध है कि वे उपरोक्त पोर्टलों को देखें। बोली निविदा / कोटेशन दस्तावेज इसके साथ संलग्न है। (https://epfo.euniwizarde.com/ और https://eprocure.gov.in) के माध्यम से निविदा प्राप्त करने की अंतिम तारीख 17.12.2019 @ दोपहर 12.00 बजे है।

Employees' Provident Fund Organization, Regional Office, Salem invites tender through https://epfo.euniwizarde.com/ for Bid/Quotation for shifting and Reinstallation of Office to new Premises. The tender may also be viewed at https://eprocure.gov.in (Central Public Procurement Portal). Hence, all the participants are requested to visit the above portals. The Bid/Quotation document is enclosed herewith. The last date for receipt of Tender through (https://epfo.euniwizarde.com/ and https://eprocure.gov.in) is 17.12.2019 @ 12.00 noon.

(यह क्षेत्रीय भ.नि.आयुक्त -I की अनुमति से जारी किया गया है।)

This issues with the approval of Regional PF Commissioner-I)

(नवीन इम्मानुएल NAVEEN EMMANUEL)

सहायक भ.नि.आयुक्त Assistant P.F. Commissioner

कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organization

क्षेत्रीय कार्यालय, सेलम Regional Office, Salem.

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வருங்கால வைப்பு நிதி நிறுவனம் / कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம், மத்திய அரசு)
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NOTICE FOR INVITING Online E- TENDER in Two cover system.

Bid/Quotation for shifting and reinstallation of Office Furniture, Almira, Equipments viz. Computers, Printers, Photocopiers, Fax Machines, Airconditioners, Files, Documents and such other materials from the Office of the Regional Provident Fund Commissioner-I, Regional Office, S J Shopping Plaza, Anna Salai, Swarnapuri, Salem – 636004 to S. No.46/3B3, Salem Steel Plant Road, Thalavaipatti, Salem on time bound basis.

Bids should be invited on behalf of the Employees' Provident Fund Organization, Regional Office, Salem coming under the Ministry of Labour and Employment, Govt. of India from the registered firms / agencies (packers and movers and similar agencies) for shifting of all items listed below from the existing office building at Office of the Regional Provident Fund Commissioner-I, Regional Office, S J Shopping Plaza, Anna Salai, Swarnapuri, Salem – 636004 to the **new office premises situated in S. No.46/3B3, Salem Steel Plant Road, Thalavaipatti, Salem (Ground / First / Second Floor)** on the terms and conditions mentioned herein below: -

1.0 SCHEDULE OF SHIFTING AND SCOPE OF WORK: -

S. No.	Name of Work
1.	Dismantling and Reinstallation including transportation of Office Furniture viz. wooden tables, workstations, Almirahs, Bookshelves, running cabinet, Air Conditioners etc including packing, transportation and unpacking in respective rooms in all floors of the new office premises after shifting from existing building.
2.	Packing, transportation and unpacking and installation of Desktop Computers, Printers, Photo copiers and other office equipments and Files, Registers and other papers, books periodicals etc.

- 1.1 Scope of work of the Tender includes packing of all items, manual carriage, loading in the vehicle, transportation, unloading from the vehicles, carriage, unpacking, stacking the items at the required place, removal of packing material and cleaning.
- 1.2 Unpacking / used material will be removed by transporter and disposed as per the statutory requirement for disposal of such material at the designated sites of EPFO. The firm shall solely be responsible for unpacked/used material and it will be the property of firm/transporter.
- 1.3 Interested firms are requested to submit their Bids through e-procurement mode only (<https://epfo.eunizade.com/>).

1.4 IMPORTANT TERMS FOR REFERENCE: -

Item	Date
Publishing of Tender	20.11.2019
Pre bid Clarification	29.11.2019
Bid Submission last date	17.12.2019
Bid Opening	18.12.2019
Venue for the above	EPFO, Regional Office, SALEM, S J Shopping Plaza, Anna Salai, Swarnapuri, Salem – 636 008.
Contact Details	0427-2332040

Two Cover Tender:

Cover One-Technical Bid
Cover Two-Financial Bid

TERMS & CONDITIONS: -

- 1.5 The bidder must have an experience in the shifting of various items including Furniture / Fixtures of govt. Offices/Private Office through road transportation during last **02 (two) years**.
- 1.6 Bidder should give assurance in writing the details of vehicles (trucks/pick up etc) for deploying per day, including its registration No. & type of vehicle.
- 1.7 The transporter shall arrange the necessary permission if any required from any local authorities i.e., the traffic police etc. at his own level well in time. The cost on such account shall be borne by the transporter. EPFO, RO, Salem shall in no way be responsible for any lapse/cost on this account.
- 1.8 The Bids should be submitted through **Online** on or before **17.12.2019 up to 12.00 noon** superscribed as "QUOTATIONS FOR SHIFTING OF OFFICE EQUIPMENTS AND OTHER MATERIALS OF EPFO, REGIONAL OFFICE, SALEM" **consisting of a Demand Draft of Rs.1000/- (Rupees one thousand only)** addressed to "The Regional P.F. Commissioner" payable at Salem as an Earnest Money Deposit. The payment should be paid on DD, Online, or other payment modes.
- 1.9 Interested Bidders must visit **S J Shopping Plaza, Swarnapuri, Salem 636004 on 29.11.2019** for the purpose so to have a proper estimate of the items/goods/furniture to be dismantled, packed, shifted and re-installed. The bidder should also prepare a detail list of the items for the purpose of shifting.
- 1.10 The Online Bids shall be opened on **18-12-2019 at 3.30 P.M.**

- 1.11 The contractor shall be responsible for any damage/loss of property/life what-so-ever during the execution of work and have to repair/replace the damages items, if any and EPFO, Regional Office, Salem will not be liable for any claim in this regard.
- 1.12 The work shall be carried out without any disturbance to the smooth of working of the EPFO, Regional Office, Salem.
- 1.13 The firm/transporter shall pack the items safely and securely using the packing material, viz. bubble sheets, sacks, tat, niwar, sutli etc. at his own cost, so as to ensure that no damage occurs to any of the items.
- 1.14 Some Furniture / fixture items such as big executive tables, work-stations, running cabinet, book shelves, show-cases etc which are not possible to shift without dismantling and are dismountable, should be first dismantled by the firm and then properly relocate the same in designated place in the new Office Premises situated in Thalavaipatti, Salem.

*****Note- No other modes not Accepted (Manual, Sealed cover, Envelope) Through e-procurement (Online) mode only**
<https://epfo.euniwizarde.com>

2.0 **BID PRICES: -**

- 2.1 The bid shall be submitted in Proforma enclosed as Cover-I. The rate shall be inclusive of al taxes, duties & levies including service tax / GST etc.
- 2.2 The rates shall be quoted in decimal in such a manner that no interpolation is possible. The rates shall be written both in words and figures. If there is any deviation in words and figures, then the rate as mentioned in words will be considered for evaluation.
- 2.3 The quoted price should be inclusive of all include the cost of premium paid for insurance from duly approval IRDA Insurance Company.

3.0 **BID VALIDITY PERIOD: -**

- 3.1 Bids shall remain valid for acceptance for a period of 90 (Ninety Days) from the date of opening of quotations. Validity of bids can be increased or decreased by the EPFO, RO, Salem as per requirement.

4.0 **EVALUATION: -**

The evaluation of the tender shall be made based on the examination of the documents submitted and the rate quoted by the bidder.

The works shall have to be executed immediately on award and should be completed within the stipulated period.

5.0 **AWARD OF CONTRACT: -**

- 5.1 The EPFO, Regional Office, Salem will place the award to the bidder whose quotation has been determined to be overall lowest (L1), after its evaluation as indicated at Sr. No.5.0.

6.0 **DELAYED DELIVERY AND COMPENSATION FOR DELAY: -**

- 6.1 If the contractor fails to complete the work within the Schedule of time allowed for completion of work at Sr. No.1, the contractor shall without prejudice to any other right of remedy of the EPFO, Regional Office, Salem on account of such breach, pay a compensation for delay as under:

- a) If the work is delayed beyond the completion period, not exceeding 4 days; 1% of the total contract value as per letter of award.
- b) If the work is delayed beyond the completion period, not exceeding one weeks; 2% of the contract value as per the letter of award.
- c) If the work is delayed beyond the completion period, not exceeding two weeks; 5% of the contract value as per the letter of award.

- 6.2 The amount of compensation on account of delay may be adjusted against any sum payable to the contractor including Security Deposit (10%) available with the EPFO, Regional Office, Salem. However, no claim whatsoever shall be entertained for taking such action of the EPFO, RO, Salem.

- 6.3 Bidder shall be given extension of time for the completion period on account of non-availability of fronts by EPFO, Regional Office, Salem or on accounts of circumstances arises beyond the control of bidder and acceptable to EPFO, Regional Office, Salem.

7.0 INSURANCE: -

- 7.1 The bidder shall be responsible to take all risk insurance w.r.t the Scope of Work for all the items.
- 7.2 The bidder shall be responsible to carry out any repair work/replacement required on account of damages occurred during shifting of items. No charge shall be reimbursed by EPFO, RO, Salem on this account to the bidder. In case bidder fails to carry out the repair works (within 7 days), the same shall be carried out by the EPFO, RO, Salem on the risk and cost of bidder and shall be recovered from any dues payable to the contractor.

8.0 SECURITY DEPOSIT / PERFORMANCE SECURITY DEPOSIT: -

Successful bidder shall have to deposit 10% of the quoted amount on account of performance security deposit in the shape of Demand Draft in the name of "The Regional Provident Fund Commissioner" payable at Salem and the same shall be returned/refunded (without interest) to the firm after successful completion of the work. In case the successful bidder failed to execute the shifting of office material the Security Deposit shall be forfeited.

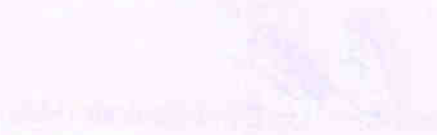
9.0 PAYMENT: -

- 9.1 The payment shall be paid only after successful completion of work.
- 9.2 For payment, bill in duplicate shall be submitted to the Regional P.F. Commissioner-I, Regional Office, Salem.
- 9.3 In case of any damages the same shall be assessed by the EPFO, RO, Salem. Accordingly, the percentage of payment shall be retained till repair of such items.
- 9.4 Applicable statutory levies/deductions, TDS, WCT etc. shall be deducted from the bill of bidder as per applicable law.

- 9.5 It is the responsibility of bidder to get the certificate for successful transportation of item with/without any damage and No. & type of Trucks/vehicle load from the Regional P.F. Commissioner-I or other designated Commissioners of EPFO, RO, Salem.
- 10.0 The payment as per the payment of wages Act & Minimum Wages Act and Statutory liabilities etc. in respect of the workers deployed will be liability of bidder and no liability on this account shall be borne by EPFO, RO, Salem. The bidder shall comply with all the labour laws / Statutory laws.
- 11.0 Conditional quotations will not be considered / accepted.
- 12.0 Telegraphic quotations or quotations through E-mail will not be entertained.
- 13.0 Bids received after stipulated date and time will not be considered / accepted.
- 14.0 The contractor shall apply all acts/laws and other statutory provisions, rules, regulations & bye laws as are applicable with regard to the performance of work & engagement of the workers.
- 15.0 The contractor will have to make his / her arrangements for residential accommodation, tools facilities and kind of machinery / items required for successful execution of work.
- 16.0 All risks/insurance/liability arising out of the scope of contractor to the labourers/workers/officers working at site will be on the part of contractor.
- 17.0 If it happens to be holiday on the date of opening of the tenders, the same shall be opened on the next working day at the same time.
- 18.0 Any dispute arising out of execution of contract, courts at Salem alone will have jurisdiction over the unresolved dispute.
- 19.0 The bidder shall satisfy himself with the material to be transported / shifted after physical verification at his own level at First floor and Second floor of the EPFO, RO, Salem. He shall also satisfy himself w.r.t the mode of transportation of the items considering the accessibility of these offices, material / items to be shifted there from and the timings of entry/exit (if any) specified by the local Traffic Authorities etc. The bidder shall also ascertain / satisfy himself of the location where the respective items are to be shifted room wise, safely and securely in good condition in the new office premises i.e., Ground, First and Second Floor of the Building situated at Thalavaipatti,

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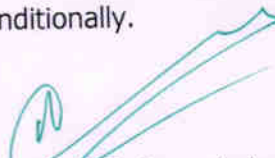
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CHICAGO

Salem. Any claim / excuse whatsoever on this account during and after the execution of job shall not be entertained and shall be summarily rejected.

- 20.0 Submission of bid means that bidder has surveyed offices, routes to the New Office and read all the terms and conditions of this Notice Inviting Quotations (NIQ) carefully and will comply all of the unconditionally.



Assistant P.F. Commissioner (F&G)

Copy to: -

- i) PA to RPFC-I
- ii) All APFCs
- iii) Notice Board
- iv) NDC, IS Division, Head Office, New Delhi – for uploading the same on the Online portal <https://epfo.euniwizarde.com> as well as the website of EPFO.

Cover-1 Technical Specification:

Name of the Firm :

Registered / Postal Address :

Telephone & Mobile No. :

E-mail :

PAN No. :

VAT/TIN/GST No. :

Service Tax Registration
(If possible) :

Name of Work: -

Shifting of all office items including furniture/fixture/files/documents/Desktop Computers including its peripherals/Split Air-conditioners and other office equipments and other materials etc. kept in the rooms/section of the EPFO, Regional Office, Salem at First / Second Floor

Cover-2: Financial Bid

EMPLOYEES' PROVIDENT FUND ORGANISATION
REGIONAL OFFICE, S J SHOPPING PLAZA, ANNA SALAI
SWARNAPURI, SALEM – 636 004 and

New Office premises at **S. No.46/3B3, Salem Steel Plant Road,**
Thalavaipatti, Salem (Ground / First / Second Floor)

PRICE BID

Sr. No.	Description	Amount (In Rs.)	Lumpsum#
1	Shifting of all office furniture / equipments / files / records etc. as mentioned in above Paras. Bidders interested for the above jobs can visit the above locations of EPFO, Regional Office, and Salem on stipulated date and time and inspect the material to be shifted. The firm has to prepare an inventory of items to be shifted.		

Note: #Rates shall be inclusive of all expenses/levies/duties/service tax / GST etc. and as per the scope of work and the terms & conditions mentioned in NIQ.

Signature & Seal.....
Name and Address of Bidder
Phone / Mobile No.

INSTRUCTIONS TO BIDDER

1. Files, documents & other loose materials etc. shall be packed in carton boxes of 40 kg. capacity (min.) safely and securely in bubble sheets, polythene sheets etc. and shall be properly sealed in the present of the Regional P.F. Commissioner-I or any other officers authorized in this behalf.
2. Adequate No. of Transport Vehicles, Manpower, Cartons & Packing Material etc. shall be arranged by the contractor for smooth shifting of office items as per Scope of Work mentioned in the NIQ. The bidder shall take all precautions w.r.t rain, dust, etc.
3. Phase wise (building wise) detailed shifting of material shall be informed to the successful bidder in writing by OIC at the time of award. Quantity of Cartons required for shifting of Files, Documents & other loose material etc. is to be assessed by the bidder himself and arranged at the time of shifting.
4. Some furniture would require to be dismantled and fixed by the firm itself and packing, transportation, unpacking & stacking etc. shall be carried by the bidder as per Scope of Work mentioned in the Notice Inviting Tender.
5. All other items as mentioned in shall be transported by the bidder as per scope of work mentioned in the Notice Inviting Tender.
6. Entire shifting shall be completed as per schedule of shifting at Sr. No.1 of NIT from the date of award of contract.
7. Shifting work shall be carried out between 9.30 AM to 5.30 PM on working days only.
8. Successful bidder shall submit the handing / taking over of items of respective Sections signed by Section Supervisors to the OIC of concerned Sections of Regional Office, Salem.
9. Successful bidder shall obtain a letter from In-charge of concerned section / unit of Regional Office, Salem certifying that the items under shifting are the property of EPFO, Regional Office, and Salem and not for sale.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://epfo.euniwizarde.com>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://epfo.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-Procurement Portal by paying the Registration fee of Rs. 2360/- year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. For any Query contact to our helpdesk Number 011-49606060, Email: helpdeskeuniwizarde94@gmail.com, Mr.Suriya.E -8448288994.
8. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc
2. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fee as per the tender (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once both tender fees are paid, it will be moved to the respective "requested" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "DD" to pay the EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document & submit EMD fee manually at department end. The original bid should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. *Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been

completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.