



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
Ministry of Labour & Employment, Govt. of India
क्षेत्रीय कार्यालय, कोल्हापुर, Regional Office, Kolhapur

238/6 'ई' वार्ड ताराबाई पार्क, कोल्हापुर 416 003

238/6 'E' Ward Tarabal Park, Kolhapur 416 003

फैक्स/Fax : 0231-2663309, कार्यालय/Office : 0231-2682100, 2682101

E-mail-ro.kolhapur@epfindia.gov.in



सं.महा./भ.नि./क्षे.का./कोल्हापुर/प्रशासन/2020-21/427

दिनांक : 16/02/2021

कंप्यूटर (थिन क्लाइट्स सहित) तथा इसके उपकरणों (PERIPHERALS) के वार्षिक रखरखाव संविदा हेतु निविदा।

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोल्हापुर प्रतिष्ठित एवं अनुभवी एजेंसियों से कंप्यूटर (थिन क्लाइट्स सहित) तथा इसके उपकरणों (PERIPHERALS) के वार्षिक रखरखाव संविदा हेतु निविदा सेवाओं हेतु सीलबंद निविदाओंको आमंत्रित करता है। इच्छुक एजेंसीओ से अनुरोध है की वे तकनीकी तथा वित्तीय बोलियाँ (बिड) अलग-अलग प्रस्तुत करें। सीलबंद कवर-1 में "तकनीकी बोली" तथा सीलबंद कवर-2 में "वित्तीय बोली" को रखा जाए तथा उसके तथा उसके ऊपर निविदा: लिखकर कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोल्हापुर में दि. 03.03.2021 को दोपहर 03:00 बजे तक अथवा उसके पूर्व पहुंचाना सुनिश्चित करें। तकनीकी बोली दि. 04.03.2021 को दोपहर 03:00 बजे खोली जाएगी एवं: वित्तीय बोली दि. 10.03.2021 को दोपहर 3:00 बजे खोली जाएगी।

निविदा दस्तावेजों जिनमें पात्रता, मानदंड, कार्य-विस्तारनियम व शर्तें तथा ड्राफ्ट करार शामिल है, किसीभी कार्यालयीन दिवस में सुबह 09:30 से 04:00 बजेतक रु.500/- का डिमांड ड्राफ्ट प्रस्तुत करने पर खरीदा जासकता है अथवा इपीएफओ की वेबसाइट www.epfindia.gov.in से डाउनलोड किया जासकता है। जोलोग निविदा दस्तावेज वेबसाइट से डाउनलोड करेंगे उन्हें एक अतिरिक्त, अप्रतिदेय रु. 500/- का डिमांड ड्राफ्ट निविदा बोली के साथ तकनीकी बोलीवाले कवर में प्रस्तुत करना होगा। बोली प्रतिभूति (ईएमडी) के रूपमें रु. 20,000/- (बीस हजार रुपये मात्र) के रूपमें, केवल सफल प्रतिभागी द्वारा निविदा स्वीकृति के समय, क्षेत्रीय भविष्य निधि आयुक्त के पक्ष में कोल्हापुर में भुगतान योग्य ड्राफ्ट के माध्यम से अदा करनी होगी।

कोई भीभूल सुधार/संशोधन/परिवर्तन होनेपर उसका प्रकाशन वेबसाइट परकिया जाएगा। प्रभारी अधिकारी का निर्णय अंतिम एवं बाध्यकारी होगा। प्रभारी अधिकारी किसी एक अथवा सभी निविदाओंको बिनाकारण बताए निरस्तकरने का सर्वाधिकार अपने पास सुरक्षित रखता है।

नोट :-बोलियों के लिए इच्छुक एजेंसियाँ बोलीप्रस्तुति के पूर्व कर्मचारी भविष्य निधि संगठन कार्यालय में किसीभी कार्यालयीन दिवसमें सुबह 10:00 से 16:00 के बीच में आकर व्यापक सर्वे का कार्य करसकती हैं।

(एम.डी. पाटगांवकर)

सहायक भविष्य निधि आयुक्त(प्रशासन),
क्षेत्रीय कार्यालय, कोल्हापुर



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No: MH/PF/KOL/ADM/2020-21/427

Date: 16/02/2021

TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS (INCLUDING THIN CLIENTS) AND ITS PERIPHERALS

The Employees' Provident Fund Organisation, Regional Office, Kolhapur invites sealed tenders from reputed and experienced agencies for AMC of Computer (Including Thin Clients) and its peripherals. The interested agencies are required to submit technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in sealed cover super scribed, "Tender for Security Services" and should reach EPFO on or before 03:00 PM on 03/03/2021. The Technical bids shall be opened on 04/03/2021 at 03:00 PM.

The tender documents containing eligibility criterion, scope of work, terms and conditions can be purchased from EPFO, R.O. Kolhapur on any working day between 09:30 AM and 04:00 PM on Demand Draft of Rs.500.00 only (non refundable) or can be downloaded from EPFO website www.epfindia.gov.in. Those who download the tender documents from website should enclose an additional/separate non refundable DD for Rs. 500.00 along with their tender bid in the Cover-I "Technical Bid." The bid security (EMD) of Rs. 20,000.00 (Rupees Twenty Thousand Only) by Demand Draft in favour of Regional Provident Fund Commissioner, EPFO payable at Kolhapur, by successful bidder only, is to be submitted at the time of allotment of work order.

Any Corrigendum/Amendments/Changes, if any will be published on website. The decision of Officer-in-charge shall be final and binding. The Officer-in-charge reserve rights to reject any or all the tenders at his discretion without assigning any reason whatsoever.

Note: The agencies interested in bidding may visit the EPFO, R.O. Kolhapur premises on any working day between 10:00 AM to 04:00 PM and carry out a comprehensive survey prior to submission of bids.

M.D. Patgaonkar
Assistant P.F. Commissioner (HRM),
Regional Office, Kolhapur



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No: MH/PF/KOL/ADM/2020-21/ 4 27

Date: 16/02/2021

TENDER NOTICE

The Employees' Provident Fund Organization, Regional Office, Kolhapur invites quotations for comprehensive Annual Maintenance contract of Computer & Peripherals.

The quotation shall be under Two Bid System (Technical bid and Commercial Bid) for repair and maintenance of computers and peripherals for a period of one year, and it shall be extended for further two year on the basis of satisfaction of work and mutual understanding

Quotations can be dropped in the tender box kept on Ground Floor of office at Bhavishya Nidhi Bhawan, 238/6 'E' Ward, Tarabai Park, Kolhapur - 416 003, latest by 03.00 PM on 03.03.2021 or shall be sent by post so as to reach the office on or before 03.03.2021 up to 03.00pm The Technical bids will be opened on 04.03.2021 at 03:00 PM.

Quotation for CAMC of Computer & Peripherals

The Bidders are required to furnish the unit cost as well as total cost of maintenance for every item strictly in the attached proforma. EPFO reserves the right to accept or reject any or all of the offers, in full or in part, without assigning any reasons whatsoever. The bidder should have proven experience in carrying out similar types of work in various Govt. offices. A statement indicating details of previous major contracts obtained along with approved rates of items of work and certificates of having rendered satisfactory services may also be enclosed.

(a) Terms and conditions of the CAMC for repair / maintenance of Computers, and Peripherals

1. Interested bidder may submit their wax-sealed tenders after inspection of the premises. The inspection of the premises can be made between 10 a.m. and 4 p.m. on all working days from the date of issue of this notification till the last date of submission of Tender. The Tender shall be submitted in a sealed envelope, super scribed "Tender no. The sealed Tender shall reach the Assistant P.F. Commissioner (ADM) together with an amount of Rs. 20,000/- Earnest Money Deposit of the offered value of the tender by means of Demand Draft of any Nationalized Bank drawn in favour of "The Regional P.F. Commissioner" payable at Kolhapur.

2. The selected agency will be responsible for repair / maintenance work of the computers and Peripherals including replacement of defective parts (except consumables) at their own cost. To the extent possible, all repair and maintenance work would be carried out in EPFO office premises only. For this purpose, the agency will depute one duly qualified service engineer at EPFO,RO, Kolhapur from 9.30 AM to 5.30 PM on all the working days and even on holidays or beyond office hours, if need arises. In addition, the deputed engineer should be able to load or reload and attend to other minor problems related to Software's and Hardware's and also Internet connectivity.
3. The agency will arrange to store frequently required spare parts at EPFO.
4. The designated DPA/SSA or Caretaker of the EPFO are authorized to lodge the complaint to Agency of Telephone call / SMS or in written form. If the complaint is reported before 3.00 pm, the Agency should attend and rectified it on the same day. Complaint lodged after 3.00 pm should be attended and before 11.30 am of following EPFO working day.
5. The jobs which are not possible to be carried out in the office premises will be allowed to be done outside but without payment of any extra charges.
6. EPFO may, in its own discretion, add more computers to the CAMC or withdraw some or all the equipment from AMC. In such cases, payment shall be made on a proportionate basis at the rates agreed to in the tender for similar equipment.
7. The rates once approved will not be enhanced by the AMC Provider in any case during the currency of the contract.
8. No. advance payment will be made in any case. The payments will be released on quarterly basis after making statutory deductions like TDS, Work Contract TAS etc. and at the end of each calendar quarter.
9. EPFO shall not be responsible for damages of any kind for any mishap/injury/accident caused to any service engineer of the AMC Provider while performing duty in EPFO'S premises. All liabilities, legal or monetary, shall be borne by the CAMC Provider.
10. In case the AMC provider backs out of the contract midstream, without explicit consent of the EPFO, the security deposit will stand forfeited.
11. The contract can be terminated by EPFO at any time without assigning any reason. In this connection the decision of EPFO shall be final and binding on the AMC Provider.
12. The prospective bidders may, if they so desire, may depute an authorized representative for verifying the configuration and condition of the equipment.

13. If any item is beyond immediate repair then representative of the Agency should be attended and solved within 48 Hrs.
14. However, any delay in resolving the problem for more than 48 Hrs. from lodging the complaint, the agency shall be liable to pay Rs.500/- per day for the delay exceeding 48 Hrs.

(b) Eligibility/Qualification Criteria:

- i. The bidder shall have relevant experience preferably in managing and providing support for computer hardware, Software, Laptops and peripherals similar to the existing IT hardware in this Office.
- ii. The bidders who are registered / approved by any Government department/organization will be given preference.
- iii. The firm may enclose sufficient documents regarding execution of Government work order etc.
- iv. All bidders must enclose GST registration and service tax registration certificate along with the tender documents.
- v. The firm should have an experience to execute the similar work of costing of Rs. 2.00 Lakhs or more per year in Government/PSU or any org/dept.

(c) Submission of Bids / Opening of Bids:

- i. The first envelope super scribed with the name of work and the words "Quotation for CAMC of Computer & Peripherals" on Technical Bid in capital letters. Inside that the Technical bid and financial bid should be placed in two separate sealed cover super scribed "Quotation for CAMC of Computer — Technical Bid" and "Quotation for CAMC of Computer related Hardware's & other items Price Bid. The Technical bid shall be opened on the date of opening of tender. The bidder should specifically provide full technical details of the service Offered and also shall provide full details of deviation, if any they intend to make from the technical specifications and contract terms detailed in the Bid. No price details shall be given in this envelope. Violation of this would result in invalidation of tender. The Bid Security shall be enclosed with the envelope marked "Technical Bid".
- ii. The second envelope super scribed with the name of work and the words "Quotation for CAMC of Computer items" on Price Bid (Commercial Bid) in capital letters. The price bid shall contain full details of the price & commercial conditions. Any deviation from our standard conditions shall be specifically spelt out.
- iii. Any deviation of any sort e.g. Technical or commercial terms and conditions shall be specifically indicated in the Technical Bid itself.

- iv. The acceptance letter for terms and condition should be addressed in the name of the Regional P.F. Commissioner, Regional Office, 238/6 'E' Ward, Tarabai Park,, Kolhapur - 416 003.
- v. The firms who have submitted the bids and whose offers are found technically suitable shall be eligible for the second envelop i.e." Price Bid (Commercial Bid)".
- vi. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- vii. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed with the bid.

TECHNICAL

Hardware, software, their components and accessories

Scope of Work

- a) At least one well trained/qualified resident hardware engineer will be deployed onsite to resolve the hardware problems, between 9.30 am to 5.30 pm on all working days. Hardware engineers must have expertise in maintaining the LAN cabling work. These engineers are also liable to work on all holiday and Saturday /Sunday (if services are required) and no additional amount will be paid.
- b) Maintenance & service of, LAN connections, Switch Cabinet, All UPS at various locations installed at the office of Regional Provident Fund Commissioner, Kolhapur.
- c) Maintenance & service of all Desktops PC's at various locations at the office of Regional Provident Fund Commissioner, Regional Office, Kolhapur.
- d) Maintenance & repair of Scanner (HP ScanJet G4050), Two Nos. Line Printer (Lipi 6312 & WEP LQ DSI 5235), Dot Matrix Printers , LaserJet Printer, JetPro Printer, Multifunction Laser printer including replacement of Teflon, Logic card, ribbon head, etc.
- e) Maintenance & service of system software and other Software packages/material and customization of system as and when required.
- f) Integration of the complete system and Testing of the complete system as and when required.
- g) Maintenance of LAN cables Network connectivity in the existing setup at Regional office Kolhapur including the replacement of faulty network cables, Box etc. as and when required. The bidder should be fully responsible for functioning of Internet connectivity for all users.
- h) Installation of Antivirus in all desktops of users and further updating (as and when required) and Antivirus license will be provided by this office.
- i) Successful bidder liable to handover all the Hardware's under its CAMC to the successor in working condition, failure of which leads to deduction of actual expenditure to repair these hardware.



Signature of Authorised Person with seal

सहायक भ. नि. आयुक्त (प्रशासन)
Asstt. P. F. Commissioner (Adm.)
क्षेत्रीय कार्यालय, कोल्हापूर.
Regional Office, Kolhapur.

TECHNICAL BID

1.	Name of the Bidder	
2.	Name of the Company/Agency	
3.	Address of the Company/Agency	
4.	Name of Partners (if any)	
5.	Telephone Numbers	
6.	Fax No.	
7.	Year of Establishment	
8.	Bankers	
9.	Information about Regional Offices / Branches (if any)	
10.	Work completed by the bidder during Last 5 years (Work orders enclosed)	
11.	Labour License Number	
12.	Shop Act Registration Number	
13.	EPF Registration Number	
14.	ESIC Registration Number	
15.	Service Tax Registration Number	
16.	GST Registration Number,	
18.	PAN/TAN from Income Tax Office	
17.	a) Amount Rs. 500/- b) DD No. c) Date of issuing d) Name of issuing bank	

Technical Bid and Financial Bid will be submitted in separated envelope. Financial bid of only hose renderers will be evaluated who qualify in Technical Bid.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Date :

(Signature of the Bidder)

Place :

Name and address with seal

Annual Maintenance Contract for Following Items.

Sr.No.	PARTICULARS (For Comprehensive AMC)	QTY	RATE
01	Personal Computers Wipro	12	
02	Personal Computers DELL OptiPlex3050	09	
03	Thin Client HCL	20	
04	HP LaserJet Pro M403dn	04	
05	HP LaserJet Printer 1008	1	
06	HP LaserJet Printer 1007	1	
07	HP LaserJet 1020+	1	
08	HP JetPro MFP M132a	1	
09	HP ScanJet G4050 Scanner	1	
10	Cannon LBP3300	3	
11	Cannon LBP 2900B	10	
12	Samsung All in one Print/Scan/Copy	1	
13	Lipi Line Printer 6312	1	
14	WEP LQ DSI 5235 Line Printer	1	
15	Online UPS (5 KVA)	5	
16	UPS Batteries 12V 26Ah Power safe	20	
17	LAN Connection Switch Cabinet	03	

(Seal & Signature of Agency)