

दूर वाणी: (08532) 230328

ई-मेल: sro.raichur@epfindia.gov.in



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

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

क्षेत्रीय कार्यालय / Regional Office

दूसरी तल, गार्लदिन्नि कॉम्प्लेक्स, सात कचहरी रोड, रायचूर, कर्नाटक
IInd Floor, Garladinni Complex, Saath Kacheri Road, Raichur - 584 101, Karnataka.

सँNo.गुल GB/रायचूर RCH/क्षे.का RO/प्रशासन/सी टी /निविदा /2017-18/36

दिनांक/Date: 19.04.2017

निविदा सूचना

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार, के तहत एक सांविधिक निकाय है, अपने क्षेत्रीय कार्यालय, रायचूर के लिए किन्ही प्रचलित एजेंसियों के द्वारा 11 महीने की अवधि के लिए 06 डेटा एंट्री आपरेटर की आपूर्ति के लिए सील बंद कोटेशन, दो बोली प्रणाली में आमंत्रित करता है। निविदा जमा करने कि अंतिम तिथि 05-05-2017 दोपहर 01:00 बजे है। इसके ब्योरा वेबसाइट <http://www.epfindia.gov.in> या www.epfglb.kar.nic.in पर उपलब्ध है।

सहायक भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, रायचूर को यह अधिकार है कि बिना कारण बताए कोटेशन को स्वीकार या अस्वीकार कर सके। नियुक्ति की शर्तें व परिस्थितियाँ तथा डेटा एंट्री आपरेटर की संख्या, निविदा स्वीकार करने के उपरांत परिवर्तित की जा सकती हैं। किसी भी अन्य जानकारी के लिए कार्यालय में सम्पर्क करें।

सहायक भविष्य निधि आयुक्त एवं प्रभारी अधिकारी,
क्षेत्रीय कार्यालय, रायचूर.



Telephone 08532 230328

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EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour, Govt. of India)

Regional Office, IIInd Floor, Garaladinni Complex, Saath Kacheri Road,
Raichur - 584101.Karnataka.

No.GB/RO/RCH/HRM/C T/2017-18/ 36

Date: 19-04-2017

TENDER NOTICE

The Employees' Provident Fund Organization, Regional Office, Raichur invites sealed quotations in Two-bid system from reputed agencies for providing data entry work(06 Nos) on contract basis for the office of Regional Office, Raichur of Employees' Provident Fund Organization, Ministry of Labour & Employment, Govt. of India. The last date of submission of tender is on 05-05-2017 (1.00 PM). Complete details are available on our website www.epfindia.gov.in Tenders section and www.epfqlb.kar.nic.in

The Assistant Provident Fund Commissioner, Regional Office, Raichur reserves the rights to either accept or reject any or all quotations without assigning any reason. Terms and conditions of the contract and the number of data Entry Operator can be varied after the selection of the tender for any query contact the office.

(VIKRAM SINGH)
Assistant Provident Fund Commissioner & OIC
Regional Office, Raichur.

To,

JHT(OL) for Hindi version.

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No.GB/RO/RCH/HRM/C T/2017-18/

Date:19-04-2017

TENDER NOTIFICATION

Sealed Tenders on six bid systems are invited from reputed agencies for providing Data Entry work--06 Nos on contract basis for the office of Regional Office, Raichur. The details of manpower, category and essential requirements are as under:

S.No.	Name of Post	Qualification	Category	Requirement
1.	Data Entry operator	Passed 10+2 or equivalent examination and possess speed of not less than 8000 key impression per hour.	Skilled	06

The agency shall quote the wages, service charges statutory duties and taxes contributing to total cost per employee in Part B enclosed with the tender document. Wages shall be subject to the minimum wages rates prescribed by the Central Government as applicable for above category of employees from time to time.

Tender form along with the terms and conditions of the tender can be obtained from and submitted in the Drop Box with the Caretaker Section of Employees' Provident Fund Organization, Regional Office, Raichur by paying Rs.500/- (Rupees Five hundred only) in the form of DD as non refundable application fee, or can be downloaded from the tender page of www.epfindia.gov.in and www.epfglb.kar.nic.in. If application is downloaded from the website then application fee in the form of DD is to be enclosed along with the application form. The DD shall be drawn in favour of "Regional Provident Fund Commissioner, Raichur". If any application is received without the mandatory application fee it will be summarily rejected. Completed application forms with all relevant documents and financial bids can also be sent in a sealed cover by post at the address mentioned on the letter head within the prescribed date and time.

Last date of issue of Tender Forms :01-05-2017 by 5:00 P.M

Last date of submission of Tender Forms :05-05-2017 by 1:00 P.M

Date of opening of Tender Forms :08-05-2017 at 3:00 P.M

TENDER FOR PROVIDING DATA ENTRY OPERATOR

1.	Name/Address of firm/agency and Telephone Number	
2.	Registration No. of the firm/agency	
3.	Name, designation, address and telephone No. of authorized person of firm/agency to deal with	
4.	Please specify as to whether tender is sole proprietor/partnership/Limited Company. Name/address and Telephone No. of Directors/partners/proprietor should be specified.	
5.	Copy of PAN Card issued to the company/partners/proprietor by Income Tax Department and copy of previous three financial year's Income Tax Return.	
6.	Employees' Provident Fund Account No.	
7.	Service Tax Number	
8.	ESI Number	
9.	License number under contract Labour (R & A) Act, 1970, if any	
10.	Details of EMD security deposited a) Amount (Rupees in words also) b) FDR No./DD No. of bank guarantee in favour of RPFC, Raichur c) Date of Issue d) Name of issuing authority/Bank	
11.	Details of License as manpower agency	
12.	Any other information.	

DECLARATION BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the Bidder)
Name & address with seal

PART-A (TEHNNICAL BID)

1. Name of the firm :
2. Date of incorporation :
3. List of clients (Minimum two Clients to be indicated and copies of providing satisfactory services thereof be enclosed) :
4. Certificate for Supply of Satisfactory Services/manpower to clients. :
5. Telephone Number :
6. Registration Number for Manpower supply :
7. Experience :
8. Number of employees :
9. Register No of Coverage :
10. Copy of PAN Card :
11. EPF Code No :
12. ESIC Code No. :
13. License Number under Contract Labour (R &A) Act 1978 if any :
14. Payment Terms :
15. Financial Statement for Last Year :
16. Proof of Payment of Rs.500/- towards Tender form :

(Signature of Applicant)

FINANCIAL BID

PART-B

Payment of wages to personnel will be subject to minimum wages as prescribed by the Central Government. Statutory liability such as Service Tax etc. shall be payable as per applicable rates. Agency is required to quote the total cost per employee per month as below.

S.No.	WAGES	DEO	REMARKS
1.	Basic Wages		
2.	Dearness Allowance (DA)		
3.	Total Charges		
4.	EPF on Basic Wages+DA@ 12% restricted to Rs.15000/-		
5.	EDLI & Admin @ 1.36%		
6.	ESI @ 4.75%		
7.	Total Statutory Charges SL No.5 to 7		
8.	Total Wages & Statutory Charges		
9.	Service Charges @		
10.	Total SL.No.3,7 & 9		
11.	Service Tax as applicable		
12.	Grand Total		

Please mention NIL against any charges/cost not applicable.

(Signature of Tender Applicant)

TERMS AND CONDITIONS

EMD/Security Deposit

Tenders should furnish EMD of Rs.30,000.00 (Thirty thousand only) by Demand Draft in favour of Regional Provident Fund Commissioner, Raichur on any Nationalized/Scheduled Bank, which will be refunded to the unsuccessful tenders and the same will be retained in case of the successful bidder till the contract period, as Security Deposit once the contract is awarded.

Agency Charges:

The agency shall quote the Agency charges separately. The Agency charges shall be over and above the wages and all Govt. Liabilities viz, PF, ESIC, etc.

TERMS AND CONDITIONS

1. The Agency should be covered under the EPF/ESIC Act and shall extend the benefit of PF and ESIC and also shall comply with the other statutory regulations. Service Tax and Labour Laws, Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print from respective websites shall be provided.
2. The Agency should pay fair wages to his employees as per minimum wages Act and comply under Bonus Act and leaves rules as per registration of its establishment. While quoting the rates agency should consider Basic, DA and other statutory dues, uniform charges etc, as per minimum wages act of Central Govt.
3. The Agency should endorse Income Tax Clearance Certificate along with the quotation.
4. The successful agency has to execute an agreement with EPFO, Regional Office, Raichur before commencing the work.
5. The successful agency should deposit security deposit (performance security) @10% of total value for a year within 7 days from the date of award of the contract in the form of DD favoring "Regional P.F. Commissioner, Regional Office, Raichur" of Bank Guarantee from Commercial Bank for the above said amount which will remain valid for a period of sixty days beyond the date of completion of contract.
6. Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.
7. The agency should read the terms and conditions, scope of work fully before quoting the rates. No additional claim if any will be entertained at a later stage.
8. The Data Entry Operators should have passed 10+2 or equivalent examination and possess speed of not less than 8000 key depression per hour & shall have 2 years work experience in Data Entry Work.

9. The type of job to be performed and per day target/performance requirement and conditions of payment can be obtained from Regional P.F. Commissioner.
10. The working hours will be from 09.30 AM to 06.00 PM on office hours.
11. The payment will be made on monthly basis on receipt of the bill from the agency for the number of days worked by the DEOs.
12. The agency will be solely responsible towards all its statutory dues and compliances including HRA, labour Laws and social security regulations and contribution towards Karnataka State labour Welfare Board.
13. EPFO, RO, Raichur will not be responsible for any contingency/ accident occurred while working in the premises of the office.
14. In case of loss of property of the organization caused by the negligence of the employee of the agency, the agency will be responsible for making good to the said losses.
15. The agency should invariably provide ID cards to its work force applied for entering in office premises.
16. Structure of wage payable to DEOs should be specified.
17. The place of work can be Raichur, Bagalkot, Yadir Tq and Hubballi.

SCOPE OF WORK

1. 5 days of working (Monday to Friday) from 09.30 AM to 06.00 PM.
2. Closed holidays will be decided by the EPFO, RO, Raichur.
3. Nature of work is as follows.

S.No.	Nature of Work
1.	Scroll Entry, Verification of Claim Papers, Form Entry, Jeevan Praman, Enrolment of members.
2.	Field work can also be assigned.
3.	Public interaction.
4.	Any other miscellaneous work (As decided by the concern officials).

4. Payment shall be released to the Agency on monthly basis on assessment of performance/output of each DEO. The bill should be submitted within 15th of every month.

5. The Agency shall have to produce evidence of remittance of PF/ESIC and other statutory dues each month before the bill is cleared for payment.
6. The Agency shall have to produce a certified copy of letter of code number issued by PF/ESIC authority. A copy of registration with Income Tax Dept ie., PAN Card, Sales Tax Dept. for professional Tax etc, shall also be enclosed with the quotations.
7. The competent authority reserves the right to allot any other work pertaining to any section to the DEOs on contract, based on requirement in the offices.

TENDER OPENING :

Tenders will be opened on 02-05-2017 at 3.00 PM in the chamber of Assistant PF Commissioner of Employees' Provident Fund Organization, Regional Office, Raichur at Saath Kacheri Road, Opp. S N Talkies, Raichur in the presence of such tender who may like to be present and witness the tender opening.

SPECIAL CONDITIONS OF CONTRACT:

1. The agency and their staff shall strictly follow the procedure/instructions of the admin in charge in vogue, while they are inside and premises.
2. The work has to be done with utmost care, diligently and the agency should supervise inspect and issue instructions to their staff for proper and efficient discharge of the work.
3. Any loss sustained by the Regional Office, Raichur by way of their negligence or carelessness the responsibility shall solely vest with the agency and losses shall be made good on the account of the agency. The assessed value of the damages shall be calculated considering the serviceable life of the item.

OTHER CONDITIONS:

1. The contract will be initially for a period of 11 months from date of the award of the contract, which may be extended further if the agency agrees to provide the service on the same terms and conditions provided the services provided by them are satisfactory, Regional Office, Raichur reserves the right to pre maturely terminate the agreement without assigning any reasons by giving one month notice before the expiry of the contract period.
2. The agency should be willing to provide persons on certain contingencies on payment of proportionate wages. Regional Office, Raichur may also increase or decrease the number of persons required depending upon future requirements, as per the rates already entered in the contract agreement.
3. For any clarification about the tender and nature of work, please contact the HRM/Public Relation Officer of Regional Office, Raichur contact No.08532-230328, 9482390073.