



PHONE: (0265) 2331589  
(0265) 2331590  
Fax : (0265) 2343505  
Email : ro.vadodara@epfindia.gov.in

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**(MINISTRY OF LABOUR & EMPLOYMENT, GOVT OF INDIA)**  
**REGIONAL OFFICE, VADODARA, GUJARAT STATE**  
**BHAVISHYA NIDHI BHAVAN, AKOTA STADIUM ROAD, AKOTA, VADODARA, GUJARAT -390 020**

No: GJ/RPFC/BRD/Admn-II/File(50)/63

Date:05.06.2012

### **TENDER NOTICE FOR SECURITY GUARDS**

On behalf of Employees' P.F.Organisation, Regional Office, Vadodara sealed tenders under two bid systems are invited from reputed, licensed and experienced Security agencies for providing 4 Nos. of young & energetic Security guards 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 Security Guards for Regional Office, Vadodara**" and should reach at the office on or before 20.06.2012 at 3:00 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](http://www.epfindia.com) & [www.epfovadodara.com](http://www.epfovadodara.com) or can have from this office between 11:00 AM to 5:00 PM in any working day.

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

**PART-I**  
**TENDER DOCUMENT(TECHNICAL BID)**  
**EPFO, VADODARA INVITES QUOTATION FOR PROVIDING YOUNG AND**  
**ENERGETIC SECURITY GUARDS 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 providing Security Guards 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. 15000/- 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	Security Guards	Remark, if any
01.	Basic Wages		
02.	EPF on Basic wages @ 12% restricted 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:

## **Duties and responsibilities of the Security Guards**

The agency personnel supplied ought to be polite firm, disciplined, physically fit and alert, smartly dressed in uniform with cap. To attend to complaints of visitors, check, control and restrict entries to Staff/Workers/ Authorised personnel of organization and other by valid passes or searching if required and movement of vehicles and incoming/outgoing materials and time keeping. Maintain strict security of men, material and premises and maintain diary to note all important events/ happening, information received to the management. Entirely responsible for theft of easily movable open items such as bathroom fittings, fans, telephone instruments, computer systems, Fire Fighting systems etc.

1. The Security Guard on duty shall maintain proper register of all the guests coming to meet of the officers of this office.
2. Not to leave the place of duty under any circumstances until and unless properly relieved. Should keep and sign accordingly in handing/taking over register.
3. Prevent misuse of Electricity and water and maintain necessary log books.
4. In case of fire during or after office hours, the security Guards on duty will immediately alert to Assistant Provident Fund commissioner(ADM) and inform the nearest Fire Station and assist in fire fighting operations.
5. The names of the Security personnel should always be displayed by them on their Uniforms for identification purposes.
6. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of Security Guards.
7. The Security Guards at all times comply with all directions and instructions issued by the competent Authority of this office. Non compliance of instructions can lead to termination of agreement.

## **TERMS & CONDITIONS**

1. The rates given should not be lower than the wages prescribed under the Minimum wages Act of Central Government issued time to time.
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. Caution money may be deposited 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 on the DG set in case of power cut and switch off the DG set also.
13. The agency shall supply whistle, 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.

Sd/-  
(S.K.MEENA)  
Assistant P.F.Commissioner(ADMN)