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कर्मचारी भविष्य निधि संगठन  
(श्रम मंत्रालय , भारत सरकार)  
क्षेत्रीय कार्यालय, “भविष्यनिधि भवन “  
पट्टम, तिरुवनन्तपुरम 695004



എംപ്രോയിഡീസ്

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“പ്രൊവിഡൻ്റ് ഫണ്ട്” ഓർഗനൈസേഷൻ  
(തൊഴിൽ മന്ത്രാലയം ഭാരത സർക്കാർ)  
മേഖലാ കാര്യാലയം, ഭവീഷ്യനിധി ഭവൻ  
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**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
(MINISTRY OF LABOUR, GOVT. OF INDIA)  
REGIONAL OFFICE, KERALA  
“BHAVISHYANIDHI BHAVAN”, PATTOM,  
**THIRUVANANTHAPURAM - 695 004**  
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No.KR/Adm.II (2)/Security arrangements/2011

Dated 14.10.2011

### **NOTICE FOR INVITING QUOTATION**

Sealed quotations superscribing “Quotation for Deployment of Security Guards and Cleaning staff” are invited from reputed agencies by the undersigned for deployment of security guards in the Regional office and Staff quarters premises of “Bhavishyanidhi Bhavan”, EPFO, Pattom Trivandrum -695004 for a period of one year fro 01 11.2011 to 31. 10. 2012 as per terms and conditions stated below:

1. To provide security and adequate protection to the “Bhavishyanidhi Bhavan”, EPFO, Pattom Trivandrum -695004 for 24 hours a day, 7 days a week for the whole month by engaging not less than six security personnel, and 3 cleaning staff for cleaning EPF Office and its premises including guest houses from 7am to 3pm on all week days except on Sundays.
2. Quotations should reach the undersigned on or before 28 .10.2011, by 14.00 hours. Bids received after 14.00 hours on 28.10.2011 will not be considered. Contract will be awarded based on the evaluation made on rate, experience and other terms and conditions mentioned in the bid. An EMD of Rs.1,000/- (Rupees One Thousand only) by way of DD drawn in favour of Regional Provident Fund Commissioner, Regional Office, Trivandrum payable at Trivandrum which is refundable should accompany the quotation. Bids without the requisite EMD will be rejected forthwith.
3. Monthly rate for deployment of security personnel should be inclusive of all statutory payments such as EPF contributions, ESI, Service Charges, etc. and taxes, if any payable and should be shown in the quotation. No additional charges will be made to the agency other than the charges quoted by them. **Other terms and conditions are as under:-**

1. The number of Security personnel shall not be less than six for 24 hours security service on both gates of EPF compound.
2. The number of cleaning staff is 3 personal every day
3. Regional Provident Commissioner, Kerala will decide the number of personnel to be deployed and the agency should provide those personnel under the same terms and conditions as and when required i.e. Regional Provident Commissioner, Kerala shall have the liberty to increase or decrease the number of personnel required by this office.

4. The agencies covered under the EPF & MP Act 1952 and the ESI Act, and should not be defaulter of EPF will only be considered for the bidding process.
5. Employee's and employer's share of EPF and other charges will be deducted from the amount payable to the agency calculated on the wages as defined in the EPF & MP Act 1952, and shall be remitted by this office in the respective EPF account of the employees.
6. The security personnel provided shall not be more than 55 years of age and with robust health.
7. It will be the duty of the Agency to depute substitute in case the personnel deputed proceeds on leave or absents by himself.
8. The Agency will be liable to compensate for any loss or damage caused due to the failure of its personnel to perform his duty.
9. The agency shall replace the personnel deputed by it if his performance is not satisfactory to this office.
10. The personnel provided shall be supplied with uniform and identity card, Stick, torch, umbrella, rain coat, gum boot etc by the agency itself.
11. The antecedents and character of the security personnel must have been certified.
12. The agency will be liable to pay wages not less than the minimum wages prescribed by the Ministry of Labour & Employment, Govt. of India/Kerala to the Personnel deployed .Quotations which is found less than the said "minimum wages" plus statutory payments will not be considered.
13. The agency must be a reputed one having adequate experience in this field, and preferably Ex-service personal.
14. The EPFO reserves the Authority to reject any or all the bids or /and cancel the bidding without assigning any reasons thereof.
15. Regional Provident Commissioner, Kerala shall have the liberty o terminate the contract at any time without assigning any reasons and also to extent the contract for a further period of one year or more on the same terms and conditions.

Sd/-  
(S.VIJAYAMOHANAN PILLAI)  
Assistant Provident Fund Commissioner (Adm)

To

Notice Board  
Web site