



कर्मचारी भविष्य निधि संगठन

(भ्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

क्षेत्रीय कार्यालय / Regional Office

(Ministry of Labour & Employment, Govt. of India)

भविष्य निधि भवन, 59, अरेरा हिल्स, भोपाल - 462011

Bhavishya Nidhi Bhawan, 59, Arera Hills, Bhopal -462011

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टेंडर सूचना

सुरक्षा गार्ड (भूतपूर्व सैनिकों को प्राथमिकता) सफाईकर्मी, भृत्य, ड्राइवर तथा डाटा एन्ट्री ऑपरेटर माह अक्टूबर 2017 से सितम्बर 2018 तक उपलब्ध करवाने हेतु टेण्डर के नियम एवं शर्तें कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, 59 अरेरा हिल्स भोपाल में सुरक्षा गार्ड (भूतपूर्व सैनिकों को प्राथमिकता) सफाईकर्मी, भृत्य, ड्राइवर तथा डाटा एन्ट्री ऑपरेटर उपलब्ध करवाने हेतु प्रतिष्ठित एजेंसियों से टेण्डर आमंत्रित किये जाते हैं, जिसकी श्रेणी तथा आवश्यक अहंताएँ निम्नानुसार है :-

कं	पद	संख्या	योग्यता	श्रेणी
1.	सुरक्षा गार्ड (भूतपूर्व सैनिकों को प्राथमिकता)	05	न्यूनतम 10वीं पास/हिन्दी तथा अंग्रेजी लिखने में सक्षम अ. कद.5.5 ब. आयु 55 वर्ष से अधिक न हो	वॉच एवं वार्ड विदाउट आर्मस (कुशल)
2.	सफाईकर्मी	04	किसी भी संस्थान, अस्पताल इत्यादि में कार्य का 3 वर्ष का अनुभव	स्वीपिंग एवं क्लनिंग
3.	डाटा एन्ट्री ऑपरेटर	02	किसी प्रतिष्ठित संस्थान में न्यूनतम एक वर्ष का अनुभव तथा प्रतिघण्टा न्यूनतम 5000 की डिप्रेशन की स्पीड	कुशल/क्लेरिकल
4.	एम.टी.एस.	13	न्यूनतम 10वीं पास/हिन्दी तथा अंग्रेजी लिखने में सक्षम	अकुशल
5.	ड्राइवर (भूतपूर्व सैनिकों को प्राथमिकता)	01	न्यूनतम एक वर्ष का अनुभव न्यूनतम 10वीं पास/हिन्दी तथा अंग्रेजी लिखने में सक्षम	कुशल
6.	माली	01	न्यूनतम 10वीं पास	अकुशल

*कर्मचारियों की आवश्यकता की संख्या अनुमानित है यह आवश्यकतानुसार बढ भी सकती है ।

एजेंसी यह सुनिश्चित करें कि उनके द्वारा प्रस्तुत दरें वर्तमान में केन्द्र शासन द्वारा भोपाल शहर के लिये निर्धारित न्यूनतम मजदूरी की मूल दरों के अनुरूप हों ।

टेण्डर फार्म जमा करने की अंतिम तिथि - 27.09.2017 सांय 4:00 बजे तक
टेण्डर खुलने की तिथि - 28.09.2017 सांय 4:00 बजे तक

सुरक्षा निधि:- प्रत्येक श्रेणी में धरोहर राशि रूपये 25000/- जमा करनी होगी ।

एजेंसी अधिभार :- एजेंसी को एजेंसी अधिभार पृथक से लिखना होगा । एजेंसी अधिभार में वेतन, पी.एफ., ई.एस.आई.सी, इत्यादि समाहित होंगे ।

(संजय केसरी)

क्षेत्रीय भविष्य निधि आयुक्त-।
क्षेत्रीय कार्यालय, भोपाल(मप्र)

Tender Document

Terms & Conditions for the Tender for Provision of Security Guards (Preferably Ex-Serviceman), Safaiwala (Sweeper), Multi Task Attendants (MTAs), Driver and Data Entry Operators

Open Tenders are invited from reputed Agencies for providing Security Guards(Preferably Ex-Serviceman), Safaiwala (Sweeper), Multi Task Attendants (MTAs), Driver and Data Entry Operators (DEOs) on contract basis for Employees' Provident Fund Organisation, Ministry of Labour & Employment, Govt. of India, Plot no.59, Arera Hills, Bhopal, (M.P.) for the Period 10/2017 to 09/2018. The details of Manpower, category & essential requirements are as under:-

Sr No.	Name of the post	*No.of persons	Qualification	Category
1.	Security Guards (Preferably Ex-Serviceman)	05 Nos	Minimum Xth Pass and can write and understand English & Hindi. a. Height 5.5" b. Not more than 55 years.	Watch & Ward (without arms) Skilled
2.	Safai Wala (Sweeper)	04 Nos	Experience in any Institute, hospital etc. for 3 years.	Sweeping & Cleaning
3.	DEOs	02 Nos	At least one year experience in any reputed establishment & minimum speed of 5000 key depression per hour	Skilled/Clerical
4.	MTAs	13 Nos	Minimum Xth Pass and can read English & Hindi	Unskilled
5.	Driver (Preferably Ex-Serviceman)	01 Nos	At least one year experience & Minimum Xth Pass and can read English & Hindi	Skilled
6.	Mali/Gardner	01 Nos	Minimum Xth Pass	Unskilled

*This is tentative figure, number of person may increase as per the requirement.

The Agency shall quote the rates as per present minimum wages for Bhopal city as notified by The Central Govt.

Last date for submission of Tender Forms

: 27-09-2017 at 4:00 P.M.

Date of opening of Tender Forms

: 28-09-2017 at 4:00 P.M.


(Sanjay Kesari)

**Regional P.F. Commissioner-I
Regional Office, Bhopal(M.P.)**

Security Deposit

Security Deposit of Rs. 25000/- in each category has to be submitted in the case of successful tenderer to whom contract is awarded.

Agency Charges

The Agency shall quote Agency charges separately. The Agency charges shall be over & above the wages & all statutory liabilities Viz.P.F., E.S.I.C. etc.

Duties of the security Guards

The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, Smartly dressed in uniform. To attend with compliments to distinguished visitors, VIP's and Officers. Check, Control and Restrict entries to Staff/Workers/ Authorised Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, Challan) and time keeping, Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passes to the management. Entirely responsible for thefts of easily movable items such bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers or Fire Fighting Systems ets.

1. The security Guard shall maintain proper register of all guests.
2. Not to leave the place duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking overt Register etc.
3. Prevent of misuse of Electricity and water.
4. In case of fire, the Security Guards will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Senior Administrative Officer. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station.
5. The Security guards must watch that there are no unidentified/unclaimed suspicious objects/persons in the building/premises.
6. The security guard should check the bags/briefcases of the visitors if considered necessary.
7. The security guards shall at all times comply with all directions and instructions of RPF, RO, Bhopal. Noncompliance of instructions can lead to termination of agreement.

Contd 3....

Duties of Sweeping & Cleaning Staff

1. Sweeping and mopping of passage.
2. Clearing and cleaning of waste paper baskets.
3. Dusting of partitions, doors, windows & walls.
4. Cleaning of telephone instruments.
5. Cleaning of the doors and window glasses from inside and outside.
6. Cleaning of W.Cs, wash basin, urinal and mirrors etc. in all the toilets of building.
7. Scrubbing and cleaning of all toilets and flooring.
8. Mopping of the entire toilet floors with deodorant disinfectant and cleaning of washbasins at regular intervals throughout the day.
9. Cleaning of terrace of Hostel Block, Administration Block, Balcony, Rooms, Parking, Basement and Main gate of building.

Duties of MTA

1. Movement of file.
2. Distribution of Dak, Orders & Circulars.
3. Other miscellaneous work as directed by the office.

Duties of Driver

1. Driving of office car.
2. Maintenance of log book regularly.
3. Follow the directions of office.
4. Maintain punctuality.
5. Regular checking of oil, filter, water level in radiator & routine parts of office car.
6. Keeping vehicle clean.

Duties of DEOs

1. Data feeding.
2. Other work related to assistance of SSAs in Account Section & Cash Section, as directed by office.

Contd 4....

Duties of Gardner/Mali

1. Cares for all plants, flowers, and trees in office premises.
2. Irrigates all foliage.
3. Sweeps and cleans debris from walkways, driveways and other areas of office premises.
4. Cleans dust and sand from parking areas.
5. Cleans and removes leaves and debris from roofs, gutters and down spouts as needed.
6. Fumigates and disinfects plants for pests and disease.
7. The incumbent is responsible for preparing soil and plants for planting, performs transplanting of shrubs, trees, flowering plants and perennial and annual flowers in office compound during the make-ready season.

Duties and Responsibilities of the Agency

1. The agency should provide a proper uniform, whistle, torch and lathi to the security guard on duty and round the clock serving including holidays.
2. The agency should provide uniform to the Driver.
3. The security guards must be rotated from their deployment at an interval of 6 months.
4. If it is found that any property of the EPFO, RO, Bhopal is lost/damages due to the negligence of connivance of the security guards the same shall be made good on the depreciated value of the property damaged/lost from the security agencies bill.
5. The agency shall furnish the names and addresses of all the staff posted in the premises of EPFO, RO, Bhopal and also when there is any change for police verification and also issue a Identity Card to all staff posted in the premises of EPFO, RO, Bhopal.
6. The agency shall submit a monthly report of compliance and happenings in the premises to APFC(Adm-II) of EPFO, RO, Bhopal.
7. All the staff deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages, other dues and compliance of all labour laws applicable to them.
8. The Agency, on award of the contract should execute an agreement in 100 Rupees stamp paper with EPFO, RO, Bhopal incorporating the above terms and conditions.
9. The Contractor shall ensure that all persons employed by him shall be efficient, honest and conversant with the nature of work.
10. The agency shall be liable for compliance of all relevant laws.
11. No staff posted in the premises of RO, Bhopal will take leave without prior permission & agency is bound to provide substitute for it. If due to emergency, some staff goes on leave, agency will provide substitute within 2 hours, failing which penalty of Rs. 500/- will be imposed on the agency.

Tender Opening

Tenders will be opened on _____ at 4:00 PM in the Chamber of RPFC, Plot no.59, Arera Hills, Bhopal, (M.P.), in the presence of the tenderers who may like to be present and witness the tender opening.

Special Condition of Contract

1. For Fortnightly and monthly programmes as per the schedule mentioned above, a plan of action shall be furnished by the agency well in advance and approval obtained from the Section Officer, Administration. The work shall be carried out on Holiday or as instructed by Section Officer, Administration.
2. The agency and their staff shall strictly follow the security procedure/instruction of the EPFO, SRO, Bhopal in vogue, while they are inside the premises.
3. The work has to be done with utmost care, diligently and the agency should supervise, inspect and issue instruction to their staff for the proper and efficient discharge of the work.
4. Any loss sustained by the EPFO, RO, Bhopal by way of theft negligence or carelessness the agency or their workmen solely rest with the agency and shall be debited to the account of the agency. The assessed value of the damages shall be calculated considering life of item.

Other Conditions

1. The contract, which is initially for a period of 1 year can be extended further if the agency agrees to provide the services on the same terms & conditions and services provided by them are satisfactory. EPFO, RO, Bhopal 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. EPFO, RO, Bhopal may also increase the number of persons required depending upon future requirement.



(Sanjay Kesari)

Regional Provident Fund Commissioner-I/OIC
RO, Bhopal

MSR
6/9/18

**QUOTATION FOR SUPPLY OF MANPOWER TO THE
OFFICE OF THE REGIONAL P.F. COMMISSIONER,
REGIONAL OFFICE, BHOPAL**

1. Name and address of the Company/Firm. :
2. Date of Establishment/Setup :
3. Date of Starting of activity of providing supply of manpower. :
4. No. of years of experienced in providing supply of manpower. :
5. No. of Employees employed as on date :
6. List of major companies/estt. Including Govt. Institutions to which the man power are being provided along with No. of employees (attach separate sheet). :
7. PF code No. (Attach Xerox copy of code No. and latest form 12-A). :
8. ESIC code no. (Attach Xerox copy of code No. and copy of latest challans). :
9. Details of registration with DGR. :
10. Rate quoted per person (Manpower) per day (*) :
 - (i) Wages per month
 - (ii) EPF Contributions
 - (iii) ESI Contributions
 - (iv) Service Tax
 - (v) Agency Commission or Service Charges
- (*) **TOTAL** :
11. Labour License No. and issuing Authority :

It is certified that our establishment is complying with all Labour and other related Laws including the EPF & MP Act, 1952 and Minimum Wages Act, 1948 as may be applicable and we undertake to continue the said Compliance for the entire period for which the Quotation is submitted.

Date :-
Address & Seal