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कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR-GOVT OF INDIA)

क्षेत्रीय कार्यालय, वडोदरा, गुजरात राज्य

REGIONAL OFFICE, VADODARA, GUJARAT STATE

भविष्य निधि भवन, अकोटा स्टेडियम रोड, अकोटा, वडोदरा, गुजरात-390020

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

390 020

No: GJ/RPFC/BRD/Admn-II/File(50)/738

Date:10.01.2012

TENDER NOTICE FOR CONTIGENT STAFF, SWEEPER, ELECTRICIAN & GARDNER

On behalf of Employees' P.F.Organisation, Regional Office, Vadodara sealed tenders under two bid systems are invited from reputed and experienced Manpower agencies for providing contingent staff at the above mentioned address.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed cover-I containing "**Technical Bid**" and Sealed cover-II containing "**Financial Bid**" should be placed in a third Sealed cover superscribed as "**Tender for Contingent Staff for Regional Office, Vadodara**" and should reach at the office on or before 31.01.2012 at 5:00 PM. All other details like EMD, Cost of Tender document, Terms and conditions, eligibility, last date for submission of bids etc may be seen on the EPFO Website www.epfindia.com & www.epfovadodara.com or can have from this office.

The offer made by interested agencies shall be examined by this office which shall reserves the right to reject any/all proposals without assigning any reason.

Sd/-

(P.K.DATE)

Assistant P.F.Commissioner(ADM)

Regional Office, Vadodara

To,

The Assistant Programmer

Regional Office, Vadodara.....with a direction to upload the tender notice along with all tender documents attached with this Notice.

(Subject for Tender: Regional Office, Vadodara calling quotations from reputed Manpower agencies for providing Contingent staff, Housekeeping, Electrician & Gardner.)

PART-I
TENDER DOCUMENT

EPFO, VADODARA INVITES QUOTATION FOR PROVIDING CONTINGENT STAFF, SWEEPER, ELECTRICIAN AND GARDNER etc. MANDATORY CONDITIONS FOR QUALIFICATION OF 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 providing contingent Staff, Sweeper 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 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:	
7.	Are you governed by minimum wages rules of the Govt of India, if yes give details	
8.	Please attach copy of last return of income tax	
9.	Please 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. 15000/- towards bid security (EMD) and DD of Rs. 500/- in case tender document is downloaded from EPFO website.	

(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.	Particulars	Required unit	Rate per person per day excluding taxes (following the minimum wages of Govt.of india)	Total Amount
A	Contingent Staff(MTA)	05		
B	Sweeper	05		
C	Electrician	01		
D	Gardner for 3 Hours	01		
01	Other charges, Please specify			
02.	Service Tax			
03.	Total Amount (In Rs.) is not liable to change			

(Enclose the copy of Minimum Wages issued by 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 3. 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:

TERMS AND CONDITIONS

1. The contract is valid only for one year and can be renewed for further period solely at the discretion of the Regional P.F.Commissioner-I, Regional Office, Vadodara.
2. Agency will be responsible to pay minimum wages to their employees as per order of Government of India and to deposit all statutory dues (i.e PF/ESIC & Service Tax etc.)
3. The agency shall pay the wages to the Employees within 5 days o the close of each calendar month by Account Payee cheque only, irrespective of when it has collects its payment from this office.
4. The agency shall submit monthly bill along with proof of payment of wages contribution to PF. ESIC, Attendance sheet etc by 5th of every month. EPFO will release payment to the agency after verifying of the same in order.
5. The Employees' Provident Fund organization reserves the right to deduct any statutory dues form the bill of contractor/agency in case of default.
6. Agency will make necessary arrangement to deploy on supervisor with mobile phone facility who shall be engaged for monitoring the discipline, decorum, all other aspect of the employees and any other personnel deployed by the agency to this office. The agency will be responsible for discipline and good conduct of their employee.
7. In case of any loss of [property of the organization- caused by the employees of the agency, the agency will be responsible for making good the said losses. The bill will be paid by the organization after due verification.
8. In case of breach of any of the terms and conditions committed by the agency, the EPFO reserves its right to terminate the contract.
9. In case the agency is found to have failed to execute the work as specified in the scope of work below, as per satisfaction of EPFO, RPFC retains the right to either out rightly terminate the contract and to appropriate reduce amount from total bill payable to the agency.
10. The Regional P.F.Commissioner-I, Vadodara will have the right to terminate the contract after issued of one month notice without assigning any reasons. In case of such the termination of contract, the agency will handover charge to person/persons

nominated by the Regional P.F.Commissioner-I Regional office, Vadodara before payment of final bill.

SCOPE OF WORK

1. Daily sweeping of entire office premises (Indoor & outdoor) including all chambers thrice a day.
2. Daily Cleaning of Carpet, windowpane of the entire office building are to be cleaned properly.
3. Cleaning of all toilets thrice a day.
4. Agency will have to do dusting work of all section every second day.
5. The agency should ensure that, while performing this work utmost care is taken to maintain hygien, avoid wastage of water and proper supervision of all the work from time to time regarding the above requirement.
6. **The supervisor will inform to the concern person of this office about completing of daily work by 9:00 AM.**
7. **The required skilled labours having at least one year experience in housekeeping work.**

Signature of the bidder with seal