



75 आज़ादी का
अमृत महोत्सव

Employee's Provident Fund Organization
कर्मचारी भविष्य निधि संगठन
Ministry of Labour & Employment, Govt. of India
भारत सरकार, श्रम एवं रोजगार मंत्रालय
Bhavishya Nidhi Bhawan, Sector-15A,
भविष्य निधि भवन, सेक्टर-15ए,
Regional Office, Faridabad-121007 (Haryana)
क्षेत्रीय कार्यालय, फरीदाबाद-121007 (हरियाणा)
फोन नं. 0129-2288068
email: ro.faridabad@epfindia.gov.in



Ref No.: HR/ADM-IV/3/4/AMC/Misc Petty Work/Vol-VIII/ 367

Date: 25-03-2025

NOTICE INVITING TENDER

Employees Provident Fund Organization, a statutory body under Ministry of Labour and Employment, Govt. of India, intends to engage a Govt./Semi-Govt/Public Sector undertaking Agency for carrying out "Annual Maintenance Work" of Civil & Electrical on agency charges basis for EPFO, Regional Office, Sector-15A, Faridabad 121007 and Residential Quarters at Sector-29, Faridabad. "The details are available on EPFO website www.epfindia.gov.in and CPP portal. Interested Govt. Semi Govt/Public Sector Undertaking agencies may submit their offers latest by 15.04.2025, 5:00 PM.

RPFC-I
Regional Office, Faridabad



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भविष्य निधि भवन, सेक्टर-15ए,
Regional Office, Faridabad-121007 (Haryana)
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निविदा आमंत्रण करने हेतु सूचना

श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन सांविधिक निकाय कर्मचारी भविष्य निधि संगठन द्वारा अपने क्षेत्रीय कार्यालय, सेक्टर-15ए, फरीदाबाद-121007 और भविष्य निधि एंक्लेव, सेक्टर-29, फरीदाबाद में आवासीय क्वार्टरों हेतु, एजेंसी प्रभार आधार पर, सिविल एवं विद्युत वार्षिक रख-रखाव काय को करने के लिए सरकारी/अर्द्ध सरकारी / सार्वजनिक क्षेत्र के उपक्रमों को नियुक्त करने की योजना है। विस्तृत जानकारी कर्मचारी भविष्य निधि भवन की वेबसाइट www.epfindia.gov.in एवं CPP पोर्टल पर उपलब्ध है। इच्छुक सरकारी /अर्द्ध सरकारी / सार्वजनिक क्षेत्र की एजेंसियां अपने प्रस्ताव निविदा भरने की आखरी तारीख 15.04.2025, 5:00 (साँय) तक प्रस्तुत करें।

निष्ठा

क्षे.भ.नि.आ.-1
क्षेत्रीय कार्यालय, फरीदाबाद



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Employee's Provident Fund Organization
कर्मचारी भविष्य निधि संगठन
Ministry of Labour & Employment, Govt. of India
भारत सरकार, श्रम एवं रोजगार मंत्रालय
Bhavishya Nidhi Bhawan, Sector-15A,
भविष्य निधि भवन, सेक्टर-15ए,
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क्षेत्रीय कार्यालय, फरीदाबाद-121007 (हरियाणा)
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Date: 25-03-2025

NOTICE INVITING TENDER

Employees Provident Fund Organization is a statutory body under Ministry of Labour & Employment, Govt. of India. It is proposed to enter into an agreement with the Govt./Semi-Govt./Public Sector Undertaking agencies for Annual Maintenance Contract (Civil & Electrical Work) for one year with immediate effect. The contract of work may be extended for further period of **One year/Two Years** subject to satisfactory performance of the agency during the previous year with mutual agreement for the following works:-


- A. Annual repairs and maintenance of office buildings (Civil & Electrical Work) located at EPFO, Regional Office, Sector-15A, Faridabad (Haryana) having total approximate Plinth Area 3733.33 Sq. Mtr (Detail enclosed).
- B. Annual repairs and maintenance of Staff Quarters (Civil & Electrical) at Bhavishya Nidhi Enclave, Sector-29, Faridabad. The total no. of Staff Quarters 97 of different categories having total approximate Plinth Area 5308.31 Sq. Mtr. (Detail enclosed).
- C. Special repair works of Office Building & Staff Quarters during the maintenance period, if required.
- D. In case of any major repair/service required, the separate estimates for such works shall be prepared and submitted as and when needed, by giving full justifications for the requirement of such estimates. The funds shall be released against such estimates with the approval of Competent Authority as per conditions of GFR and agreement to be executed.
- E. Comprehensive servicing and maintenance of Fire safety, Main LT Panel, Fire Pumps, DG Panels etc.
- F. Comprehensive servicing and maintenance of Transformers, HT Panels, LT Panels, Pumps etc.
1. Interested Govt./Semi-Govt./Public Sector Undertaking agencies are required to submit their offers on agency charges basis as per proforma attached in Annexure-B on CPP Portal.

Contd....2

2. Confirmation to sign the standard agreement of EPFO as approved by Executive Committee. (The copy of the agreement is attached in Annexure-A).
3. Confirmation regarding following GFR, CVC guidelines and carrying out the work as per CPWD norms and specifications.
4. Declaration to be furnished that the agency/ organization has not ever been black listed by any Government Authority.
5. The interested agencies can contact to EPFO, Regional Office, Sector-15A Faridabad-121007 and inspect the office buildings area & staff quarter's area on any working day. The e-mail ID and contact No. for the same is ro.faridabad@epfindia.gov.in and 0129-2288068.

The offer quoting lumpsum agency charges as per proforma attached in Annexure-B in all respect shall be submitted through CPP portal on or before 15.04.2025 up to 5.00 PM. The successful bidder will be informed accordingly. The Competent Authority reserves the right to accept or reject any or all offers without assigning any reason.

- G. The tenders and required documents along with clarification/enclosures i.e. Annexure-A and Annexure-B may be uploaded on CPP portal only and no physical documents will be accepted.
- H. The tentative estimated cost is Rs. 2.00 Crores (Rupees Two Crores). The successful bidders should submit Performance Bank Guarantee up to the extent of 3% of the contract value in terms of GFR rule 171(i).
- I. Conditional Tender shall summarily be rejected.


RPFC-I
RO, Faridabad



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निविदा आमंत्रण करने हेतु नोटिस

कर्मचारी भविष्य निधि संगठन श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय है। तत्काल प्रभाव से एक वर्ष के लिए सरकारी/अर्धसरकारी/सार्वजनिक क्षेत्र के उपक्रम की एजेसियों के साथ वार्षिक रख-रखाव संविदा (सिविल एवं इलेक्ट्रिकल कार्य) हेतु करार किया जाना प्रस्तावित है। पूर्व वर्ष में संतोषजनक निष्पादन की शर्त पर कार्य संविदा को आपसी करार से निम्नलिखित कार्य हेतु एक/दो वर्ष और आगे बढ़ाया जा सकता है:-

- क. भविष्य निधि भवन, क्षेत्रीय कार्यालय, सेक्टर-15ए, फरीदाबाद (हरियाणा) में स्थित कुल लगभग 3733.33 वर्ग मीटर प्लिंथ क्षेत्र की वार्षिक मरम्मत एवं कार्यालय भवन का रख-रखाव (सिविल एवं इलेक्ट्रिकल) कार्य (विवरण संलग्न)।
- ख. भविष्य निधि एंक्लेव, सेक्टर-29, फरीदाबाद में स्थित क्वार्टरों की वार्षिक मरम्मत, विभिन्न श्रेणी के स्टॉफ क्वार्टरों की कुल संख्या 97 है जिनका कुल प्लिंथ क्षेत्र लगभग 5308.31 वर्ग मीटर है (विवरण संलग्न)।
- ग. रख-रखाव अवधि के दौरान, जरूरत पड़ने पर, कार्यालय भवन एवं स्टॉफ क्वार्टरों का विशेष मरम्मत का कार्य।
- घ. कोई बड़ी मरम्मत/सेवा की आवश्यकता पड़ने पर ऐसे कार्य के लिए पृथक आंकलन बनाए एवं प्रस्तुत किए जाएंगे तथा ऐसे आंकलनों की आवश्यकता हेतु न्यायोचित कारण दिए जाएंगे एवं ऐसे आंकलनों के लिए निधि, GFR के प्रावधानों और अनुबंध की शर्तों के अनुसार सक्षम प्राधिकारी के अनुमोदन से जारी की जाएगी।
- ङ. फायर, मेन इलेक्ट्रिक पैनल, पम्प आदि की व्यापक सर्विसिंग और रख-रखाव।
- च. ट्रांसफार्मर, एचटी पैनलों, एलटी पैनलों, पम्प आदि की व्यापक सर्विसिंग और रख-रखाव।
 1. इच्छुक सरकारी/अर्धसरकारी / सार्वजनिक क्षेत्र के उपक्रम एजेसियों को एजेसी प्रभार परिशिष्ट-बी के प्रोफोर्म के आधार पर अपना ऑफर CPP पोर्टल के माध्यम से प्रस्तुत करना होगा।
 2. कार्यकारी समिति द्वारा अनुमोदित क.भ.नि.स. के मानक अनुबंध पर हस्ताक्षर करने की पुष्टि करना (अनुबंध की प्रति (परिशिष्ट-ए) पर संलग्न है)।
 3. सामान्य वित्तीय नियमों केंद्रीय सतर्कता आयोग के दिशा-निर्देशों का अनुसरण करने तथा केंद्रीय लोक निर्माण विभाग के नियमों एवं विशिष्टताओं के अनुसार कार्य करने की पुष्टि।
 4. किसी भी सरकारी प्राधिकारी द्वारा एजेसी/संगठन को कभी भी काली सूची में नहीं डाले जाने संबंधी घोषणा।
 5. इच्छुक एजेसिया ईपीएफओ, क्षेत्रीय कार्यालय, सेक्टर-15ए, फरीदाबाद (हरियाणा) -121007 से संपर्क कर सकते हैं और कार्यालय भवन क्षेत्र एवं स्टॉफ क्वार्टरों का किसी भी प्रकार कार्य दिवस में निरीक्षण कर सकती है। संपर्क हेतु e-mail ID एवं दूरभाष ro.faridabad@epfindia.gov.in एवं 0129-2288068 हैं।

अगले पृष्ठ पर जारी

ऑफर एकमुश्त एजेंसी शुल्क आधार पर परिशिष्ट-बी के अनुसार दिनांक 15.04.2025, सांय 5:00 बजे तक या उससे पहले आवेदन कर सकते हैं। सफल निविदाकर्ता को सूचित किया जाएगा। सक्षम प्राधिकारी को सभी अथवा किसी ऑफर को बिना कोई कारण बताए निरस्त करने का अधिकार है।

- छ. सभी वांछित दस्तावेज, घोषणायें/संलग्नक व अन्य निविदा दस्तावेज अर्थात परिशिष्ट-ए व परिशिष्ट-बी, निविदा के साथ CPP पोर्टल पर अपलोड किए जा सकते हैं। कोई भी भौतिक दस्तावेज स्वीकार नहीं किया जाएगा।
- ज. कार्य का संभावित अनुमानित मूल्य रु. दौ करोड़ है। सफल एजन्सि को GFR के नियम 171(i) के अनुसार अनुमानित मूल्य के 3% "Performance Bank Guarantee" देनी होगी।
- झ. सशर्त निविदा को निरस्त कर दिया जाएगा।



क्षे.भ.नि.आ.-1
क्षेत्रीय कार्यालय, फरीदाबाद



Employees Provident Fund Organization Annual Maintenance

AGREEMENT

Agreement for Annual Maintenance of E.P.F.O. OFFICE Building at Sector-15A, Faridabad & Staff Quarter at Sector-29, Faridabad.

This agreement made this day of in the Christian year Two Thousand Twenty between the Central Board of Trustee. Employees Provident Fund Organization (EPFO). Statutory Body constituted by Central Government under Section 5A of EPF and MP Act 1952 under the Ministry of Labour, Government of India represented by Regional Provident Fund Commissioner, Employees Provident Fund Organization, Regional Office, Faridabad (hereinafter called the 'Owner' and the terms 'Owner' shall mean and include here in its administrators, executors and assigns) on one part

AND

"M/s....." (Hereinafter called the 'Executing Agency') a company registered under companies Act 1956 (and the terms the 'Executing Agency' shall mean and include its heirs, administrators, executors and assigns) represented by Sh. ----- M/s on the other part.

Whereas the Owner is desired to get repairs and maintenance of the immovable property owned by owner i.e. **Employees' Provident Fund Organization, Regional Office, Faridabad (Haryana) as stated in Notice invited tender** on the terms and condition sets forth hereinafter and whereas the Executing Agency has agreed to undertake and complete the works accordingly this agreement sets out the terms and conditions for execution of Repairs and Maintenance of properties as mentioned above and for making funds available for the same.

Now it is Hereby Agreed By and Between the Parties Here to Under:-

1. Definitions:-

- a. 'Approval' means approval in writing by the designated Officer of the Owner.
- b. Executing agency means M/s
- c. **Day to Day repairs:** - Day to day repairs is to be carried out in all the buildings under its maintenance. The works which are to be attended on day to day basis such as removing choke of drainage pipes, man-holes, restoration of water supply, replacement of blown fuses, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, seeping of leaf falls etc. are attended to under day to day service facilities. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the buildings. These services are provided after receipt of complaint from the users at the respective Service Centers. Complaints of periodical nature like white washing, painting etc., which are usually got attended through contractors and cannot be attended to on daily basis is transferred to register of Annual/Periodical repairs.
- d. **Annual/Periodic Repairs:** - The works of periodical nature like white washing, colour washing, distempering, painting etc. The periodicity is two years for white washing and colour washing and three years for painting. In addition, works such as patch repair to plaster, minor repairs to various items of work, replacement of glass panes, replacement of wires damaged due to accident, replacement of switches, sockets tiles., which are not emergent works and are considered to be of routine type, can be collected and attended to for a group of houses at a time and particular period of financial year, depending upon the exigency.
- e. **Contractor:-** means the contractor/ contractors employed by the Executive Agency for the work or any connected work including the Executing Agency itself in case any work is done directly by the Executing Agency on material, DEL and transportation actual cost.

2. Agreement:-

2.1 The owner agrees to entrust the day to day repairs and annual repairs work of its various movable or immovable properties, as may be indicated from time to time and Executing Agencies agrees to execute the same. M/s shall be paid the actual cost and Agency Charges% (.....) which includes its overheads, architect fees, Drawing/design fee if any and work charge establishment. The Executing Agency will setup a separate wing in their organization having both Civil as well as Electrical unit under one single authority to exclusively look after the Repairs and Maintenance work of EPFO. The Officer-In-Charge of this wing will be responsible for ensuring effective and proper Repairs and Maintenance of both Civil as well as Electrical works.

2.2 The estimate will be submitted in respect of both Civil as well as Electrical works indicating the items required to be executed under the two heads. The Executing Agency shall prepare the estimates for annual repairs and maintenance requirements for each *property* (or group of properties) separately with in the rates approved by CPWD and submit the same to Chief Engineer/ Regional Provident Fund Commissioner indicating the work to be done in consultation with the custodian of the concerned properties. The owner shall release 50% of the estimated amount required for annual repairs and maintenance to Executing Agency by the start of the month. The amount spent by the Executing Agency out of this advance shall be paid on the basis of bills submitted in respect of the work done as actual expenditure received in form of expenditure statement duly audited and certified from occupant/custodian of the property certifying satisfactory completion of the work done by the agency. However as soon as the total amount of the bills sanctioned equals the amount of advance referred above, the bills thereafter shall be adjusted against the money lying with Executing Agency as advance paid in the beginning of year till it is exhausted or till the end of the year, whichever is earlier. M/s..... required submitting monthly bills for manpower and estimate already sanctioned for day to day repair and maintenance work.

2.3 In case of major external services, separate estimates for external service shall be prepared and submitted giving full justification for the need for framing such estimates. Funds shall be released against such estimates only if the owner is satisfied with justification given by Executing Agency.

2.4 The estimates for maintenance of electric installation like water pumping system, air conditioning, lift etc. would be framed on the basis of assessment of actual requirement. The actual requirement shall be supported with the cost of the Labour and items for which the fund is required.

2.5 The expenditure incurred by the Executing Agency on account of the fee payable for mandatory inspection of installation by the civil agency and taxes levied by local body will be outside the estimate for annual repair and maintenance and separate bill will be submitted for the same.

3. The term Actual Cost shall include but be restricted to the following:-

- a) Cost of materials brought at EPFO site required for maintenance and other associated jobs related to maintenance of EPFO complex and the value of any other materials supplied by the EPFO for use on the works.
- b) Cost of manpower engaged by M/s..... On NMR (National Muster Roll).
- c) Cost of all technical contract amounts for the said work excluding the provisions covered in Agency Charges of M/s.

4. EPFO shall provide reasonable office accommodation for staff and stores rooms etc. for materials to be used during maintenance. The accommodation shall not be used by M/s for any other purpose. The accommodation will be as per rent Nil of the owner.

5. EPFO will check the maintenance bills with reference to original vouchers. The original vouchers will be retained by EPFO after payment of the bills by EPFO.

6. All the available "As build" drawings operation/ maintenance & servicing manuals of various equipment/ services and other related information for the building shall be given to EPFO, immediately after the award of contract of maintenance work to plan the maintenance works and procure the materials and also to organize the labour.

7. The work shall be executed as per Indian Standard Specifications, Code (s) of Practice of Bureau of Indian Standards (formerly IS1)/General Specifications in force in the CPWD, Delhi or any such other specifications as may be decided mutually by the M/s..... and the EPFO.

8. The Executing Agency shall be the principal employer for the Labour engaged by them whether directly or through contractor and shall be responsible for ensuring compliance with all the Labour laws in force from time to time. The agreement is being entered into for a completed annual project and will cast no responsibility on EPFO under the contract Labour (R & A) 1970 or any other Labour laws, byelaws or rules issued by any authority from time to time [Para3(b)].

9. The justification of staff employed on works shall be examined and assessed by the EPFO periodically, before taking up the execution of maintenance and minimum qualification for Electrician, Plumber, Gardner and lift operator will be Diploma or certification from ITI in respective field.

10. EPFO shall take on their charge all materials, tools, equipment's, available in stores etc. within one month of termination/completion of the contract.

11. The Executing Agency shall be fully responsible to defend any suits or arbitration cases arising out a project in connection with their own work between the Executing Agency and its contractors (s). The EPFO shall not be responsible for any expenses to be born on this account.

12. The date of start of work shall be reckoned from handing over the building by EPFO.

13. This agreement shall remain in force for a period of one year. However, three months before expiry of the period of agreement, M/s may make a request to EPFO for renewal of the agreement for a further period as may be desirable and EPFO, if it finds the work done by M/s..... is satisfactory, may renew the agreement on the terms and conditions for a further period, as may be mutually agreed to by both parties.

14. The contract, may, however be terminated by either party by giving Two months' notice without assigning any reasons. However, the special works if commenced will be completed and cancellation will not affect its progress. Executive Agency will deposit the balance amount lying unutilized to owner by the date of expiry of the notice period/agreement period otherwise it will have to pay the interest @10% from date of termination of contract.

15. a) M/s will be responsible for proper maintenance of the EPFO Complex named as Bhavishya Nidhi Bhawan sector-15A and Bhavishya Nidhi Enclave, Sector-29, Faridabad (Haryana).

- b) M/s shall maintain proper records/registers regarding receipt of complaints, date of attending the same and reasons for delay etc. The weekly progress on action taken on complaints will be submitted by M/s to official representatives of EPFO. If any reasons submitted by M/s not satisfactory. EPFO may get repairs done at the risk and cost of M/s after giving one week notice to M/s Decision of EPFO will be final and will be acceptable to M/s without any representation.
- c) M/s shall recommend for the preventive maintenance to be carried out in addition to routine maintenance works to ensure proper functioning of services and to prevent break downs etc.
- d) The work of essential repairs and maintenance and operation of essential services shall under no circumstances be held up for temporary delay in release of funds. However the agency shall be responsible the loss or damage occurred during maintenance.
- e) In view of pandemic situation due to COVID-19 or any other disease, agency will also be responsible for keeping office sanitized periodically and ensure proper cleaning activities, so the staff/official may be served from any adverse situation arising out of spread of covid virus or other pandemic affect for the proper functioning of the office.

16. Force Major Clause:-

M/s will not be responsible for the delay/stoppage of work and damages/losses due to force majeure conditions like natural calamities, civil disturbance, strike, war etc.

17. Executing Agency shall be required to complete the special works within the period as agreed at the time of award of work from the 15 day of issue of award letter. In case of delay, which may occur due to the reasons beyond the control of Executing Agency, Executing Agency would approach the owner with full details for extension in time limit for completion of the works. In case of delay due to default on part of Executing Agency, the Executing Agency shall be liable to pay the owner compensation (not amounting to penalty) at the rate of not exceeding Rs. 1000/- (Rupees One Thousand Only) per day of delay subject to maximum of 5% (five percent) of the total actual cost or such smaller amount as may be fixed by the owner.

**IN WITNESS WHERE OF THIS AGREEMENT HAS BEEN EXECUTED BETWEEN
THE PARTIES HERE TO BY THEIR AUTHORISED OFFICERS.**

Signed & Delivered
For and on behalf of
Employees' Provident Fund
Organization, Faridabad (HR).

Signed & Delivered
For and on behalf of
M/s.

Annexure-B

Name of work: - Annual Repair & Maintenance and special repair of Civil & Electrical works of Office Building at Regional Office, Sector-15A, Faridabad and Staff Quarters at Bhavishya Nidhi Enclave, Sector-29, Faridabad.

Lumpsum Agency Charges (in %) :-

(The above charges are exclusive of all/any taxes/levy CESS etc.) All the statutory taxes/levied CESS would be paid separately by EPFO from time to time.

(Signature, Date and Stamp of Agency)

परिशिष्ट-वी

कार्यालय का नाम:-

क्षेत्रीय कार्यालय सेक्टर-15A, फरीदाबाद (हरियाणा) -121007 और स्टॉफ क्वार्टर, भविष्य निधि एंक्लेव, सेक्टर-29, फरीदाबाद में सिविल और इलेक्ट्रिकल कार्य के वार्षिक मरम्मत और रख-रखाव एवं विशेष मरम्मत कार्य।

एकमुश्त एजेंसी प्रभार (प्रतिशत में) :-

(उपरोक्त शुल्क सभी / किसी भी कर / लेवी / उपकर आदि के अन्वय हैं) सभी सांविधिक करों / लेवी / उपकरों का समय-समय पर ईपीएफओ द्वारा अलग से भुगतान किया जाएगा।

(हस्ताक्षर, तारीख और एजेंसी की मोहर)

COVERED AREA / PLINTH AREA

S. No.	Regional office, Sector-15A, Faridabad.	Remarks
	Total Plinth Area 3733.33sq.mtr.	Year of Completion 1994
	Bhavishya Nidhi Enclave (Staff Qtrs.), Sector-29, Faridabad.	
2. (a)	Type-I -16 (6200 sq.ft.)	Year of Completion 1991
(b)	Type-II-72(34875 Sq.ft)	
(c)	Type-III-04 (2368 sq.ft.)	
(d)	Type-IV-04(3875 sq.ft.)	
(e)	Type-V-01 (1507 sq.ft.)	
	Total Plinth Area-5308.31sq.mtr.	