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कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT-GOVT OF INDIA)  
क्षेत्रीय कार्यालय, वड़ोदरा, गुजरात राज्य  
REGIONAL OFFICE, VADODARA, GUJARAT STATE  
भविष्य निधि भवन, अकोटा स्टेडियम रोड, अकोटा, वड़ोदरा, गुजरात-390020  
BHAVISHYA NIDHI BHAVAN, AKOTA STADIUM ROAD, AKOTA, VADODARA, GUJARAT -390 020

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NO.GJ/RPFC/BRD/ADMN-II/File(77)/Vol.II/76 Date:15.06.2012

### TENDER NOTICE

SEALED QUOTATIONS are invited from reputed Agencies for supply of approximate 10 nos. of Data Entry Operators for EPFO, Regional office, Vadodara on contract basis for a initial period of One year from the date of award of contract.(**The competent authority reserves the right to extend or reduce the period as per requirement**). The DEOs should have passed 10+2 or equivalent examination and possess speed of not less than 8000 key depression per hour. The agency will also depute one supervisory official at its own cost to monitor the work being done by their DEOs.

The interested agencies may collect tender documents from this office by paying Rs. 500/- by DD/Pay order drawn in favour of Regional P.F.Commissioner, Vadodara or may also download from website [www.epfindia.com](http://www.epfindia.com) and [www.epfovadodara.com](http://www.epfovadodara.com) , in that case the bidder has to pay the cost of Rs.500/- along with the quotation. The interested agencies may submit their quotations **latest by 28.06.2012** in a sealed envelope superscribed as **“Quotations for DEOs.”** and address to Shri S.K.Meena, Assistant P. F. Commissioner (Admn), Vadodara.

The Regional Provident Fund Commissioner, Vadodara reserves the right to accept or reject any quotation without assigning any reason/'s.

Sd/-  
(S.K.MEENA)  
Assistant P.F.Commissioner(ADM)  
Regional Office, Vadodara

To,

1. The Web Administrator  
Head Office, New Delhi.....You are requested to upload the same on Head Office, Website.
2. The Assistant Programmer  
Regional Office, Vadodara....with a direction to upload the tender today.

**TENDER DOCUMENT FOR SUPPLY OF  
DATA ENTRY OPERATORS AT  
EMPLOYEES' P.F. ORGANISATION,  
REGIONAL OFFICE, VADODARA  
(GUJARAT)**

**COST :Rs. 500/-only**

**TERMS & CONDITIONS**

1. The agency should be covered under the EPF/ESIC Act and shall have the responsibility to comply with all statutory regulations like, EPF, ESIC, Service Tax and other labour laws.
2. The Agency should possess the applicable Labour License for supply of manpower to EPFO, RO, Vadodara.
3. The agency should endorse Income Tax Clearance Certificate along with the quotation.
4. The Successful agency has to execute an agreement with EPFO, RO, Vadodara before commencing the work.
5. The Earnest Money amounting to Rs. 20,000/-(Rupees Twenty Thousand) should be deposited in the form of DD/Pay Order in favour of "Regional P.F.Commissioner", Vadodara at the time of submission of Tender.
6. The Successful agency should deposit security deposit (Performance Security) @ 5% of total Value of One Year within 7 days from the date of award of the contract in the form of DD favoring "Regional P.F.Commissioner" Vadodara or Bank Guarantee from any Nationalized Bank for the above said amount which will remain valid for a period of Sixty days beyond the date of completion of contract. EMD will be refunded to the successful bidder on receipt of the Performance security.

7. Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.
8. The agency should read the terms & conditions, scope of Work fully before quoting the rates. No additional claim if any will be entertained at later stage.
9. The Data Entry Operators should have passed 10+2 or equivalent examination and should possess speed of not less than 8000 key depression per hour and should have 1 year work experience in Data Entry work.
10. The type of job to be performed and per day target/performance requirement and conditions of payment can be obtained from Assistant P.F. Commissioner (ADMN).
11. The working hours will be 8 hours per shift.
12. The payment will be made on monthly basis on receipt of the Bill from the agency. The Agency shall make the payment of the staff engaged before the 5<sup>th</sup> of following month.
13. TDS shall be deducted from the bill amount as per Income Tax rules.
14. The agency will be solely responsible towards all its statutory dues and compliances including payment of minimum wages as per rules, various labour laws and social security regulations and contribution towards Gujarat Labour Welfare Board as applicable.
15. EPFO, RO, Vadodara will not be responsible for any contingency/accident occurred while working the premises of the office.
16. 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 of the said losses.
17. The agency should invariably provide ID cards to its work force applied to entering in office premises.
18. Structure of wage payable to Data Entry Operator category should be specified.
19. The competent authority reserves the right to extend or reduce the period as per requirement.

## **SCOPE OF WORK**

1. 5 days of working (Monday to Friday) with eight hours of duties.
2. Closed holiday to be decided by EPFO.
3. Nature of Work is as follows:

Sr. No.	Nature of Work	Output
01.	Form 3A Entry Form 12A Entry Challan Entry Form 5 Entry/ CPAS Entry(Claim Counter)	350 Per day 700 Per day 600 Per day 250 Per day 1000 Per day
02.	Scroll Entry, Verification of claim papers, Form Entry	300 Per day
03.	IDS Entry (Work Sheet-Pension) With Printing of W/S sorting, desp. Work, Set Preparation	150 Per day
04.	CRB Entry Receipt Entry for our-region cases Despatch Data Entry, Dispatch File Entry	500 Per Day 1000 Per day 1000 Per Day
05.	Damages Entry	1000 Per Day
06.	Any other Miscellaneous Work	As decided by the concern Section officials.

4. Payment shall be released to the Agency on monthly basis on assessment of performance/output of each DEO within 15 days of receipt of the bill.
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 i.e 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 DEO's on contract, based on requirement in the office.

**Tender Offer-cum-Undertaking Form**

Date.....

Tender reference No.....

To,  
The Regional P.F.Commissioner,  
Regional Office, Vadodara

Sub: Sealed tender offer for supply of manpower

Sir,

Having examined the tender documents including all Annexures the receipt of which is hereby duly acknowledged' we the undersigned office our tender for supply of manpower as required by the EPFO, Regional Office, Vadodara in conformity with the said tender document.

We undertake, if our tender offer is accepted to commence contract within Seven days from the date of receipt of your Notification of Award.

If our tender offer is accepted, we will furnish the guarantee in sum equivalent to average payment of one month or Rs. 30,000/- (Rupees Thirty Thousand only) whichever is higher for the due performance of the contract during the contract periods. The decision of The EPFO, Regional Office, Vadodara for calculation of average monthly payment of the purpose of security deposit will be accepted and executed.

We agree to abide by this tender offer for a period of three months shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

Dated this.....day of .....2012

Signature.....

(In the capacity of).....

Duly authorized to sign the tender offer for and on behalf of

**ANNEXURE-B**

**PART-I**

**TENDER DOCUMENT(TECHNICAL BID)**

**EPFO, VADODARA INVITES QUOTATION FOR PROVIDING DATA ENTRY OPERATORS etc. MANDATORY CONDITIONS FOR BIDDER.**

**PROFORMA FOR TECHNICAL BID**

(In separate sealed cover-I superscribed as Technical bid)

1.	Name & Address of the Tenderer organization/ Agency with Phone No., e-mail and name and telephone/mobile no. of contact person				
2.	Experience in the work of Data entry etc. Particulars of experienced (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job carried out. The agency must attach copies of certificates(s) about “ Satisfactory Performance from previous employer(s) in following format:				
3.	Name of organization with complete address and telephone no. to whom services provided	From	To	Contracted Amount(Rs. Per month)	Reason for termination
4.	Set of your organization, clearly indication details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:				
a.	Is the Establishment registered with the Government. Please give details of the registration number, licence Number along with document/evidence.(Gumasta Dhara)				
b.	Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in EPFO, Vadodara.				
5.	Are you covered by the labour legislations, such as ESI,EPF,Gratuity Act etc.				
6.	Please furnish EPF No:				

	ESI Code: Gratuity Act Reg. No: Gumasta Dhara No: License Number:	
7.	Are you governed by minimum wages rules of the Central Govt of India, if yes give details	
8.	Pleas attach copy of last return of income tax	
9.	Pleas attach balance sheet of the company duly certified by chartered accountant for last three years	
10.	PAN No: please attach copy	
11.	VAT No: (Please attach copy)	
12.	Service Tax No: Please attach copy	
13.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14.	Power of Attorney/Authorization for signing the bid documents.	
15.	Details of DD of Rs. 20000/- towards bid security (EMD) and DD of Rs. 500/- in case tender document is downloaded from EPFO website. The DD should be in favour of "Regional Provident Fund Commissioner" payable at Vadodara.	

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

.....

.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

**PART-II**  
**PROFORMA FOR FINANCIAL BID**

(In sealed cover-II superscribed "Financial Bid")

Sr. No.	Wages	DEO	Remark, if any
01.	Basic Wages +DA		
02.	EPF on (Basic wages & DA of salary) @ 12% statutorily requirement up to Rs. 6500/- only		
03.	EDLI & ADMIN charges @ 1.61%		
04.	ESI @ 4.75%		
05.	Total Statutory Charges from Sr. 2 To 4		
06.	Total Wages and statutory charges ( Sr. No.1 + 5)		
07.	Service Charges @		
08.	Total of Sr. No.6 & 7		
09.	Service Tax @		
10.	Grand Total (Sr. No. 8 +9)		

**(Enclose the latest copy of Minimum Wages issued by Central Govt of India)**

**Declaration by the bidder:**

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

**Note:**

1. No other charges would be payable by client.
2. There would be no increase in rates during the contract period except provision under the terms & conditions and increasing of minimum wages by the govt time to time.
3. The rates arrived at and quoted by bidder in Row 10. Above will be considered as the price bid and will be payable to the selected bidder.

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

.....

.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date: