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EMPLOYEES' PROVIDENT FUND ORGANISATION  
(MINISTRY OF LABOUR-GOVT OF INDIA)  
REGIONAL OFFICE, VADODARA, GUJARAT STATE

BHAVISHYA NIDHI BHAVAN, AKOTA STADIUM ROAD, AKOTA, VADODARA, GUJARAT -390 020

No. GJ/RPFC/BRD/RO/ADMN-II(File No.50)/612

Date:14.06.2011

### **TENDER NOTICE**

SEALED QUOTATIONS are invited from licensed Security Agencies for providing 4 Nos. of Security Guards on contract basis in the office building of Employees' P.F.Organisation, Regional Office, Akota, for the year 2011-2012.

Complete Sealed Quotations shall be sent to Shri. Govind Sharma, Assistant P. F. Commissioner (Admn), Vadodara at above mentioned address **latest by 27.06.2011**. The Sealed cover shall be superscribed as "**Quotation for Security Guards.**" The interested agencies may visit our EPFO Website [www.epfovadodara.com](http://www.epfovadodara.com) and [www.epfindia.com](http://www.epfindia.com) for downloading the **Terms & Conditions**.

Sd/-  
(GOVIND SHARMA)  
Assistant P. F. Commissioner (Admn)  
Regional Office – Vadodara.

To,

1. The Web Administration

Head Office, New Delhi.....With a request to upload the above Tender Notice along with the attached Terms & Conditions on our EPFO web site  
Mentioning the subject below:

**(Sealed quotation invited from licensed Security Agencies for providing 4 Nos. of Security Guards in the office building of EPFO, Regional Office, Vadodara for the year 2011-12)**

2. The Assistant Programmer

Regional Office, Vadodara.....With a direction to upload the above tender Notice along with the terms & conditions attached herewith.  
Subject of Tender Notice mentioned at Sr. No.1.

## TERMS & CONDITIONS

- 1. The rates given should not be lower than the wages prescribed under the Minimum wages Act.**
- 2. The Agency should have been covered under the EPF&ESI act and all its employees are extended the benefits under the said Acts.**
- 3. The Security Guards provided by the Agency should be between 18-45 years of age and energetic.**
- 4. There must be three shifts per day with 8 hours duty per shift and same person should not be deployed for continuous shifts.**
- 5. If any theft/fire accident occurs due to negligence of Security Guards, the agency will be responsible for the loss and agency shall recoup the loss.**
- 6. Merely applying by giving quotations can't be claimed as a matter of right for awarding the contract.**
- 7. The undersigned reserves the right to terminate the contract at any time without assigning any reasons to the agency.**
- 8. A caution may Deposit equal to one months' salary for 4 Nos. Security Guards should be deposited upon selection by the selected Agency.**
- 9. The Selected Agency shall get the verification of character and antecedent done of the security guards and shall submit the bio-data with the photograph of the security personnel to be deployed.**
- 10. If any of the security personnel deployed is found not working satisfactorily, the Agency shall have to withdraw such personnel within 24 hours from this office.**
- 11. Opening of the office doors/locks during morning hours for cleaning and closing the windows/Windowpanes/doors and putting locks after office hours shall be the responsibility of the security personnel on duty. The Security guards shall ensure all the light/fans and other electrical equipments are switched off after the staff have left.**

- 12.The security guards should have knowledge of switch of the DG set in case of power cut and switch off the DG set also.**
- 13.The agency shall supply Uniforms, Shoes and caps, torch and cells, baton, stationery for writing duty charts etc. on their own and shall provide supervisor to check the performance of security guards on their own expense.**
- 14.The contract will be awarded initially for one year which may be extended for further period of one year based on performance of the Agency.**
- 15.If the Agency wishes to terminate contract, at least 3 months notice should be given to this office. The power is reciprocal for the organization also.**
- 16.The Agency shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency during the contractual period.**
- 17.If the agency failed to deploy the person at any day, they shall be liable to pay the penalty that may be informed by/to the organization.**

**The Quotation would be received by the undersigned up to 5 PM on 27.06.2011.**

**Sd/-  
(GOVIND SHARMA)  
Assistant P.F.Commissioner(ADMN)  
Regional Office, Vadodara.**