

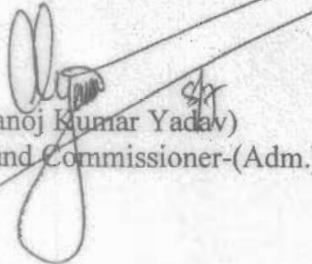


Telephone: 011-273767776  
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**EMPLOYEES' PROVIDENT FUND ORGANIZATION**  
(Ministry of Labour, Government of India)  
BHAVISHYA NIDHI BHAWAN, Regional Office, Delhi [North]  
28, Community Centre, Wazirpur Industrial Area, Delhi-110052

**INVITATION FOR TENDER**

1. This Office intends to Outsource \* Data Entry Operators for providing secretarial assistance in this office (\* Numbers, of Data Entry Operator only depend on actual requirement.) from time to time
2. Suitable service providers with proven track record of providing manpower to organization of repute and fulfilling the other prescribed eligibility conditions are requested to submit their Tender.
3. The Tender document giving full details in this regard is available at the Website of this office viz. [www.epfdelhinorth.com](http://www.epfdelhinorth.com) / [www.epfindia.com](http://www.epfindia.com)
4. Tender in sealed covers should reach this office latest by **20-07-2010**
5. This Office reserves the right to cancel any or all the Tender without assigning any reason.

  
(Manoj Kumar Yadav)  
Regional Provident Fund Commissioner-(Adm.)

TERMS & CONDITIONS REGARDING OUTSOURCING OF DEO'S FOR EPFO

(1) (i) Estimated number of data entry operators = 50 Numbers \*

\* (Numbers are subject to change depending on actual requirement)

(ii) Rate of per data entry operator = To be quoted by the service provider

(2) The computer Operator cum DEO supplied shall possess qualification of atleast 10+2 alongwith a speed of 8000-10000 key depressions per hour.

(3). This office reserves the right of rejection of personnel supplied if they are not found Suitable and their performance is not upto the mark.

(4) Service Providers will deploy Computer Operators cum-DEO upon receiving a specific order in writing from this office.

(5) Validity : The validity of the contract will be upto 31-03-2011.

(6) The contract can be terminated by either of the parties by giving notice of 15 days.

(7) This Office shall make no payment directly to the personnel sent by the Service Provider for Computer Operators cum DEO & the payments shall be made in the name of the service provider.

(8) The Service Provider shall be responsible for payment of wages, Provident Fund, ESIC contribution and other statutory dues in respect of personnel supplied as per law.

(9) This office shall have the right of reject any person supplied by the service provider, and a suitable replacement shall be provided by the service provider within two working days on getting the intimation. If the second party fails to provide suitable replacement within this period, a penalty of Rs.100/- per day per person will be charged from the service provider as penalty.

(10) The service provider shall submit their bill on a monthly basis to Regional PF Commissioner latest by 7<sup>th</sup> day of the following month, This office shall make the payment after verifying their attendance & performance records within 30 days upon receiving the bill.