

कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION



श्रम एवं रोजगार मंत्रालय, (भारत सरकार)

Ministry of Labour Employment, (Govt. of India)

क्षेत्रीय कार्यालय/REGIONAL OFFICE

भविष्य निधि भवन, आमबगान, साकची, जमशेदपुर - 831001 (झारखण्ड)

BHAVISHYA NIDHI BHAWAN, AAMBAGAN, SAKCHI, JAMSHEDPUR (JHARKHAND)

Telephone No.-0657-2230212

पत्र सं./जेएच/जेएसआर/टेंडर/प्रिंटिंग एंड स्टेशनरी/प्रसा-II/291

दिनांक: 16.11.2020

निविदा का आमंत्रण

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, जमशेदपुर, भविष्य निधि भवन, आमबगान, साकची, जमशेदपुर-831001 (झारखण्ड) कार्यालय में निम्नलिखित स्टेशनरी तथा प्रिंटिंग सामग्री प्रदान करने हेतु सभी इच्छुक स्थानीय एजेंसीयों से अगले एक वर्ष के लिए निविदा मंगवाने का प्रस्ताव किया जाता है।

स्टेशनरी सामग्री

स्टेशनरी सामग्री की सूची एनेक्चर "ए" में उल्लेखित है।

मुद्रित/प्रिंटिंग सामग्री

मुद्रित/ प्रिंटिंग सामग्री की सूची एनेक्चर "बी" में उल्लेखित है।

नियम एवं शर्तें

1. स्टेशनरी तथा प्रिंटिंग मदों के लिए कोटेशन क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय जमशेदपुर को संबोधित मुहरबंद लिफाफे में प्रस्तुत किया जाना चाहिए जिसमें स्टेशनरी एवं मुद्रण के लिए कोटेशन लिखा हो।
2. प्रत्येक मद की दर सभी खर्चों सहित अर्थात् वितरण शुल्क एवं लागू करों आदि के साथ उद्धृत किया जाना चाहिए।
3. आपूर्ति की वस्तुओं की गुणवत्ता को कड़ाई से प्रदान की विशिष्टताओं को पुष्टि करनी चाहिए।
4. उद्धृत दरें 12 महीने की अवधि अर्थात् 01.01.2021 से 31.12.2021 तक प्रभावी होंगे तथा इनमें कोई वृद्धि स्वीकार नहीं की जाएगी।
5. कोटेशन जमा करने की अंतिम तिथि 27.11.2020, 03:00 बजे अपराह्न तक है।
6. निविदा खोलने की तिथि 30.11.2020 (3.00 बजे अपराह्न) है।
7. आवश्यक वस्तुओं के लिए आपूर्ति आदेश आवश्यकता के अनुसार इस कार्यालय द्वारा समय पर जारी किये जाएंगे।
8. आपूर्ति आदेश/आवश्यकताओं के अनुसार वस्तुओं की आपूर्ति आदेश प्राप्त होने की तारीख से 01(एक) सप्ताह के अंदर पूरा किया जाना चाहिए।
9. उपरोक्त समय सीमा के अंदर यदि वस्तुओं की आपूर्ति नहीं की जाती है तो आपूर्ति आदेश के मूल्य का 2.5% हर्जाना लगाया जाएगा, किंतु कुल हर्जाना, कुल बिल के 10% से अधिक नहीं होगा।

10. उपरोक्त नियम और शर्तों में से किसी के उल्लंघन के मामले में ई.एम.डी. जब्त कर ली जाएगी।
11. प्रत्येक मद की दर को आकड़ों में और शब्द दोनों में उद्धृत होने चाहिए।
12. कोटेशन, मद वार तुलना के आधार पर अंतिम रूप दिये जायेंगे।
13. सफल विडर रुपये 20000/- की राशि ई.एम.डी. डिमांड ड्राफ्ट के रूप में क्षेत्रीय भविष्य निधि आयुक्त, जमशेदपुर के पक्ष में आहरित करेगा, जिसपर किसी तरह का ब्याज देय नहीं होगा।
14. कोटेशन प्रस्तुत करने से पहले एजेंसीयां जहां आवश्यक समझे इस कार्यालय से वस्तुओं के नमूने सत्यापित करवा सकते हैं अन्यथा समझा जाएगा कि एजेंसीयों द्वारा अंकित दरें इस कार्यालय की विशेषताओं और आवश्यकताओं के अनुरूप हैं।
15. दरों के अधिलेखन की अनुमति नहीं है। यदि कोई सुधार हो तो आपूर्तिकर्ता से सत्यापन के तहत प्रमाणीकृत किया जाना चाहिए।
16. कोटेशन फॉर्म के सभी पृष्ठों पर नियम और शर्तों सहित इसे समझने के प्रमाणस्वरूप निविदाकर्ताओं द्वारा हस्ताक्षरित और नियम और शर्तों का पालन करने पर सहमत होना चाहिए।
17. क्षेत्रीयभविष्य निधि आयुक्त, जमशेदपुर को बिना कोई कारण बताये किसी भी या सभी कोटेशन को स्वीकार या अस्वीकार करने का अधिकार होगा।

हस्ताक्षर.....

एजेंसी का नाम व पता

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टेलिफोन/मोबाइल संख्या

भवदीय

क्षेत्रीय भविष्य निधि आयुक्त-II

क्षेत्रीय कार्यालय, जमशेदपुर



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, (भारत सरकार)

Ministry of Labour & Employment, (Govt. of India)

क्षेत्रीय कार्यालय /REGIONAL OFFICE

भविष्य निधि भवन, आम्बगान, साकची, जमशेदपुर-831001 (झारखण्ड)

BHAVISHYA NIDHI BHAWAN, AAMBAGAN, SAKCHI, JAMSHEDPUR (JHARKHAND)

Telephone No.-0657-2230212

No. JH/RO/JSR/TENDER/PRINTING & STATIONARY/ADM-II/291

Date: - 16.11.20

INVITATION OF TENDER

The Employees' Provident fund Organisation, Regional Office, Jamshedpur at Bhavishya Nidhi Bhawan, Aambagan, Sakchi, Jamshedpur-83100, Jharkhand. All the interested local Agencies are requested to submitted tender for further One year for supply of stationery and printing items.

Stationary Items

The stationary items which are required enclosed as Annexure-"A".

Printing Items

The printing items which are required to be supplied in given Annexure-"B"

Terms & Condition

1. The quotations for the Stationery & Printing items shall be submitted in sealed envelopes addressed to the Regional PF Commissioner, Regional Office, Bhavishya Nidhi Bhawan, Aambagan, Sakchi, Jamshedpur-831001(Jharkhand). Super scribed as **"Quotations for Stationary & Printing"**.
2. The rates of each item supplied should strictly confirm to the specifications provided.
3. The quality of items supplied should strictly conform to the specifications provided.
4. The rates quoted are valid for a period of 12 months w.e.f., 01/01/2021 to 31/12/2021 and no increase in the rates shall be entertained.
5. The Last Date for submission of Sealed Quotation is 27th November, 2020 at 03:00 P.M.

6. Date of Opening of tender will be 30th November, 2020.
7. The supply orders for the required items shall be issued periodically by this office based on the requirement.
8. The supply of items as per the supply order/requirement should be completed within 01 weeks from the date of receipt of the supply order.
9. In case goods are not supplied within the time limit as mentioned above damages@2.5% of the value of the supply order shall be levied per week on the supplier. However, the total damages levied shall not be exceeding 10% of the value of the bill.
10. In case of any breach of terms & conditions, the EMD shall be forfeited.
11. The rates for each item should be quoted both in figures and in words.
12. The quotations shall be finalized based on the item wise comparison.
13. Successful bidder shall be deposited an EMD for an amount of Rs.20000/- in the form of DD drawn in favor of "Regional Provident Fund Commissioner, Jamshedpur". No Interest will be given on EMD amount.
14. Agencies should verify the sample of the items wherever necessary from this office before submitting the quotations, otherwise it will be construed that the rates quoted by the agencies are according to the specifications and requirements of this office.
15. Overwriting of rates is not allowed. Corrections if any should be properly authenticated under attestation of the supplier.
16. All the pages of quotation form including terms & conditions should be signed by the tenders in token of having understood and agreed with the terms & conditions.
17. Regional Provident fund Commissioner, Regional office Jamshedpur, reserves the right to reject any or all the quotations without assigning any reason thereof.

Signature_____

Name & Address

Of the Supplier_____

Phone No. _____

Yours faithfully

Regional Provident Fund Commissioner-II
Regional office, Jamshedpur

स्टेशनरी सामग्री
STATIONERY ITEM

एनेक्चर-ए

Annexure-A

सामग्री का दर रु. (GST सहित)

| S.N. | सामग्री / Items | Quantity | |
|------|--|------------|--|
| 01 | Use and throw Ball Pen (Best quality) | Per Pkt. | |
| 02 | Pen (Jotter)Blue, Red, Green, Black (Best quality) | Per Pieces | |
| 03 | Register No.2 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 04 | Register No.4 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 05 | Register No.6 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 06 | Register No.8 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 07 | Register No.10 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 08 | Register No.12 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 09 | Register No.14 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 10 | Register No.16 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 11 | Register No.18 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 12 | Register No.20 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 13 | Register No.22 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 14 | Register No.24 (Rulled) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 15 | Stepler (Big) (Kangaroo) | Per Pieces | |
| 16 | Stepler (Small) (Kangaroo) | Per Pieces | |
| 17 | Stepler Pin (Big) (Kangaroo) | Per Packet | |
| 18 | Stepler Pin (Small)(Kangaroo) | Per Packet | |

स्टेशनरी सामग्री
STATIONERY ITEM

| | | | |
|----|---|------------|--|
| 19 | Paper Pin (King) | Per Packet | |
| 20 | James Clip (Best quality) | Per Packet | |
| 21 | Dak Dispatch Register (No.-10) with Name and Logo on the cover (Best quality) | Per Pieces | |
| 22 | Carbon Blue (Kores) | Per Packet | |
| 23 | Attendance Register with Name and Logo on the cover (Best quality) | Per Pieces | |
| 24 | File Board (Best quality) | Per Pieces | |
| 25 | Poker with Plastic Handle (Best quality) | Per Pieces | |
| 26 | File Tag (9") (Best quality) | Per Bunch | |
| 27 | Gum Bottle (Big)(Kores/Camel) | Per Bottle | |
| 28 | Gum Bottle (Small)(Kores/Camel) | Per Bottle | |
| 29 | Stamp Pad (Big) Fibre Cristle | Per Pieces | |
| 30 | Stamp Pad (Small) Fibre Cristle | Per Pieces | |
| 31 | Stamp Pad Ink (Best quality)500ml | Per Bottle | |
| 32 | Vim Powder | Per Kg. | |
| 33 | Naphthalene Ball (Big) (Best quality) | Per Kg. | |
| 34 | Phenyls(5 Litter Jar) (Best quality-White) | Per Jar | |
| 35 | Cloth Duster(24"x 24") (Best quality-velvet) | Per Pieces | |
| 36 | Room Spray (Best quality- Sandal) | Per Bottle | |
| 37 | Chit Pad (Best quality) | Per Pad | |
| 38 | Xerox Paper (Century) | Per Packet | |
| 39 | White Envelop-10"x 4.5" Plane | Per Pieces | |
| 40 | Cloth Envelop -8"x12" (Best quality) | Per Pieces | |

स्टेशनरी सामग्री
STATIONERY ITEM

| | | | |
|----|---------------------------------------|------------|--|
| 41 | Cloth Envelop -10"x14" (Best quality) | Per Pieces | |
| 42 | Cloth Envelop-12"x18" (Best quality) | Per Pieces | |
| 43 | Dust Bin(Best quality) | Per Pieces | |
| 44 | Short Hand Note Book(Best quality) | Per Pieces | |
| 45 | Pencil (Natraz) | Per Packet | |
| 46 | Coconut Broom(Best quality) | Per Pieces | |
| 47 | Grass Broom(Best quality- ful broom) | Per Pieces | |
| 48 | Calculator (12 Digit) (Best quality) | Per Pieces | |
| 49 | Brown Tape (2") (Best quality) | Per Pieces | |
| 50 | Transparent Tape (2") (Best quality) | Per Pieces | |
| 51 | Cloth envelop 12"x10" | Per Pieces | |
| 52 | Cloth envelop 14"x10" | Per Pieces | |
| 53 | Cloth envelop 16"x12" | Per Pieces | |
| 54 | Stamp pad – Red (small) | Per Pieces | |
| 55 | Stamp pad ink – blue small | Per Pieces | |
| 56 | Stick pad | Per Pieces | |
| 57 | Table Slip pad 500page, 1000page | Per Pieces | |
| 58 | Fevi stick | Per Pieces | |
| 59 | Plastic thin rope | Per Pieces | |
| 60 | Scale – small | Per Pieces | |
| 61 | Scale – big | Per Pieces | |
| 62 | Scissor | Per Pieces | |

स्टेशनरी सामग्री
STATIONERY ITEM

| | | | |
|----|------------------------------------|------------|--|
| 63 | Lah | Per Pieces | |
| 64 | Soap – small | Per Pieces | |
| 65 | Hand wash liquid (Savlon -500kg.) | Per Pieces | |
| 66 | Odonil 100gm., 200gm. | Per Pieces | |
| 67 | Harpic toilet cleaner 750gm./01lt. | Per Pieces | |
| 68 | Mop – big size | Per Pieces | |
| 69 | Mug 01 lt. | Per Pieces | |
| 70 | Bucket – medium | Per Pieces | |
| 71 | Colin – 01lt | Per Pieces | |
| 72 | Goodnight liquid m/c | Per Pieces | |
| 73 | Goodnight refill | Per Pieces | |
| 74 | Chair Towel – big white | Per Pieces | |
| 75 | Towel – small size(hand cleaning) | Per Pieces | |
| 76 | Marker pen | Per Pieces | |
| 77 | Permanent marker pen | Per Pieces | |
| 78 | Sketch pen | Per Pieces | |
| 79 | Whitener – (tube) | Per Pieces | |
| 80 | Marking cloth – white per meter | Per Pieces | |
| 81 | White suta (saphead suta) | Per Bunch | |
| 82 | Board pin | Per Dozen | |
| 83 | Highlighter | Per Pieces | |
| 84 | Note pad – 64 pages | Per Pieces | |

स्टेशनरी सामग्री
STATIONERY ITEM

| | | | |
|----|------------------------------|------------|--|
| 85 | Pilot pen - Blue | Per Pieces | |
| 86 | Pilot pen - Green | Per Pieces | |
| 87 | Pencil battery | Per Pieces | |
| 88 | Remote battery | Per Pieces | |
| 89 | Tiles cleaning liquid (5lt.) | Per Jar | |
| 90 | Pan Brush – small | Per Pieces | |
| 91 | Wiper | Per Pieces | |
| 92 | Hand sanitizer 5lt.(Jar) | Per Jar | |
| 93 | Arch file | Per Pieces | |

Computer Peripheral

| | | | |
|-----|---|-----------|--|
| 01. | Pen Drive (16 GB) | Per Piece | |
| 02. | Pen Drive (32GB) | Per Piece | |
| 03. | Cannon Cartridge – 050(A) | Per Piece | |
| 04. | Cannon Cartridge - 337 | Per Piece | |
| 05. | Laser jet HP Cartridge – 56A | Per Piece | |
| 06. | HP Cartridge – 388A(88A) | Per Piece | |
| 07. | HP Cartridge – 228A(28A) | Per Piece | |
| 08. | Eco tank L6190Wi-Fi Duplex Multifunction ink tank | Per Piece | |
| 09. | EPSON ribbon cartridge Lq-310 | Per Piece | |

प्रिंटिंग सामग्री
Printing Item

एन्क्चर-बी
Annexure-B

| S.N. | सामग्री / Item | सामग्री का दर रु. (GST सहित) | | |
|------|---|------------------------------|----------|----------|
| | | Per/500 | Per/1000 | Per/5000 |
| 01 | F/10D | | | |
| 02 | F/13(R) | | | |
| 03 | F/5IF | | | |
| 04 | F/20 | | | |
| 05 | Receipt slip (claim) | | | |
| 06 | Visitor Slip | | | |
| 07 | Letter Pad (Big) | | | |
| 08 | Ist Page Note Sheet | | | |
| 09 | IInd Page Note Sheet | | | |
| 10 | Window Envelop(RO and DO) | | | |
| 11 | Plain Envelop | | | |
| 12 | Fly Leaf (RO and DO) | | | |
| 13 | Descriptive Roll | | | |
| 14 | TA & DA Bill form | | | |
| 15 | L.T.C. Form | | | |
| 16 | Festival advance Form | | | |
| 17 | Tuition Fee Re-imburement Performa | | | |
| 18 | Permission Performa (Adm) | | | |
| 19 | Widow Pension Conversion Performa (PPO) | | | |
| 20 | Call Photograph, Descriptive Roll, etc | | | |

प्रिंटिंग सामग्री
Printing Item

| | | | | |
|----|---|---------------|---------------|---------------|
| | Performa (PPO) | | | |
| 21 | P.F. Withdrawal Performa | | | |
| 22 | P.F. Advance Performa | | | |
| 23 | Composite claim form (non aadhar) | | | |
| 24 | Composite claim form (aadhar) | | | |
| 25 | Composite claim form 20,10D & 5IF | | | |
| 26 | Service book | | | |
| 27 | Cash book A/c – II(cash) | | | |
| 28 | Cash book A/c-21 | | | |
| 29 | VDR Register | | | |
| 30 | Form 15G | | | |
| 31 | Form 15H | | | |
| 32 | Joint declaration Form | | | |
| 33 | Form 10C | | | |
| | | 01/pc. | 05/pc. | 10/pc. |
| 34 | Bill Register-150 Pages | | | |
| 35 | Stock Register-150 Pages | | | |
| 36 | SPF Register-200 Pages (Big volume) | | | |
| 37 | Code Register for new coverage- 200pages | | | |
| 38 | Red book | | | |
| 39 | Blue book | | | |
| 40 | 7A register | | | |