

	<p>कोयला खान भविष्य निधि आयुक्त का कार्यालय (भारत सरकार, कोयला मंत्रालय का एक सांविधिक निकाय) OFFICE OF THE COMMISSIONER COAL MINES PROVIDENT FUND ORGANISATION (A STATUTORY ORGANIZATION UNDER MINISTRY OF COAL, GOVERNMENT OF INDIA) मुख्यालय, HEADQUARTERS OFFICE, कार्मिक अनुभाग PERSONNEL SECTION *****</p>	<p>पुलिस लाईन, / POLICE LINE, धनबाद / DHANBAD पिन – 826014 / PIN-826014 (झारखण्ड) / (JHARKHAND) Phone No / फोन न० 0326- 2202114 Fax No / फैक्स न० 0326- 2202297</p>
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E-Tender Notice

TENDER REF: CMPFO/1(1)/SMWS/ HQ/ Pers/2017/391

Dated:-04/12/2017

1. **Critical Dates.** The critical dates with respect to this Tender are as follows:-

Sl. No.	Item	Date	Time
1	Tender Publishing Date and time	08-12-2017	12 p.m.
2	Tender Document download and submission start Date & Time	09-12-2017	12 p.m.
3	Bid Submission End date and time	07-01-2018	11 a.m.
4	Tender opening Date and time	08-01-2018	11 a.m.

Online tender is invited for deployment of contract worker from reputed Companies/firms/organisations/individuals/societies /NGO etc. those are in the similar business at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. by CMPFO, Dhanbad in TWO BID SYSTEM i.e. Technical Bid and Commercial Bid for hiring of services/deployment of contract worker for offices of Coal Mines Provident Fund Organisation located at different states. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> or Organisation website www.cmpfo.gov.in. Tender can be closed at any stage without assigning any reason.

Tender fee in shape of DD/Banker Cheque of Rs 1500/- (Non-refundable) should be submitted in favour of the Commissioner, CMPF. However, scanned copy of tender fee and EMD should be uploaded on website along with bid part. The hard copy of the same in original to be sent to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received within due date the bid will be rejected summarily.

The Original EMD and tender fee should be sent to:

The Regional Commissioner-II (Adm)
Coal Mines Provident Fund Organisation,
Headquarters Office, Dhanbad,
Jharkhand, India, Pin: 826014

Non-receipt of original EMD (if applicable) and tender fee before opening the bid will lead to rejection of tender.

Scope of Services/details of required contract worker:-

Sl. No.	Nature of Work	Category	Total Number	Work place
01	Cleaning work	Unskilled	13	Dhanbad, Kolkata, Deoghar
02	Electric khalasi/Valve-man	Unskilled	02	
03	Cook	Skilled	01	
04	Wireman/Electrician/	Skilled	04	
05	Official work(Peon)	Unskilled	24	
Total required manpower(tentative)			44	

SUBMISSION OF TENDER:-

1. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e.<https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and EMD. Late tenders will not be accepted.
2. The online bids shall be opened at the office of the Commissioner, Coal Mines Provident Fund Organisation, Headquarters Office, Dhanbad on above mentioned date and time. If the tender opening date happens to be a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. CMPFO, Dhanbad will not be responsible for any error like missing of scheduled date while downloading by the Bidder.
3. The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions, shall be liable for rejection. **Please also fill up Check list(Annexure-I) enclosed herewith.**
4. The bidder shall upload scanned copy of the PAN Card, GST number ,VAT return, Service tax registration number duly signed and stamped.
5. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

INSTRUCTIONS:-

1. The bidder must have valid registration with EPF, ESIC and labour license for deployment of human resources in any Central/State/Private/Public Department.
2. The Online bid should be submitted directly by the Company/Firm/NGO/Society/Individual etc who fulfil the condition, if quotation is submitted by any representative/agent etc then they must upload tender specific authorisation letter for quoting the price otherwise such quotation will be rejected.
3. The quantity mentioned under service scope shall be deemed to be only approximate and will not in any manner be binding on the Organisation. Before the deadline for submission of the online bid, CMPFO, Dhanbad reserves the right to modify the tender document terms & conditions and such amendment/modification will be notified on website against said tender ID.
4. Selected firm will have to deploy the required contract workers in the offices of the Organisation located at different states within Country.
5. *The prices should be quoted as per BOQ. Conditional tenders will summarily be rejected.*

6. No any advance payments will be made to selected bidder/firm.
7. The successful bidder will have to deploy the requisite contract worker as per requirement within a period of one month from the day of issue of the work-order and Contract Agreement will be executed with the successful bidder only as per terms & conditions laid down in floated tender.
8. Validity of offer: 90 days from the date of publishing of Tender Notice.
9. Security Deposit/EMD @ 2 % of contract value as per norms is to be deposited by the bidders, in form of DD/ Banker's Cheque or Bank Guarantee to remain valid for 90 days. EMD of the unsuccessful bidders will be returned within day after the award of the contract without any interest. The Bid Security of the successful bidder would also be returned, without any interest after execution of agreement. Bid security/EMD is not required in respect of Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department .
10. The bidder should have prior experience of working in the Central/State/ Private/Public Department.
11. Minimum wages as decided by the Central Government will be applicable/payable based on attendance.
12. The right to reject all or any of the bid and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved with CMPFO, Dhanbad. Bidders may visit website <https://eprocure.gov.in/eprocure/app> and www.cmpfo.gov.in for any corrigendum and addendum.
13. Disputes, if any, shall be subject to jurisdiction in the Court of Dhanbad only .If any information and document submitted by the bidder are found to be false/incorrect at anytime, the CMPFO reserve full right to cancel the offer and take suitable action, as deemed fit including termination of the contract.
14. CMPFO reserves right to increase or decrease the scope of service i.e. manpower at any stage.
15. Contract workers deployed by the selected bidder should not below the age of 18 years as on 1st January, 2018 and medically fit to perform their duties.
16. Contract worker will not have the right to claim for a payroll of Coal Mines Provident Fund Organisation and also contract workers will not make any correspondence directly with CMPFO. Any disputes or court cases will be total responsibility of contractor/agency/bidder.
17. The decision of the Commissioner, CMPFO for selection of agency will be final.
18. The element of GST should be specifically mentioned by the bidders in its quote. Agency can charge GST at the prevailing rate.
19. **TDS shall be applicable under relevant provisions of Income Tax Rules at the prevailing rate.**
20. Successful bidder will have to timely deposit the contribution of Employer share of EPF, ESIC being the principle employer. Successful bidder will also have to provide the attested copy of challans and receipt of deposited amount of EPF, ESIC in respect of individual contract worker and taxes to this office every month with the bill, without fail.
21. Payment shall be made by CMPFO on monthly basis only after receipt of confirmation of payment of wages to the Contract worker (which will ensure that contractor has paid at least minimum wages to each contract workers) and receipt of payment made towards ESIC and EPF of both shares i.e Employee Share & Employer's Share etc. against each contract workers of the month for which monthly bill is to be paid by CMPFO. All the payments to the firm shall be made on

submission of bill in triplicate duly stamped . All Charges specified in the agreement shall be billed by successful bidder and shall be payable by the CMPFO within 21 days from the date of receipt of the bills.

22. If either of the party desires to terminate the agreement during the contract period, they can do the same by giving three months notice in writing for non-performance of any of the articles of this agreement.
23. To avoid litigation and disputes during the course of execution of the awarded work between the contractor and CMPFO, effort shall be made first to settle the disputes at the Organisation level. If dispute still persist, the settlement of the dispute shall be dealt with as per the Guidelines issued by various department of Government of India in this regard. In case of parties other than Govt. Agencies the redressal of the dispute may be sought in the Court of law at Dhanbad Jurisdiction.
24. The contractor shall make request in writing to the Commissioner, CMPFO for settlement or such disputes/claims within 30(Thirty) days of arising of the cause of dispute/claim, failing which no disputes claims of the contractor shall be entertained by the Organisation.
25. The Organisation will execute an agreement with the successful bidder **for a period of two years which** may be further extended on mutual agreed basis.
26. **Important Note** :- Successful bidder will have to pay the minimum wage to the deployed contract workers. Being Principal Employer, the successful bidder have to pay the matching contribution of EPF/ESI etc. to the concerned Authority.
27. The contractor should provide two set of uniforms to the engaged contract workers and Company's identity Card . CMPFO will not pay any charges for the Uniforms and Identity Card.
28. Accommodation and conveyance will not be provided by CMPFO.
29. The selected firm/bidder will be fully responsible to follow the labour law during execution of work in the contract period . The CMPFO will not be responsible towards any miss happening with contract worker at work place at CMPFO Premises.
30. **The bidder must have registered under Companies Act, 1965 (No. 1 of 1956).**
31. If official property damaged by any of engaged workers, the value of such damages as decided mutually, will be recovered from the monthly bill of the Contractor.

(H.D.Pathak)
Regional Commissioner-II/Adm

CHECKLIST OF TENDER DOCUMENT SUBMITTED BY TENDERERS/BIDDERS

1. Name of the tenderers/bidders:
-
2. Address:-
-
-
-
3. Contact No.:-.....
4. E-mail ID:-
5. PAN :-.....
6. GST Reg. No.:-.....

Checklist of documents: -

Sl No.	Required documents	Tick if submitted or cross if not
01	DD/Banker's Cheque of 1500/- as tender fee	
02	EMD. For relaxation from EMD, proof of MSE etc issued by Competent Authorities.	
03	Signed and Stamped copy of PAN	
04	Singed and Stamped copy of GST Registration	
05	If quotation is submitted/filled by any representative/ agent etc then an authority certificate from the principal company for quoting the price.	
06	Signed and Stamped copy of EPF and ESIC registration	
07	Signed and Stamped copy of valid labour licence issued by Labour Commissioner for deployment the manpower in the different states	
08	Signed and stamped copy of previous work-order or agreement	
09	Signed and stamp copy of Certificate of the registration under Companies Act, 1965 (NO. 1 of 1956).	

Signature and Stamps of authorized person