



कर्मचारी भविष्य निधि संगठन Employees' Provident Fund Organisation

(श्रम व रोजगार मंत्रालय, भारत सरकार) (Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर / Regional Office, Rajarajeshwari Nagar

राजारजेश्वरी रेजेंसी, संख्या-570, 26th क्रॉस, आइडियल होम को-ऑप सोसाइटी लेआउट, बंगलूर-560098

Rajarajeshwari Regency, No.570, 26th Cross, Ideal Home Co-op Society Layout, Bangalore-560098

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सं.कर्ना./भ.नि./क्षे.का./रा.रा.न./प्रशा./2017-18/ 108

दिनांक/Date: 24.08.2017

No.KN/PF/RO/ RRR /ADM/2017-18/

सुरक्षा-गार्डों की आपूर्ति हेतु निविदा आमंत्रण की सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर-98 के द्वारा 03 सुरक्षा-गार्डों को क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर में प्रयोगात्मक रूप से 01.10.2017 से आरंभ होकर एक वर्ष की अवधि हेतु मासिक आधार पर काम पर लगाने के लिए सुरक्षा-सेवा के कार्य में लगे प्रतिष्ठित/ प्राधिकृत संस्थानों/कंपनियों से मुहरबंद कोटेशन आमंत्रित किए जाते हैं।

निविदा की प्रक्रिया

निविदा दो भागों में आमंत्रित की जाती है - (1) अर्हता बोली एवं (2) वित्तीय बोली। एनेक्सर-1 में दर्शाए गए अर्हता बोली हेतु निविदा प्रपत्र एवं एनेक्सर-2 में दर्शाए गए वित्तीय बोली हेतु निविदा प्रपत्र जोकि सभी प्रकार से पूर्ण हो, दो अलग-अलग मुहरबंद लिफाफे में संलग्न किए जाने चाहिए एवं इन मुहरबंद लिफाफों को अवश्य ही एक मुहरबंद लिफाफे के अंदर रखा जाना चाहिए एवं क्षेत्रीय भविष्य निधि आयुक्त, सं. 570, 26वाँ क्रॉस, आइडियल होम्स लेआउट, राजाराजेश्वरी नगर, बंगलूर-560098 को इस उद्देश्य के लिए सेक्युरिटी - गेट के पास रखे टैंडर-बॉक्स में 15.09.2017 को 03:00 बजे अपराह्न तक अथवा उससे पहले जमा किया जाना चाहिए। अंदर रखे मुहरबंद लिफाफों के उपर क्रमशः "अर्हता बोली" एवं "वित्तीय बोली" लिखी होनी चाहिए एवं बाहरी मुहरबंद लिफाफे के उपर "सुरक्षा-गार्डों के प्रावधान हेतु बोली-संविदा" लिखा होना चाहिए।

कोटेशन 15.09.2017 के 4:00 बजे अपराह्न को कर्मचारी भविष्य निधि संगठन के अधिकारियों की समिति के द्वारा क्षे.भ.नि.आ.-II के कक्ष, सं.-570, 26वाँ क्रॉस, आइडियल होम्स लेआउट, राजाराजेश्वरी नगर, बंगलूर-560098 में बोलीदाताओं की उपस्थिति में खोला जाएगा। अपूर्ण बोली दस्तावेजों को अस्वीकृत कर दिया जाएगा। वैद्य अर्हता बोलियों की योग्य बोलीदाताओं को चुनने हेतु विभाग द्वारा छंटनी की जाएगी एवं उसके बाद चुने गए बोलीदाताओं की वित्तीय बोलियों को उसी दिन तुरंत खोला जाएगा। देर से जमा किए गए निविदाओं को स्वीकृत नहीं किया जाएगा।

रु 48,000/- (अड़तालीस हजार मात्र) की बयाना जमा राशि(ईएमडी) प्रति आवेदन के हिसाब से किसी भी अधिसूचित बैंक के डिमांड-ड्राफ्ट/बैंकर चेक के रूप में जोकि "क्षेत्रीय भविष्य निधि आयुक्त, राजाराजेश्वरी नगर, बंगलूर-98" में देय हो अर्हता बोली के साथ लगायी जानी चाहिए। बयाना जमा राशि के बिना अर्हता बोलियों को अस्वीकृत कर दिया जाएगा। निविदा चुनाव प्रक्रिया के दौरान योग्य बोलीदाताओं के द्वारा बाहर निकलने की स्थिति में ईएमडी जब्त हो जाएगी। संविदा के

सफल बोलीदाता द्वारा या तो सावधि जमा अथवा बैंक गारंटी रसीद के माध्यम से संविदा प्राप्त करने की तिथि से तीन दिन के अंदर रू 1,60,000/- (एक लाख साठ हजार मात्र) की निष्पादन गारंटी जमा की जानी है।

संस्था को सुरक्षा-कर्मों की तैनाती के क्षेत्र में कम से कम 5 वर्ष का अनुभव होना चाहिए एवं रोल पर कम से कम 50 कर्मचारी होने चाहिए। उनके पास वर्तमान में कम-से-कम किसी एक सरकारी विभाग एवं/अथवा कम से कम 03 पब्लिक लिमिटेड कंपनियों के साथ सुरक्षा-अनुबंध होने चाहिए। इस संबंध में उनके नियोक्ताओं से प्राप्त प्रमाणपत्रों को उनके प्रासंगिक दस्तावेजी सबूतों के साथ संलग्न किया जाए।

सभी नियोक्ताओं की सूची एवं उनके अनुबंध की अवधि, उनके द्वारा काम में लगाए गए सुरक्षा-गार्डों की संख्या इत्यादि दर्शाया जाना चाहिए। सरकारी संगठनों से अनुभव प्राप्त संस्थाओं को प्राथमिकता दी जाएगी। अनुभव-प्रमाण-पत्र की प्रतिलिपि संलग्न की जाए। एजेंसी के द्वारा कोटेशन के समर्थन में आय-कर क्लीयरेंस सर्टिफिकेट दिया जाए। उपर्युक्त कार्य हेतु उद्धृत की गयी दर मासिक आधार पर होनी चाहिए। दर उद्धृत करने से पहले अनुबंधकर्ता के द्वारा नियम एवं शर्तों को सावधानीपूर्वक पढ़कर कार्य की प्रकृति को पूरी तरह से समझा जाना चाहिए। बाद के स्तर में किसी भी तरीके से किसी भी अतिरिक्त दावे पर विचार नहीं किया जाएगा।

सफल बोलीदाता को कार्य की शुरुआत करने से पहले कर्मचारी भविष्य निधि संगठन के साथ निर्धारित नियम एवं शर्तों को सम्मिलित करते हुए उचित मूल्यवर्ग वाले गैर-न्यायिक स्टॉप पेपर में उपर्युक्त अनुबंध हेतु एक करार करना होगा।

निविदाकर्ता यहाँ निहित नियम एवं शर्तों को पढ़े जाने एवं समझे जाने के रूप में इस निविदा दस्तावेज के प्रत्येक पृष्ठ पर हस्ताक्षर करेंगे एवं इसे अर्हता बोली के साथ जमा करेंगे। निविदाकर्ता इस दस्तावेज के अंत में संलग्न किए गए एनेक्सर-1 एवं एनेक्सर-11 में साफ एवं स्पष्ट शब्दों में सूचनाएँ भरेंगे। एनेक्सरों को इसके प्राधिकृत अधिकारी के माध्यम से फर्म द्वारा हस्ताक्षरित एवं मुद्रांकित किया जाना चाहिए। किसी भी संदर्भ में पूर्ण नहीं होने की स्थिति में निविदा प्रपत्र अस्वीकृत कर दिया जाएगा।

निविदाकर्ता द्वारा सुनिश्चित किया जाना चाहिए कि अर्हता बोली में (i) एनेक्सर-1 (पूर्ण रूप से भरे हुए), (ii) रू 48,000/- की ईएमडी, (iii) सभी आवश्यक दस्तावेजी सबूत (सभी पेज हस्ताक्षरित किए हुए), (iv) नियम एवं शर्तों की हस्ताक्षरित प्रतिलिपि एवं वित्तीय बोली में (i) पूर्ण रूपेण भरा हुआ एनेक्सर-11 शामिल है।

एस मुरुगवेल

(एस मुरुगवेल)

क्षेत्रीय भविष्य निधि आयुक्त-II
क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम व रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, राजाराजेश्वरी नगर / Regional Office, Rajarajeshwari Nagar

संख्या-570,26th क्रॉस, आइडियल होम लेआउट, राजाराजेश्वरी नगर, बेंगलूर-560098

No.570, 26th Cross, Ideal Home Layout, Rajarajeshwari Nagar, Bengaluru-560098



No.BG/MRD/ADM/A3/2017-18/ **108**

Date:24/08/2017

NOTICE INVITING TENDER FOR SUPPLY OF SECURITY GUARDS

The EPFO, Regional Office, Rajarajeshwari Nagar, Bengaluru - 98 invites sealed quotations from reputed / authorised firms/companies engaged in the business of providing security services to engage 03 security guards on monthly basis for its Regional Office, Rajarajeshwari for a period of one year tentatively w.ef. 01.10.2017.

TENDERING PROCESS:

Tender is invited in two parts i.e. **(1) Qualifying bid and (2) financial bid**. The tender form for qualifying bid prescribed in Annexure-I and the tender form for the financial bid prescribed in Annexure-II complete in all respects should be enclosed in two separate sealed covers and both **these sealed covers must be put inside a single sealed cover** and submitted to the Regional Provident Fund Commissioner, No. 570, 26th Cross, Ideal Homes Layout, Rajarajeshwari Nagar, Bengaluru 560098, **on or before 15.09.2017 by 3.00 p.m. in the Tender Box kept for this purpose near the Security Gate**. The inner sealed covers shall be super scribed with "**Qualifying Bid**" and "**Financial Bid**" respectively and outer sealed cover shall be super scribed with "**Bid - Contract for provision of Security Guards**".

The quotations will be opened by a committee of officers of EPFO on **15.09.2017** at 4.00 P.M in the presence of bidders at the chamber of RPFC-II at No. . 570, 26th Cross, Ideal Homes Layout, Rajarajeshwari Nagar, Bengaluru 560098. Incomplete bid documents will be rejected. The valid qualifying bids will be scrutinized by the Department to shortlist the eligible bidders and thereafter the financial bids of the short listed bidders will be opened on the same day immediately. Late submission of tenders will not be accepted.

Earnest Money Deposit of Rs. 48,000/- (Rupees Forty Eight Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of "**The Regional Provident Fund Commissioner, Rajarajeshwari Nagar-Bengaluru - 98**" should accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process.

The successful bidder of the contract has to submit a **Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt for an amount of Rs.1,60,000/-** (Rupees One Lakh Sixty Thousand only) within three days from the day of obtaining the contract.

The agency should have experience in the field of Deployment of Security Personnel for a minimum of **5 years** and should have at least **50 employees** on its roll. They should currently have the Security Contracts of at least one Government Department and / or a minimum of 3 Public Limited Companies. A certificate in this regard obtained from their employers may be enclosed, along with relevant documentary proof.

The list of all the clients and their period of contract, number of security guards engaged by them etc., should be furnished. Agencies having experience with Government Organization will be given priority. Copy of the experience certificate shall be enclosed. Agency should endorse Income Tax Clearance Certificate along with the quotation. The rate quoted should be on monthly basis for the above said work. The contractor should read the terms and conditions carefully and understand the nature of the work fully, before quoting the rates. No additional claim in any manner will be entertained in later stage.

The successful bidder has to execute an agreement for the above contract with the EPFO incorporating the prescribed terms and conditions in a non-judicial stamp paper of appropriate denomination before commencing of works.

The tenderer shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the firm through its authorized signatory. The tender forms shall be rejected if it is not complete in any aspect.

The tenderer should ensure that the qualifying Bid contains: (i) Annexure - I (duly filled-in), (ii) EMD for Rs.48,000/- (iii) All the required documentary proof (all pages signed) (iv) Signed copy of Terms and Conditions and that the financial Bid contains: (i) duly filled in Annexure - II.



(S. MURUGAVEL)
Regional Provident Fund Commissioner-II
RO, RR Nagar.

TERMS AND CONDITIONS:

The Agency will be considered for award of contract only if they agree to abide by the following terms & conditions:

1. **The agency should have obtained a license from the controlling authority under section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]"**.
2. The Duty hours for the guard on rotational shifts shall be from (i.e. 6:00 hrs. to 14:00 hrs., 14:00 hrs. to 22:00 hrs. and 22:00 hrs. to 6:00 hrs.).
3. The security personnel will work on 8 hours shift basis and if any one becomes absent alternate arrangement should be made immediately. An amount of Rs.100/- (Rupees One Hundred only) per person per day for absence of the security personnel will be levied / deducted from the monthly payment of service charges made to the agency. Under no circumstances, security personnel posted in the premises should be to continue their work beyond said 8 hours of duty a day.
4. Any change in the shift duty among the Security Guard or absence should be done only with the knowledge of Caretaker of the respective site.
5. The age of Security Personnel shall not be less than 21 years and must not be more than 45 years and shall be 10th qualified and trained guards. Ex-Servicemen/NCC Certificate holders are desirable.
6. The Guards posted should know the Regional language viz. Kannada (to speak). The security personnel should be in standard uniforms, leather shoes, identity badges, torches, baton (Rain boots and Rain coats for use during Rainy season). They should be well trained in using the weapons for Defence, fire-fighting and first aid.
7. The Security Personnel should leave the premises only after handing over their charges to their relievers after the duty hours. If any of the Security leaves the site before the arrival of the relievers, a penalty for one shifts @ Rs. 200/- will be deducted from the bill.
8. It shall be the responsibility of the Security Personnel to take care of the belongings of the Office / Staff Quarters and maintain relevant Visitors Registers / Vehicle Movement Registers.
9. The Security Personnel will be solely responsible for any damage caused to the building / property of the quarters. In case of any damage / theft the charges and the value of the loss will be recovered from the Security Agency.
10. The Guards engaged for the works will not be allowed to stay in the building after completion of the work. The Guards should not take bath or misuse the water / sleep in the office / quarters premises.

11. The Security Personnel's name and address / posting order should be sent every time of new posting.
12. Periodical change of personnel deputed for duty should be adhered to. All the change of posting should be done well within the knowledge of caretaker of the respective site.
13. Wireless connectivity either by way of cell phone or walkie-talkie has to be provided at 3 places where security personnel would be deployed.
14. Agencies should have registration numbers for Employees' Provident Fund, Employees' State Insurance, Central Labour Licences and pay the Provident Fund / Employees' State Insurance benefits to the employees. The wages paid to them should strictly comply with Minimum Wages Act and Contract Labour (R & A) Act, 1970. All these statutory liabilities shall be the sole responsibility of the agency. Documentary evidence should be enclosed with the quotation.
15. License from Labour Department as per section 12 of Contract Labour (R& A) Act, 1970 should be obtained for the contract work within 7 days of award of contract.
16. Security Personnel should be given weekly off, bonus, etc. as per the Contract Labour (R& A) Act, 1970.
17. Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department
18. In the event of any damages or losses caused by way of theft or pilferage of office properties, the officer-in-charge of security shall hold a preliminary enquiry and send a report to us. If it is felt necessary to report the case to the police, a complaint will be lodged accordingly and assistance will be rendered to police in order to trace the accused and recover the property and process the case in the Court of Law.
19. In case of any eventuality on the health and life of the security personnel either on duty or otherwise, all liabilities shall vest in the agency and the EPFO shall have no liabilities whatsoever.
20. The period of contract will be for One year. At the end of the period of contract the same may be extended by EPFO for another one year at its discretion by giving 7 days' notice.
21. In case the contractor withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee of Rs.1,60,000/- (Rupees One Lakh Sixty Thousand only) provided by the successful bidder.

22. Any deviation in the terms and conditions of the agreement will be intimated to the agency for correction once and if the agency ignores and still continues to deviate/overlook the terms and condition, a penalty @ Rs. 200/- per deviation will be deducted from the bills of the succeeding month without any notice in this regard.
23. The Regional P F Commissioner, Raajarajeshwari Nagar, Bengaluru - 98 reserves the right to cancel the contract without assigning any reasons by giving 30 days' notice.
24. The Field Officers / Supervisor should visit the site daily for the better performance of the Security Guards and countersign the Visitors Registers and the duty chart.
25. The supervisor of the agency should meet the Section Supervisor of Administration Section every week end and get the feedback of the performance of Guards posted, for streamlining.
26. The Agency is responsible for payment of monthly salary including leave salary, bonus, gratuity, etc. to the security personnel as applicable to them by law.
27. The payment will be made as per the Attendance Register duly signed by the Field Officer / Supervisor periodically at least once in a week and accepted by Caretaker of this Organisation.
28. The agency shall submit its monthly bills with all the relevant documentary proofs within 3 days of close of the billing month.
29. The payment will be done on monthly basis within 10 days of close of the billing month provided the bills with all the necessary documentary proof are submitted by the agency within 3 days of close of the month.
30. In some occasions due to budgetary constraints, the payment may be delayed for one or two months. The contractor should bear such situation and should not stop the work for want of payment.
31. **The agency shall submit its monthly bill within 3 days of close the billing month along with the proof of remittance of ESI/PF contributions pertaining to the previous month by way of challans and a statement in the proformaas prescribed by this office under para 36B of the EPF Scheme, 1952. Without submission of the above details and proof, no payment will be made to the agency.**
32. Tax will be deducted at source as per the Income Tax Rules from the monthly bills.
33. Besides the above, an undertaking in the following format should also be furnished:

“The contractor hereby agrees to undertake that he shall abide and confirm to the various provisions in so far as they relate to him as specified in Contract Labour (R & A) Act, 1970”.

Accepted the above Terms and Conditions

Signature of the Authorised Signatory with seal

SIGNATURE OF REGIONAL P.F. COMMISSIONER-II

QUALIFYING BID DOCUMENT

1. Name of the Registered Firm / Company :
2. Address of the company
(with Tel No., Fax & E-mail) :
3. Name & Address of the Partners / Directors
(with Mobile No.) :
4. Contact Person(s) (with mobile number) :
5. License No. obtained from the controlling
authority under section 7(5) of "The Private
Security Agencies (Regulation) Act, 2005"
(attach photocopy of the license) :
6. No. of years of experience* in providing
security services :
7. List of clientele* alongwith certificate of
appreciation from atleast two important
clients :
8. PAN No.
9. Service Tax Registration No. :
10. Details of Registration with EPF authorities
and ESI authorities (attach proof) :
11. Details of EMD :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

* Details in respect of government and non-government organizations may be provided in separate annexures accompanying this qualifying bid.

LIST OF ENCLOSURES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I have gone through the terms and conditions and nature of work to be undertaken. I have also visited the site physically.

(Signature of Authorized Signatory with date)

ANNEXURE - II

FINANCIAL BID DOCUMENT

Name of the firm/Company:

Work: Providing Security Services to RO, Rajarajeshwari Nagar, Bengaluru – 98.

(All Amounts in Rs.)

| Sl.NO | Category of Required Manpower | No. of persons required in each category | *Monthly Gross Wages payable per month | Employer's share of EPF contribution with admin. Charges (13.15% on EPF wages subject to the ceiling of Rs. 15,000/-) | Employer's share of ESI Contribution | Total Monthly Amount per person | Total Monthly Amount (Total per person multiplied by No.of persons required) |
|---|-------------------------------|--|--|---|--------------------------------------|---------------------------------|--|
| A | B | C | D | E | F | G=D+E+F | H=G* C |
| 01 | SECURITY GUARDS | 03 | | | | | |
| Total manpower cost per month (I)= | | | | | | | |
| # Contractor's Service Charge (at _____% of total manpower cost) (II)= | | | | | | | |
| Applicable Goods&Service Tax, if any (III)= | | | | | | | |
| ** Total Bid amount per month (IV= I+II III)= | | | | | | | |

* Gross wages payable to the employees shall not be less than the minimum wages notified by the Central Government from time to time.

#Contractor's Service Charge percentage must be specified clearly.

** Applicable income tax (presently TDS @ 2.00%) will be deducted on this amount.

Signature of Authorized Signatory with Seal