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കര്മചാരി ബവിയ നിധി സംഗമന
(ബ്രഹ്മ മന്ദാലയ , മാരത സര്കാര്)
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എംപ്ലോയീസ് പ്രൊവിഡന്റ് ഫണ്ട് ഓർഗനൈസേഷൻ
(ബതരയിൽ മന്ദാലയം, മാരത സർകാർ)
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പട്ടമ, തിരുവനന്തപുരം 695 004

EMPLOYEES' PROVIDENT FUND ORGANISATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
REGIONAL OFFICE, KERALA
"BHAVISHYANIDHI BHAVAN", PATTOM,
THIRUVANANTHAPURAM - 695 004

No.KR/TVM/Adm.II (1)/Security Arrangements/2017

Dated: 10/01/2017

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed agencies deploying Ex-service personnel for security services for supply of 6 security personnel and 4 lady cleaning staff for the period 01/02/2017 to 31/01/2018. The last date of submission of quotation is 20/01/2017 4:00 pm.

CONDITION

1. The agency should only be engaging ex-service personnel and their family members, and the agency should be in existence for at least 5 years.
2. The agency should have all required registrations and the payments to the security personnel and cleaning staff and should not be less than the minimum wages prescribed by the Government of India / Kerala.
3. The age limit of the security personnel to be deployed should not be more than 60 years and they should not be continuously deployed for more than three months.
4. The agency shall be solely responsible for the action, inaction and negligence of the staff deployed and shall make good any loss caused to EPFO or any third person by the security and cleaning staff provided by the agency.
5. The period of the contract shall be with effect from 01/02/2017 to 31/01/2018. The contract can be terminated by either party by giving 30 days notice. However in the event the RPFC decides so, the agency should be willing to provide the service for 3 months beyond 31/02/2018 on the same terms and conditions.
6. The rates quoted by the agency (should be in figures and words) shall be for 8 hours of duty and include Wages, Service charges, Service tax, Cess, EPF, ESI and other statutory dues as applicable to them.

- The rates of wages, service charges fixed will be for the period of contract, no increase in the rates shall be made during the period.
7. The number of security guards required is six per day and four lady cleaning staff. The agency shall provide additional Security guards/lady cleaning staff if required by RPFC or the person authorized by him.
 8. The agency should provide proper uniform and other equipments to the Security Guards for proper discharge of their duties.
 9. Security Guards will be on duty round the clock (2 guards at a time).
 10. The lady cleaning staff will have to clean the office building, guest house building, office premises and staff quarter premises. Their duty timings will be from 7:00 am to 3:00 pm (Monday to Saturday including holidays).
 11. An agreement shall be signed and executed by the successful bidder and the Regional Provident Fund Commissioner on the conditions mentioned herein.
 12. RPFC, Kerala reserves all the right to reject, cancel or extent the period of quotation at any time without specifying any reason.
 13. The quotation shall be accompanied by an EMD Rs. 10,000/- (Rupees ten thousand only) as Demand Draft in favour of Regional Provident Fund Commissioner, Pattom, Trivandrum. The Demand Draft will be returned to the unsuccessful bidders after the process is over.
 14. The successful bidder has to furnish a security of Rs. 1,00,000/- (Rupees One Lakh only) as bank guarantee.
 15. There shall be no employer-employee relationship between the RPFC and the staff deployed by the agency.

Sd/-

RENU RAMCHANDRAN
REGIONAL P F COMMISSIONER

FORMAT OF QUOTATION

- 1 Name and address of the agency with telephone number -
- 2 Name and designation of the responsible person with mobile number -
- 3 Income tax, PAN and Service tax related numbers of the agency -
- 4 EPF/ ESI Code Number -

RATE QUOTED FOR ONE SECURITY GUARD (Total for 8 hours duty)

- 1 Wages (for 8 hour duty) -
- 2 Service charge of the agency (per duty) -
- 3 EPF employer contribution -
- 4 ESI employer contribution -
- 5 Service tax including cess -

RATE QUOTED FOR ONE LADY CLEANING STAFF (Total for 8 hours duty)

- 1 Wages (for 8 hour duty) -
- 2 Service charge of the agency (per duty) -
- 3 EPF employer contribution -
- 4 ESI employer contribution -
- 5 Service tax including cess -

I have read and understood the general condition in the Notice number KR/TVM/Adm II(1)/Security arrangements/2017 dated 10/01/2017 and agrees to abide the same.

Place:

Date:

Name and Signature of the Authorised person

Documents to be enclosed

1. Demand Draft for Rs. 10,000/- in favour of Regional PF Commissioner, Trivandrum.
2. Copy of Registration under Contract Labour (R & A) Act, 1970.
3. Copy of PAN Card.
4. Copy of Service tax registration.
5. Copy of EPF Challan and ECR Annexure.
6. Copy of ESI Challan (if applicable).
7. Copy of Bank Statement for last 1 month.