

दूरभाष / Phone No: 0724-2415672 फैक्स / FAX: 2444144

ईमेल- /Email: sro.akola@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



15-बी, रघुराज आर्केड, सिविल लाईन्स अकोला -44400.

Plot No.15-B 'RAGHURAJ ARCADE', CIVIL LINES, AKOLA-444 001.

संख्या नाग/अकोला/उक्षेका/प्रशासन/रखपाल/दै.वेतनभोगी/९)

दि. 05/09/2017

कर्मचारी भविष्य निधि संगठन,  
उपक्षेत्रीय कार्यालय, अकोला में  
सुरक्षा सेवा, दै.वेतन भोगी कर्मचारी  
एवं गृह प्रबंधन सेवा के लिए  
निविदा दस्तावेज ।

(1)



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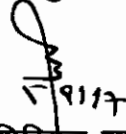
दि. 05/09/2017

कर्मचारी भविष्य निधि संगठन, उपक्षेत्रीय कार्यालय, अकोला प्रतिष्ठित एवं अनुभवी एजेंसियों से सुप्रशिक्षित एवं अनुभवी सुरक्षा सेवा, दैनिक वेतन भोगी कर्मचारी तथा गृह प्रबंधन सेवाओं हेतु सीलबंद निविदाओं को आमंत्रित करता है। इच्छुक एजेंसियों से अनुरोध है कि वे तकनीकी तथा वित्तीय बोलियाँ (बिड) अलग-अलग प्रस्तुत करें। सीलबंद कवर-1 में "तकनीकी बोली" तथा सीलबंद कवर-2 में "वित्तीय बोली" को तीसरे सीलबंद कवर में रखा जाए तथा उसके ऊपर "सुरक्षा सेवाओं हेतु निविदा" लिखकर कर्मचारी भविष्य निधि संगठन, उपक्षेत्रीय कार्यालय, अकोला में दि. 19/09/2017 को 15:00 तक अथवा उसके पूर्व पहुंचाना सुनिश्चित करें। तकनीकी बोली दि. 20/09/2017 11:00 बजे खोली जाएगी एवं वित्तीय बोली दि. 22/09/2017 15:00 बजे खोली जाएगी।

निविदा दस्तावेजों जिनमें पात्रता, मानदंड, कार्य-विस्तार नियम व शर्तें तथा ड्राफ्ट करार शामिल है, किसी भी कार्यालयीन दिवस में सुबह 09:30 से 16:00 बजे तक रु.500/- का डिमांड ड्राफ्ट प्रस्तुत करने पर खरीदा जा सकता है अथवा इपीएफओ की वेबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) से डाउनलोड किया जा सकता है। जो लोग निविदा दस्तावेज वेबसाइट से डाउनलोड करेंगे उन्हें एक अतिरिक्त अप्रतिदेय रु.500/- का डिमांड ड्राफ्ट निविदा बोली के साथ तकनीकी बोली वाले कवर में प्रस्तुत करना होगा। बोली प्रतिभूति (ईएमडी) के रूप में रु.9000/- (रुपये नौ हजार मात्र) एवं निष्पादन सुरक्षा बॉंड रु. 18,000/- (रु. अठारह हजार मात्र) की राशि डिमांड ड्राफ्ट के रूप में क्षेत्रीय भविष्य निधि आयुक्त के पक्ष में अकोला में भुगतान योग्य ड्राफ्ट के माध्यम से अदा करनी होगी।

कोई भी भूल सुधार/संशोधन/परिवर्तन होने पर उसका प्रकाशन वेबसाइट पर किया जाएगा। प्रभारी अधिकारी का निर्णय अंतिम एवं बाध्यकारी होगा। प्रभारी अधिकारी किसी एक अथवा सभी निविदाओं को बिना कारण बताए निरस्त करने का सर्वाधिकार अपने पास सुरक्षित रखता है।

नोट :- बोलियों के लिए इच्छुक एजेंसियाँ बोली प्रस्तुति के पूर्व कर्मचारी भविष्य निधि संगठन कार्यालय में किसी भी कार्यालयीन दिवस में सुबह 10:00 से 16:00 के बीच में आकर व्यापक सुरक्षा सर्वे का कार्य कर सकती हैं।

  
(गिरिराज शर्मा)

क्षेत्रीय आयुक्त/ प्रभारी अधिकारी  
क्षेत्रीय कार्यालय, अकोला

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दि. ०९/०९/२०१७

**TENDER DOCUMENT  
FOR  
SECURITY SERVICE, DAILY WAGER  
WORKERS & HOUSEKEEPING SERVICES  
IN  
EMPLOYEES' PROVIDENT FUND  
ORGANISATION,  
SUB REGIONAL OFFICE,  
AKOLA**



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दि. 05/09/2017

## **TENDER NOTICE FOR SECURITY SERVICES & DAILY WAGERS**

The Employees' Provident Fund Organisation, Sub Regional Office, Akola invites sealed tenders from reputed and experienced agencies for providing well trained and experienced Security Services, Daily Wagers & Housekeeping Services. The interested agencies are required to submit technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in third sealed cover superscribed "Tender for Security Services" and should reach EPFO on or before 1500 hrs on 19/09/2017. The Technical bids shall be opened on 20/09/2017 at 1100 hrs. & Financial bids shall be opened on 22/09/2017 at 1500 hrs.

The tender documents containing eligibility criterion, scope of work, terms and conditions can be purchased from EPFO, SRO, Akola on any working day between 0930 and 1700 hrs on Demand Draft of Rs.500.00 only (non refundable) or can be downloaded from EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in). Those who download the tender documents from website should enclose and additional separate non refundable DD for Rs.500.00 along with their tender bid in the Cover-I "Technical Bid." The bid security (EMD 5 %) of Rs.9,000.00 (Rupees Nine thousand only) and performance security bond 10% i.e. Rs.18,000 ( Rs. Eighteen Thousand only) should be paid by Demand Draft in favour of Regional Provident Fund Commissioner, EPFO payable at Akola.

Any Corrigendum/Amendments/Changes, if any will be published on website. The decision of Officer-in-charge shall be final and binding. The Officer-in-charge reserve rights to reject any or all the tenders at his discretion without assigning any reason whatsoever.

**Note :** The agencies interested in bidding may visit the EPFO premises on any working day between 1000 am to 1600 pm and carry out a comprehensive security survey prior to submission of bids.

  
(GIRIRAJ SHARMA)  
Regional P.F. Commissioner-II/OIC  
Regional Office, AKOLA

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## 1. GENERAL INSTRUCTIONS:

- A) All the Tenders shall be prepared and submitted in accordance with these instructions.
- B) Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions, if any.
- C) Tenders shall be submitted in the prescribed form. No tender will be considered which is not as per the form and does not bear the Tenderer's signature and seal at the bottom of the page of the schedule on which the rates are entered.
- D) Interested Parties may submit their **wax-sealed tenders** after inspection of the premises. The inspection of the premises can be made between 1000 a.m. and 1600 p.m. on all working days (Monday to Friday) from the date of issue of this notification till the last date of submission of Tender. The tender shall be submitted in a sealed envelope super scribed '**Tender for Security Service & Daily wagers**' The sealed Tender shall reach this office together with Earnest Money Deposit (EMD 5 %) equal to Rs. 9,000/- (Rs. Nine thousand only) and performance security bond 10% i.e. 18,000/- ( Rs. Eighteen thousand only) by means of Demand Draft of drawn in favour of "The Regional P.F. Commissioner" payable at Akola. The EMD (Demand draft) of unsuccessful bidder will be returned without any interest.
- E) Tender received after the closing date and time or without EMD will be summarily rejected.
- F) The Regional P.F. Commissioner/Officer-in-charge, Sub Regional office, Akola reserves the right to accept or reject any tender in part or full with or without assigning any reasons whatsoever.
- G) The Regional P.F. Commissioner/Officer-in-charge Akola reserves the right to accept/reject any application or cancel the Tender process without assigning any reason whatsoever.
- H) The Regional P.F. Commissioner/Officer-in-charge will not have any responsibility for delay, loss or non-receipt of applications sent by post.
- I) Any conditional Tender will not be accepted.

At present following daily wagers are required.

Sr. No.	Name of work/ providing	Minimum deployment per day	Remark
1	Daily Wagers	9+1 Nos.	1 for Amravati office
2	Security Guards	3 + 1 No.	1 for Reliever (Shift Duty)
3	Safai Worker	1 No.	
4	Sweeper	1 No.	

**Signature of Tenderer with Company Seal**

## 2. ELIGIBILITY CONDITIONS

- A) The Agency should have minimum experience of 3 (three) years in providing round the clock security services by deployment of security personnel in any reputed/Government organizations. Documentary evidence in support of this should be provided.
- B) The Security Agency/Company must be registered under EPF & MP Act, ESIC Act and Shops & Establishments Act. Copy of the registration papers along with code numbers allotted to the Agency/Company shall be provided. The Agency/Company should also provide the compliance under the EPF & MP Act & ESIC Act by providing last 6 months challans.
- C) The tenderer should ensure that they have renderer satisfactory performance during the last 3 years and the order/orders placed subsequently should not have been cancelled or closed by any department in the last 3 years due to un-satisfactory performance and such persons whose orders/contracts have been closed or cancelled need not apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender/cancellation of work order.
- D) The Agency/Company shall have GST No., Permanent Account No. (PAN) and Professional Tax (P.T.). Documentary evidence for the same shall be provided.
- E) The vendors should have not been blacklisted by any organization/Govt. Department. An affidavit/undertaking in this respect is required to be given b the tenderer.
- F) Any suggestion given by any agency should not be considered and will not be replied. In this regard no correspondence should be made.*
- G) All attested documents should be attached serially as per format enclosed with covering letter of the establishment.*
- H) The statutory deduction towards TDS and any other dues will be deducted as per rule.*

## 3. TENDERER TO GET INFORMED HIMSELF FULLY .

The tenderer shall be deemed to have carefully examined the terms and conditions before tendering the work.

**Signature of tenderer with Company Seal**

#### **4. TERMS AND CONDITIONS**

- 4.1 The agreement will be in force for the one year from the date of execution initially and for further period of one year subject to satisfactory performance and can be terminated by one month notice from either side. Further extension thereafter would be decided later, on satisfactory completion of the above tenure, and on mutual agreement.
- 4.2 The Security Agency shall provide security guards with proper supervision of the jobs in 3 shifts to provide security round the clock as detailed hereunder.
- 4.3 There shall be 3 shifts and the security guard shall perform 8 hours duty per shift (Day or Night time) and the agency shall give weekly off on the seventh day as per rules. The agency shall provide additional security guard as reliever to perform the duties in shift on weekly off days.
- 4.4 The security agency shall provide proper uniform consisting of full pants, shirts, cap, and lanyard with whistle, belt, shoes, badges, torch lights, Umbrella etc to the security guard and shall ensure that their turnout is smart in all respect. The Agency has to ensure that they provide physically fit and young security guard. Persons provided should be of good character and antecedents.
- 4.5 The Security agency will be responsible for the discipline of the Security Personnel employed by them as per Conduct Rules and Regulations.
- 4.6 The agency will be required to follow payment of wages Act and other relevant rules and regulations.
  - a) Agency shall provide weekly holidays National and Festival Holidays and leave with wages and other benefits as per the rules.
  - b) The Agency shall pay the gratuity and bonus as per the provisions of the Payment of Bonus Act, 1965 and Payment of Gratuity Act, 1972.
  - c) The Agency shall pay the wages to the employees engaged within 5 days of the close of each calendar month by account payee cheque/NEFT, irrespective of whether they collected payment from this office or not.
  - d) All other benefits required to be extended under various labour statutory enactments.
- 4.7 The Security Agency shall provide extra person (skilled/unskilled) if required by the Office, during the period of this agreement at the rates already agreed in this contract.

**Signature of tenderer with Company Seal**

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- 4.8 The Security Agency shall arrange subject to the provisions contained herein to safeguard the documents, appliances, fittings materials and property of the entire Office Building by posting its men in such manner and at such points as may be necessary. In addition to providing security to the property of Office Building, the services include patrolling of the required area at all times during day and night on 24 hours basis, giving instruction to park private vehicles at proper place, watching the movements of public/visitors and alert the concerned officer-in-charge in alarming situations, like when armed persons or a mob is approaching the premises/ any suspicious person is seen around the premises.
- 4.9 Only able bodied, physically fit, well-trained disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and above 55 years. They shall perform their duties to the satisfaction of the office. A representative of the Security Agency will report at least once in a week for co-ordination with the concerned officer-in-charge.
- 4.10 Senior Officer of the Security Agency should visit and check the Security staff periodically in different shifts and monitor their performance.
- 4.11 The Security Agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over and personally guarded by the security staff. In case of any theft/pilferage of any property belonging to the Offices, housed in three floors, the concerned officer-in-charge will immediately register complaints with the police and inform the Security Agency for immediate follow-up investigation. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department(s)
- 4.12 In case the security guards/daily wagers provided by the agency to the department are found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
- 4.13 In case of requirement of other staff like skilled/un-skilled/semi-skilled etc. as per the requirement of the office from time to time, the agency will arrange to provide this staff on minimum wages.
- 4.14 This office will release payment to the agency within 5 working days of receiving the bill. Furthermore it is the responsibility of the Security Agency to produce previous months ESI, PF contribution receipts and salary Acquaintance as per the payment of Wages Act of the employees along with the bill for payment. This will be strictly adhered to before making payment.

**Signature of tenderer with Company Seal**



- 4.15 After the expiry of the agreement period, the service need not be continued taking it as deemed extension of period. However, in case of non continuation of contract by the office, the agency will be required to continue services till replacement is decided by the office.
- 4.16 The Security Agency shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately. A detailed agreement shall be entered into by the agency with this office.
- 4.17 Agency will be responsible to pay minimum wages to their employees as per order of Government of India/Government of Maharashtra and to deposit all statutory dues (i.e. PF/ESIC/PT & Service Tax etc.)
- 4.18 The agency shall ensure that the UANs of its staff are complete in all aspects including KYC, and Aadhar Seeding and are able to successfully submit their EPF Claims online.
- 4.19 The Employees' Provident Fund Organisation reserves the right to deduct any statutory dues from the bill of contractor/agency in case of default.
- 4.20 Agency will make necessary arrangement to deploy one supervisor with mobile phone facility who shall be engaged for monitoring the discipline, decorum, all other aspect of the employees and any other personnel deployed by the agency to this office. The agency will be responsible for discipline and good conduct of their employees.
- 4.21 In case of any loss of property of the organisation caused by the employees of the agency, the agency will be responsible for making good the said losses. The bill will be paid by the organisation after due verification.
- 4.22 In Case the agency is found to have failed to execute the work as specified in the scope of work below, as per satisfaction of EPFO, Assistant P.F. Commissioner/Officer-in-charge retains the right to either out rightly terminate the contract and to appropriate reduce amount from total bill payable to the agency.
- 4.23 The Assistant P.F. commissioner/Officer-in-charge, Akola will have the right to terminate the contract after issue of one month Notice without assigning any reasons. In case of such the termination of contract, the agency will handover charge to person/persons nominated by the Assistant P.F. Commissioner/Officer-in-charge, Sub Regional Office, Akola before payment of final bill.

**Signature of tenderer with Company Seal**

### **SCOPE OF WORK – I:-**

The detail of work to be performed is as follows.

1. The agency shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the EPFO buildings, movable and immovable assets, equipments and other items at the above address from any theft, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its office buildings as well as staff quarters.
2. The security personnel shall be deployed round the clock in 3 shifts at the office of EPFO to safeguard the premises.
3. The agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by EPFO on working and closed days.
4. The agency shall ensure that water taps/lights/ACs/Fans/Computers and Electrical items are not left open/on after close of working hours on normal working days as well as off days, as the case may be.
5. The agency shall maintain records of inward and outward movement of men (Casual employees and also regulation of guests and visitors), materials, etc with proper check on the same as per instruction given from time to time by EPFO.
6. The security personnel shall take regular rounds of the premises to maintain vigil and remain alert.
7. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipments installed at EPFO premises.
8. The agency shall keep the EPFO informed of all the matters of security and co-operate in the investigation of any incident relating to security.

### **Scope of Work-II**

- a) Daily sweeping of entire office premises (Indoor & Outdoor) including Chamber of RPF's and APFC's.
- b) Daily cleaning of the floor, windowpane of the entire office building are to be cleaned properly on weekly basis. (Total three floors)
- c) Cleaning of all the toilets everyday twice in a day (forenoon and afternoon) and as and when required by using toiletries i.e. Phenyl, Acid, Liquid Soap Naphthalene Balls and odonil to maintain clean hygienic conditions. etc. (forenoon and afternoon).
- d) Agency will have to do dusting work of all sections every second day.
- e) The agency should ensure that, while performing this work utmost care is taken to maintain hygiene, avoid wastage of water and proper supervision of all the above work from time to time regarding the above requirements.

**Signature of tenderer with Company Seal**

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## **DUTIES OF THE SECURITY GUARDS :-**

- i. To attend with compliments to distinguished visitors, VIP's and Officers,
- ii. Check, Control and Restrict entries to Staff/Workers/Authorised personnel. Of Organisation/Firm and others by valid passes of searching if required and movement vehicles and incoming/outgoing materials (with gate passes, challan) and time keeping.
- iii. Maintain strict security of Men, Material and Premises and maintain diary to note all important events/happenings information received/passed to the management. Entirely responsible for theft of easily movable items such Bathrooms Fittings, Fans Exhaust Fans, Telephone Instruments, Fire Extinguishers or Fire Fighting Systems etc.
- iv. Will stand by management during emergency like Gherao, Picketing, Strike etc and Security of EPFO staff from any assaults whatsoever.
- v. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
- vi. The Guard should take rounds and be able to detect security loopholes, assess for threats and be able to take preventive measures.
- vii. Supervisors should check attendance of the guards & daily wages daily.
- viii. Prevent of misuse of Electricity and water.
- ix. In case of fire, the Security Guards will immediately alert the Staff on duty assist in Fire Fighting Operation and also inform the concerned official immediately. In case of Fire Accident before or after office hours the Guards shall inform the nearest Fire Station and concerned EPFO official.
- x. The security guard must watch that there are not unidentified/unclaimed/ suspicious objects/persons in the building/premises.
- xi. The security guard shall ensure that all the electrical equipments/instruments/ lights and fans should be switched off at the time of closure of the office who are part of the office.
- xii. The security guard should ensure that all the officers' rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
- xiii. The security personnel must be in proper neat and tidy uniform.
- xiv. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- xv. The agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- xvi. The security guard should check the bags/briefcases of the visitors, if considered necessary.

**Signature of Tenderer**

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**LIST OF DOCUMENTS/CHECK LIST**

Sr. No.	Name of Documents	Copy Enclosed/ Please tick <input type="checkbox"/>	Page No.
1	Forwarding letter of the establishment /agency		
2	Name, Address & Contact No. of the Owner.		
3	Tender documents Fee Rs.500/-		
4	EMD Rs.25,000/- DD		
5	EPF Registration No.		
6	ESIC Registration No.		
7	Service Tax Registration No.		
8	PAN No.		
9	Shop Act Registration Certificate No.		
10	Labour Licence Certificate No.		
11	Service Tax Registration No.		
12	Profession Tax Registration No.		
13	Experience Certificate(s)		
14	Professional Tax No.		
15	PF Challans		
16	ESIC Challans		
17	Undertaking copy		
18	Last 3 years IT returns.		
19	If any other Documents		
20			
21			

**Signature of Tenderer**

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**FORM FOR THE TENDER OF SECURITY & DAILY WAGERS SERIVICES**

- 1) Name of the Agency :- -----  
-----
  
- 2) Address      A : Regd. Office                   :- -----  
-----  
                  B : Branch, if any                   :- -----  
                  (Local address)                    :- -----
  
- 3) Provident Fund Code No.                   :- -----  
    ESIC Code No.                               :- -----  
    BST/CST No.                                 :- -----
  
- 4) Name of the Owner with address and       :- -----  
    Telephone/Mobile No. /E-mail
  
- 5) Details of experience                     :- -----
  
- 6) Details of present sites                   :- -----
  
- 7) Service Charges                           :- -----
  
- 8) Other Charges (if any)                   :- -----
  
- 9) Bank Accounts Detail                     :- -----
  
- 10) Any Other details                       :- -----

I undertake to pay minimum basic pay declare by the appropriate Government time to time. I also undertake to pay statutory dues as per prevailing law.

Date:

(Signature of the Proprietor)  
WITH OFFICE SEAL