



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
क्षेत्रीय कार्यालय, गुरुग्राम
प्लॉट संख्या-43, सेक्टर-44, गुरुग्राम, हरियाणा-122003
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संदर्भ संख्या-हरि./गुड़गाँव/रख-रखाव/मैन-पावर/फाईल संख्या-26/4 399

दिनांक: 6/4/17

निविदा सूचना

क्षेत्रीय कार्यालय, गुरुग्राम, कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय(भारत सरकार) में वित्त वर्ष 2017-18 के लिए अनुबंध आधार पर योग्य एजेंसियों द्वारा निम्नलिखित मैनपावर उपलब्ध करवाने हेतु सीलबंद लिफाफे में दूवी-बोली प्रणाली पर आधारित निविदाएं आमंत्रित की जाती हैं। मैनपावर, श्रेणी(कैटेगरी) एवं आवश्यकताओं की विस्तार से जानकारी निम्न है:-

क्रम सं.	पद का नाम	शिक्षा	लगभग कुल आवश्यकता*
01.	बहु-कार्य परिचर (एम.टी.ए.)/चपरासी	अकुशल - (कम से कम आठवीं पास और हिंदी भाषा पढ़ने/लिखने में सक्षम हो)	30
02.	हाउस-कीपिंग स्टाफ (सफाई-कर्मचारी)	अकुशल - (हिंदी और स्थानीय भाषा पढ़ने/लिखने का पर्याप्त ज्ञान हो)	06
03	विद्युतकार (इलैक्ट्रीशियन)	कुशल - (कम से कम बारहवीं पास और हिंदी भाषा पढ़ने/लिखने में सक्षम हो)	01
04	विद्युतकार सहायक (इलैक्ट्रीशियन हेल्पर)	अर्ध-कुशल - (कम से कम दसवीं पास और हिंदी भाषा पढ़ने/लिखने में सक्षम हो)	01
05	प्लम्बर	अर्ध-कुशल - (कम से कम दसवीं पास और हिंदी भाषा पढ़ने/लिखने में सक्षम हो)	01
06	डी.जी.आपरेटर	अर्ध-कुशल - (कम से कम दसवीं पास और हिंदी भाषा पढ़ने/लिखने में सक्षम हो)	01
07	माली	अकुशल - (कम से कम आठवीं पास और हिंदी भाषा पढ़ने/लिखने में सक्षम हो)	01

(वास्तविक आवश्यकतानुसार संख्या में फेरबदल हो सकता है)

वे सभी एजेंसियां जिन्हें 05 वर्ष और अधिक का अनुभव हो और पिछले 01 वर्ष में जिनके पास प्रति माह 100 से अधिक कर्मचारी हों केवल वे ही आवेदन करें ।

एजेसी द्वारा कोट की हुई दर निविदा प्रस्तुत करने की तिथि को सी.एल.सी.द्वारा आधारित न्यूनतम वेतन से किसी भी रूप में कम नहीं होगी ।

निविदा की सभी शर्तों और नियमों के साथ निविदा फार्म कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, गुरुग्राम अथवा कार्यालय की वेब-साइट www.epfindia.gov.in ("Tender") से प्राप्त या जमा किए जा सकते हैं।

निविदा फार्म जमा करवाने की अंतिम तिथि: दिनांक 26.04.2017 को 02.00(अपराह्न)
निविदा फार्म खोलने की तिथि: दिनांक 26.04.2017 को 02.30(अपराह्न)

ई.एम.डी./सुरक्षा जमा राशि

आवेदक को ई.एम.डी./सुरक्षा जमा राशि किसी भी राष्ट्रीय/अनुसूचित बैंक से क्षेत्रीय भविष्य निधि संगठन, क्षेत्रीय कार्यालय, गुरुग्राम के पक्ष में रु.25,000/- के डिमांड ड्राफ्ट के रूप में कार्यालय में जमा करवानी होगी जो असफल निविदाकर्ताओं को लौटा दी जाएगी और सफल निविदाकर्ता को अनुबंध में वर्णित समय तक सुरक्षा राशि के रूप में अनुबंध देने तक बरकरार रखी जाएगी ।



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organization,
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
 (Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय Regional Office,
 प्लॉट नं.-43, सेक्टर-44, गुडगाँव

Plot No.43, Sector -44, Gurugram – 122003 (Haryana)

No. HR/GGN/CT/Manpower/File no.#26 / 4349

Date: 6/4/17

TENDER NOTIFICATION

Sealed Tenders on two bid system are invited from reputed agencies for providing Manpower on contract basis for the financial year 2017-18 for the Regional Office, Gurugram of Employees Provident Fund Organization, Ministry of Labour & Employment, Govt. of India. The details of manpower, category and requirements are as under.

Sr. No.	Name of the Post	Qualification	Total Approx. Requirement*
1.	Multi Task Attendant(MTA)/Peon	Un-skilled (Minimum 8th passed and knowledge of reading/ writing Hindi language)	30
2.	House Keeping Staff(Sweeper)	Un-skilled (Adequate knowledge of reading/ writing Hindi & local language)	6
3.	Electrician	Skilled (Minimum 12 th passed and knowledge of reading/ writing Hindi language)	1
4.	Electrician Helper	Semi-Skilled ((Minimum 10 th passed and knowledge of reading/ writing Hindi language)	1
5.	Plumber	Semi-Skilled(Minimum 10 th passed and knowledge of reading/ writing Hindi language)	1
6.	DG Operator	Semi-Skilled(Minimum 10 th passed and knowledge of reading/ writing Hindi language)	1
7.	Mali	Un-Skilled (Minimum 8 th passed and knowledge of reading/ writing Hindi language)	1

*Subject to variation depending on actual requirements.

The agencies having experience of five years or more and having strength of more than 100 persons per month since last one year may only apply.

The agency shall not quote rates below minimum wage prescribed by CLC applicable as on the date of submission of the tender.

Tender Form along with terms and conditions of the tender can be obtained and submitted at Employees Provident Fund Organization, Regional Office, Gurugram or can be downloaded from official website www.epfindia.gov.in (from the "Tender" Section).

Last date for submission of Tender Forms : 26/04/2017 at 02:00 P.M.
Date of opening of Tender Forms : 26/04/2017 at 02:30 P.M.

EMD/Security Deposit

Tendered should furnish EMD of **Rs.25000/- (Rupees Twenty Five Thousand only)** by Demand Draft in favour of Regional Provident Fund Commissioner, Gurugram drawn on any Nationalized/Scheduled bank, which will be refunded to the unsuccessful tenderers, and the same will be retained of the successful bidder till the contract period as Security Deposit once the contract is awarded.

Duties and responsibilities of Manpower.

1. Sweeping and mopping of passage.
2. Clearing and cleaning of waste paper baskets.
3. Dusting of partitions, doors, windows, walls and venetian blinds.
4. Cleaning of telephone instruments.
5. Cleaning of the doors and windows glasses from inside and outside.
6. Cleaning of W.C's, 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, Balcony, Rooms, Parking, Basement and main gate of building.
10. Any other work assigned by the administration incharge.
11. All technical manpower must be experienced with minimum experience of 5 years for skilled, 3 years for semi-skilled & 1 year for unskilled, should have specific qualification and they will be responsible for their related task.

APPENDIX -1

Terms and conditions for providing Manpower

1. The period of contract will be **one** year from the date of awarding the contract subject to renewal for further **one** year thereafter at the sole discretion of the EPFO on fresh or existing terms and conditions as the case may be.
2. The Agency will undertake to abide by all statutory requirements like Minimum Wage Act, Employee's Provident Funds & Misc. Provisions Act, ESIC, Workmen Compensation Act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and payment of these charges shall be the sole responsibility of the Agency.
3. All statutory compliances including all above payments, statutory dues, mandatory statements to be complied with various Govt. Department shall be the responsibility of the Agency. Documentary proof of compliance of EPF & ESIC for last 1 year is to be submitted.
4. The Agency shall also furnish details of any legal suit/legal action pending especially with regard to any violation in the PF Act, ESI Act., and Labour Laws Income Tax etc. An affidavit to the effect that no liabilities are pending with PF Commissioner of the Region/ area where the agency has valid contracts along with copy of annual EPF returns to be submitted with the tender.
5. The Agency will not rotate Manpower from one place to other during the term of contract except with the prior consent of the EPFO.
6. The person who are deployed will wear proper uniform and identity card during the duty hours provided by the agency. Provision of uniform and any related expenses shall be borne by the Agency.
7. The Agency engaged shall not allow any material to be taken out from the said premises unless authorized by a nominated officer(s) of the EPFO for the purpose. It is reiterated and made clear that management, control of the persons so provided shall be with the Agency and the said persons for all purposes shall be within the Disciplinary Authority of the Agency.
8. The Agency will undertake to indemnify the EPFO against any loss, damage, theft, claims, damages, negligence as the EPFO may be put to or incur due to direct result of non-performance or mal-performance in performing the works agreed to by the agency.
9. The Agency shall be solely responsible for carrying out the job entrusted to them and in case of any accident resulting in death or injury or otherwise risk to the person engaged by the agency for carrying out the said job, the EPFO shall not be liable for any compensation, damages, loss etc. as the case may be.
10. The EPFO will not be responsible or liable in case of any dispute arising between the agency and the persons employed by the company for carrying out the services and no relationship of Employer and Employee shall come into existence between the EPFO and the agency or persons for which all responsibilities shall rest with the agency alone.
11. The EPFO shall make a claim, if any, in writing to the Agency in case of any loss caused to the EPFO due to non-performance or mal-performance, theft etc. by the Agency/its person within a period of one month. If the claim is not settled within one month, loss caused to the EPFO, shall be recovered from monthly payment made to the Agency.

12. The EPFO reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the Agency a notice of one month to this effect, and on refusal of the Agency to accept the notice of termination of the arrangement or passive to do so, the said notice shall be sent by registered post on the address of the Agency available with the EPFO, where after it shall be deemed to have been served on the Agency. EPFO shall also be entitled to appoint any other Person, Firm or Agency at its discretion to perform the job entrusted to the Agency after termination of the Agency of its liability regarding work arrangements, as aforesaid. However, this shall not absolve the Agency of its liability regarding work arrangements already entrusted to it in accordance with the direction of the EPFO.
13. In case of any dispute arising out/relating to interpretation of terms of conditions or functioning of the Agency vis-à-vis the EPFO, the EPFO shall be the sole authority to decide the arbitrator. The Agency shall agree to execute all documents, which may be required by the EPFO in this regard.
14. The successful Tenderer will have to furnish performance Security as Bank Guarantee with EPFO for an amount of 10% of the annual contract value within 15 days of the award of contract, which will be released to the service provider on satisfactory completion of the contract.
15. An undertaking may be submitted as per the draft enclosed stating, inter-alia, the compliance with all the provisions of applicable laws with respect to Minimum Wages Act, ESI and EPF Acts as per the prescribed format at **Appendix-II**.
16. The Agency shall submit separate ECR towards deposit of PF in the Bank in respect of the persons deployed in EPFO office every month.
17. If a firm Quotes "Nil" charges/ consideration, the bid shall be treated as unresponsive and will not be considered.

APPLICATION FORM –TECHNICAL BID

S.No.	Particulars	Details to be filled in by the Agency
1	Name and address of the Company/Firm with Telephone No. & Email id	
2	Date of Incorporation/Constitution	
3	Date of Starting the activity of providing manpower Services etc.	
4	Status Proprietary/Partnership/ Private Limited Company/Public Limited Co.	
5	Name of the Partners/ Directors with Address & Telephone No.	
6	Name of Representative (s) with designation who would be calling on and attending to our jobs.	
7	Name of the Bankers with address & telephone Nos.	
8	Copy of Licence for operating the Agency.	
9	Whether registered with Registrar of Companies? Date of Registration? (attach copy of the registration)	
10	Whether registered with Labour Department. Date of Registration? (attach copy of the registration)	
11	Whether registered with Central & Excise Department for Service Tax? (attach copy of the registration)	
12	Whether the company has experience of five years in providing manpower services to reputed organizations/ Public Sector / Undertakings / State Govt. / Central Govt. Departments? (Details thereof in as separate sheet- Annexure-C).	
13	Whether the Agency is an Income Tax Assessee having filed its Income Tax return for last three years? (Attach copy of P&L A/c of relevant years).	
14	PAN No. of the Income Tax Department (Attach Xerox copy).	
15	EPF Registration No. (Attach Xerox copy). Copy of last 12 months challans as proof of compliance) alongwith the actual confirmation of payment of the challan by the bank.	
16	ESIC Registration No. (Attach Xerox copy). Copy of Last 12 months challans as proof of compliance) alongwith actual confirmation of payment of challan by the bank.	

17	Whether the company undertakers to comply with all Labour and other related laws.	
18	Whether the Agency has obtained ISO 9001:2008 certificate and its validity upto? (attach Xerox copy)	
20	Whether the Agency has obtained license & complying with provisions of the Private Security Agency Regulation Act (PSARA) 2005 AND Delhi Private Security Agencies (Regulation) Rules,2005	
21	Details of Demand Draft/' Bankers Cheque in respect of Earnest Money. (DD/Bankers Cheque should be enclosed).	
22	Any other relevant information	

Date:

Place:

Name & Signature of the Authorised Signatory

Note: If any information given in the Technical Bid found false at any stage of assessment, the Tender shall be rejected and the entire earnest money will be forfeited by the EPFO.

FINANCIAL BID

(To be submitted in a separate sealed and market as "Financial Bid" Performa for Manpower.

Amount to be quoted (in figures) & NOTE: Rates, inclusive of all charges, but excluding Service Tax which will be paid as per prevailing rates.						
Amount in figures						
Monthly rate for each Manpower						
S.no.	Name of the Post	EPF	E.S.I	Overtime	Service Charges	Any other charges (if any) please specify.
1.	Multi Task Attendant MTA/Peon					
2.	House Keeping Staff(Sweeper)					
3.	Electrician					
4.	Electrician Helper					
5.	Plumber					
6.	DG Operator					
7.	Mali					

Date:**Place:****Name & Signature of the Authorised Signatory**

Annexure -C

DETAILS OF EXISTING CLIENTS

(Separate sheet must be submitted for each client)

Name of the Company
Address of the Company
Name, designation of contact person With telephone No. and e-mail ID
Name:
Designation:
Email ID:
Landline No.
Cell No.
Details of services provided (Ref: No. , date of order with photo copy of orders)

AUTHORISED SIGNATORY

UNDERTAKING BY THE LABOUR CONTRACTOR

I..... S/o..... R/o.....
Proprietor/Partner/Director of do hereby declare and undertake as under:

That in the capacity of independent Labour Contractor for M/s.....I has complied with the provisions of all laws as applicable. I have paid the wages for the month of Which are not less than the minimum rates as applicable, to all my employees and no other dues are payable to any employee.

That I have covered all the eligible employees under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and the Employees' State Insurance Act and deposited the contributions for ht following months and as such no amount towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to my employees is to be discharged by M/s due to my lapse, I undertake to reimburse the same to Employees Provident Fund Organization the Employees Provident Fund Organization is also authorized to deduct the same form my dues as payable.

LABOUR CONTRACTOR

Authorised Signatory