



## कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम मंत्रालय, भारत सरकार) (Ministry of Labour, Govt. of India)

क्षेत्रीय कार्यालय, ठाणे / Regional Office, Thane

वरदान कर्मशिवल कॉम्प्लेक्स, छठी मंजिल, एम. आई. डी. सी. रोड नं: 16, वागले इस्टेट, ठाणे (प.)-400 604

Vardan Commercial Complex, 6<sup>th</sup> Floor, M.J.D.C., Wagle Estate, Thane (W) - 400 604



सं. महा/भनि/क्षे. का./ठाणे/मासंप्र-II/2017-18/निविदा/01

दिनांक : 22/01/2018

### निविदा आमंत्रित करने हेतु सूचना

**विषय:** स्टेशनरी (प्री प्रिंटेड स्टेशनरी एवं जनरल स्टेशनरी) और नॉन स्टेशनरी सामग्री की आपूर्ति एक वर्ष की अवधि हेतु निविदा।

कर्मचारी भविष्य निधि संगठन यह श्रम एवं रोजगार मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण के अधीन एक स्वायत्त निकाय है। कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, ठाणे द्वारा जनरल स्टेशनरी, नॉन स्टेशनरी सामग्री एवं प्री प्रिंटेड फॉर्मस आदि की एक वर्ष की अवधि के लिए खरीद हेतु मुहरबंद निविदा आमंत्रित की जाती है। उक्त सामग्री की सूची निविदा फॉर्म के साथ क्षेत्रीय कार्यालय, ठाणे में उपलब्ध है। स्टेशनरी, नॉन स्टेशनरी सामग्री एवं प्री प्रिंटेड फॉर्मस की अनुमानित आवश्यकता चैप्टर 4 में दी गई है। नियम एवं शर्तों सहित निविदा फॉर्म इस कार्यालय के सहायक भविष्य निधि आयुक्त (मासंप्र)से दिनांक 19/01/2018 तक किसी भी कार्य दिवस (सोमवार से शुक्रवार) सुबह 10.00 बजे से दोपहर 5.00 बजे तक, क्षेभनिआ के पक्ष में राशि रुपये 250/- (दो सौ पचास मात्र) डीडी के माध्यम से भुगतान कर प्राप्त किया जा सकता है। इच्छुक पार्टी अपनी मुहरबंद निविदा सहायक भविष्य निधि आयुक्त (मासंप्र) को सम्बोधित करते हुए मुहरबंद लिफाफे में ऊपर अलग से " स्टेशनरी, नॉन स्टेशनरी सामग्री एवं प्री-प्रिंटेड सामग्री की आपूर्ति के लिए निविदा" लिखकर उक्त आयुक्त के कक्ष, 6वीं फ्लोर, वरदान कॉम्प्लेक्स, एमआईडीसी, वागले इस्टेट, ठाणे(प)-400604 में रखे ड्रॉप बॉक्स में डाल सकते हैं। निविदा 22/01/2018 को सुबह 11.00 बजे तक पहुंच जानी चाहिए। निविदा उसी दिन दोपहर 4.00 बजे, जिनके पास एजेन्सी का वैध पहचानपत्र हो और जो वहाँ उपास्थि रहना चाहता है, ऐसे प्रतिनिधियों के समक्ष खोली जाएगी

#### निविदा अनुसूची

ऑनलाइन निविदा जमा करने की अंतिम तारीख	- 22/01/2018 सुबह 11.00.00 बजे तक
इएमडी राशि	- रु. 40,000 (रुपये चालीस हजार मात्र)
निविदा खुलने की तिथि एवं समय	- 22/01/2018 दोपहर 04.00 बजे
निविदा दस्तावेज की कीमत	- रुपये 250/-

तकनीकी बोली और वित्तीय बोली के दो अलग-अलग लिफाफे, एक लिफाफे में रखकर, ऊपर " स्टेशनरी, नॉन स्टेशनरी सामग्री एवं प्री-प्रिंटेड सामग्री की आपूर्ति के लिए निविदा" लिखकर निविदा जमा करने की निर्धारित तिथि एवं समय या पूर्व जमा करें। क्षेत्रीय कार्यालय, ठाणे कोई कारण बताए बिना किसी भी या सभी निविदा को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

(एस. कोमलादेवी राजा)

सहायक भ. नि. आयुक्त (मा.संप्र.)

क्षेत्रीय कार्यालय, मुंबई-II, ठाणे



## कर्मचारी भविष्य निधि संगठन

### Employees' Provident Fund Organisation

श्रम मंत्रालय, भारत सरकार (Ministry of Labour, Govt. of India)

क्षेत्रीय कार्यालय, मुंबई - II, Regional Office, Mumbai - II

वरदान कमर्शियल कॉम्प्लेक्स, छठी मंजिल, एम.आई.डी.सी., रोड नं. - 16, वाग्ले इस्टेट, थाने (प.) - 400 604

Vardan Commercial Complex, 6<sup>th</sup> Floor, M.I.D.C., Wagle Estate, Thane (W) - 400 604



No. MH/PF/RO/ /THANE/HRM-II/2017-18/01

Date:- 26.12.2017

### Notice Inviting Tender

Subject: Tender for supply of Stationery (pre printed-stationery and general stationery) and non-stationery items for a period of one year.

Employees' Provident Fund Organisation, is an autonomous Body under the administrative control of Ministry of Labour, Govt. of India. Sealed tenders are invited for purchase of general stationery, non stationery items and preprinted forms etc. for the period of one year in respect of Employees' PF Organisation, RO, Thane. The list of said items will be available from office of RPFC Thane with tender forms. The approximate requirement of the stationery, non stationery printed forms are mentioned in chapter 4. The tender form alongwith terms and conditions can be obtained from The Assistant PF Commissioner(HRM) of this office on any working day (Monday to Friday) from 10 am to 5 pm till 19.01.2018 by paying an amount of Rs. 250/- (Two hundred fifty only) through DD in favour of RPFC, Thane. Interested parties may drop their tender in sealed cover addressed to Assistant PF Commissioner (HRM) in the drop box placed at cabin to said commissioner at 6<sup>th</sup> floor at Vardan Commercial Complex, MIDC, Wagle Estate, Thane(W) - 400604, superscribed with the words " **Tender for supply of Stationery, non Stationery and pre printed items**" separately. The Tender should reach latest by 22.01.2018 at 11:00am. The tenders will be opened on the same day at 4:00 pm in the presence of the representatives of the firm who carry valid identity card of the agency and wish to be present there.

#### Schedule of Tender

Last date of submission of tender	22/01/2018 upto 11:00 am
Amount of EMD	Rs.40,000.00(Rupees Fourty Thousand only)
Date & time of tender opening event	22/01/2018 at 04:00PM
Tender Document Cost	Rs.250/-

Technical bid and Financial bid shall be submitted separately in two envelope inserted in one envelop superscribed with the words " **Tender for supply of Stationery, non Stationery and pre printed items**" on or before schedule time & date of submission. The EPFO, Regional Office, Thane reserves the right to accept/reject any quotation(s) without assigning any reason thereof.

(S. Komaladevi Raja)  
Assistant P.F. Commissioner(HRM)  
Regional Office, Mumbai-II, Thane



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#### General Terms and Conditions.

Subject : Notice Inviting Tender for Stationery and Non-Stationery items for the Employees' P.F. Organisation, Regional Office, Thane.

Tender documents may be downloaded from the EPFO website, [www.epfindia.gov.in](http://www.epfindia.gov.in)

#### 1. Parties

The parties to the contract are the contractor (the tenders to whom the work have been awarded) and the EMPLOYEES' P.F. ORGANISATION, REGIONAL OFFICE, MUMBAI-II, THANE.

#### 2. Address:

For all purposes of contract including arbitration there under the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by Registered post with acknowledgment to EPFO Thane. The contractor shall be solely responsible for the consequence of any omission or error to notify in change of address in the aforesaid manner.

#### 3. Earnest Money

3.1 Earnest Money of ₹40,000.00(₹Fourty thousand only) must be deposited by D.D. in favour of RPFC Thane. The D.D. should be submitted along with Technical bid of their tender.

3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the department in respect of any previous work will be entertained.

3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the EPFO Thane.

3.4 The Tenders without earnest money will be summarily rejected.

3.5 No claim shall be raised against Government/Department in respect of evasion in the value or interest on the amount of EMD.

#### 4. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- A 'sole proprietor' of the concern or constituted attorney of such sole proprietor:
- A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement by a power of attorney duly executed by the partner of the firm.
- Director or a principal officer duly authorized by the board of directors of the company, if it is a company.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, of general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In case of partnership, firm, where no authority to refer disputed concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.
- (3) Specifications and allied Technical details: The tenderer should submit the technical details in Chapter-3 & 5 of contract form.
- (4) Price schedule of the various items: It should be uploaded in form given in Chapter-4. The price quoted should be consolidated price that inclusive of the taxes and shall be fixed and final. Taxes if any to be paid need to be duly indicated in the bid, otherwise no extra payment would be made on this account. At the time of payment Income taxes or any tax payable shall be deducted at source. It is also advised that the **cost of the items should not exceed M.R.P.** wherever applicable. The sample forms/printing items are available with this office , and may be collected on any working day between 10 am to 5 pm for your perusal.

#### 5. Opening of tender:

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

#### 6. Validity of bids:

The Bid shall be valid for a period of 1 year from the date of agreement. This has to be specified by the tenderer in the commercial bid.

#### 7. Right of acceptance:

The department reserves the right to accept or reject any or all tender/quotations without assigning any reason and also does not bind itself to accept the lowest quotation or any tender.

Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

#### 8. The payment clause:

The bill in triplicate copy may be sent to this office for settlement after delivery of the material has been made satisfactorily. The bill should have full particulars of the item(s). The payment will be made within one month from the date of receipt of the bill(s). More details about payment may please be gone through Para 15 below.

#### 9. Communication of Acceptance/Right of Acceptance:

The E.P.F.O. Thane reserve all right to reject any tender including of those tender who fails to comply with the instruction without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the department in this regard will be final and binding.

Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass the work prejudice the contractor's quotation.

Successful Tenderer will be informed of the acceptance of his tender. Necessary instruction regarding the amount and time provided for security deposit, if any will be communicated.

#### 10. Performance Security:

The EMD deposit can be forfeited by order E.P.F.O Thane in the event of any breach or negligence on non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of contract. On expiry of the contract, such portion of said EMD as may be considered by the E.P.F.O. to cover any incorrect or excess payment on the bill to the firm shall be retained until final audit report on the account of firm's bill has been received and examined.

#### 11. Period and term of delivery:

Delivery of goods shall be made by the supplier within 3 days of placing of purchase order. However, in case of emergent requirement he has to supply the required quantity of goods within 24 hrs.of placing of order also. The supply should be normally on monthly basis.

#### 12. Liquidated Damages:

13(i) The date of delivery of the store, stipulated in the acceptance of the tender should be deemed to be essence of the contract and delivery must be completed no later than the dates specified therein. Extension will not be given except in exceptional circumstances. If deliveries are made after the expiry of contracted delivery period, without prior concurrence of the purchaser and accepted by the consignee, such delivery will not deprive the purchaser of the right to recover liquidated damages under clause 13(ii) below.

13(ii) if the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5% of the value of delayed supply for each week of delay or part thereof for a period up to 10(ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another 10(ten) weeks of delay. In case of package supply where the delayed portion of supply materially hampers installation and commissioning of the systems, L/D charges shall be levied as above on the total value of the concerned package of the purchase order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

#### 14 Force Majure:

14(i) If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restrictions, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may have the option to terminate the contract.

14(ii) Provided, also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the supplier at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable material bought out component and stores in course of manufacture which may be in possession of the supplier at the time of such termination or such portion thereof as the purchaser may deem fit, except such material,

bought out component and stores as the supplier may with concurrence of the purchaser elect to retain.

15. Insolvency etc.;

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act against them or in the case of company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the Department of E.P.F.O. shall have the power to terminate the contract without any prior notice.

16. Breach of Terms and condition:

In case of breach of any terms and conditions as mentioned above, the competent authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by this Department in that event and the security deposit shall also stands forfeited.

17. Subletting of work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RPFC, EPFO THANE, which he will be at liberty to refuse if he thinks fit.

18. Right to call upon information regarding status of work:

The Department will have the right to call upon information regarding status of work/job at any point of time.

The tender is not transferable. Only one tender shall be submitted by one tenderer.

19. Terms of payment:

No payment shall be made in advance nor shall the loan from any bank or financial institution be recommended on the basis of the order of award of work. The contractor shall submit the bill only after supply of the material to the satisfaction of the department, on receipt of pre-receipted bill invoice from the contractor the case of issuing sanction and passing of bill payment will be initiated. No payment will be made for goods rejected.

All payments shall be made by cheque only:

The department shall have the liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in the preceding Para.

The term 'Payment' mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding EMD and security deposit governed by separate clauses of the contract.

20. Disclaimer:

The near relatives of employees of Department of E.P.F.O. are prohibited from participation in this tender. The near relative of this purpose are defined as:

- (a) Member of a Hindu undivided family
- (b) Their spouses
- (c) The one related to the other in manner as father, son(s), son's wife (daughter in law), daughter(s) and daughter's husband (son-in-law), brother(s) and brother's wife(sister-in-law), sister(s) and sister's husband(brother-in-law).

21. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by and Arbitrator Tribunal containing. Sole Arbitrator to be appointed by the E.P.F.O. Department of legal affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three person to be submitted by the claimant. The arbitration proceeding shall take place at Thane and shall be conducted in English. The provision of arbitration and conciliation Act,1990 and the rule framed there under in force shall be applicable to such proceedings.

22. Legal jurisdiction:

The agreement shall be deemed to have been concluded in the Thane territory of Maharashtra and all obligation hereunder shall be deemed to be located at the Thane and court within Mumbai jurisdiction to the exclusion of other courts.

23. Periodicity/Duration of tender:

The tender is initially for a period of one year and can be extended for further period of 12 months or more on year to year basis with mutual consent on the same terms and conditions and rates.

24. Other Conditions:

The successful firm will be required to do the work/job for a period of one year from the date of award the contract. This Ministry/Department shall, however, reserve the right to terminate the contract at any time without assigning any reason.

25. Quotation should be uploaded separately.

26. The bid should be submitted 22/01/2018 up to 11:00 a.m

The job will be entrusted on the basis of all inclusive rate contract on "as is where is" and competitive basis.

Sd/-

(S. Komaladevi Raja)  
Assistant P.F. Commissioner(HRM)  
Regional Office, Mumbai-II, Thane



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No. MH/PF/RO/ /THANE/HRM-II/2017-18/01

Date 26.12.2017

#### **Parameters and Technical Specifications for Executing the Work:**

Subject: Notice Inviting Tender for Stationer and Non-Stationery items in the department of  
E.P.F.O., R.O., Thane.

#### **Part-I**

Parameters and Technical Specification for executing the work:

The firm should be registered and should have own printing press.

The firm has to submit a proof as mentioned above supported by documentary materials.

The supply order will be placed as and when required, irrespective of the quantity ordered and successful supplier will have to meet all the requirement of the department immediately on receipt of the supply order and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.

The rate quoted are inclusive of all taxes. The firm should also have a valid TIN number, which should be mentioned.

The firm should be able to provide the requisite brand or similarly placed brand in case of manufacturer of the items(s). It must be able to provide the required GSM of the paper etc.

The delivery of the item will have to be made at E.P.F.O. Thane. No transportation/cartage charges will be provided for the same.

The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.

The rates of various stationery and non-stationery items can be varied from firm to firm and in any case department shall not be bound to accept the lowest rates of the items(s) of the particular firm. The contract as a whole shall be entrusted to only one or more firms(s) for a year after calculating/comparing the rate of major items consumed by the department throughout the year and the other method enumerated below. The rates of the A4 size paper, duplication paper, drafting paper, printed forms, file covers, file board, note pad, note sheet gum stick, various type of registers, duster and various pens plain and cloth shall be the deciding factors.

The tender Evaluation Committee shall go into all aspects including cost factors of major consumable stationery items and then decide for awarding of the tender. By quoting lower rates in respect of same items, a firm does become entitled to awarding the contract in its favour of those items(s) that quoted lowest rates for those item(s). In order to get selection/consideration in the panel of two or three vendors for awarding of contract (in case the contract is to be awarded to more than one vendor), the criteria for awarding contract will be quotation of lowest rates separately for stationery and non-stationery. In no case firm who has quoted lowest rates in respect of maximum items can claim for consideration of awarding contract for supply of all



items. The contract for remaining items should be awarded to the firms who quoted lowest rates for the remaining items. **However, the Department reserves the right to accept/reject any quotation either in part or full without assigning any reason thereof**, or to award the contract to different supplier(s), for different items(s), if feasible after considering the credentials, manufacturing, capability, quality and distribution rights of the item(s). **The firm are therefore, requested to attach their credentials in regard to supply of items and experience in the field, distribution right and their annual turnover.**

Sd/-

(S. Komaladevi Raja)  
Assistant P.F. Commissioner



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वरदान कमर्शियल कॉम्प्लेक्स, छठी मंज़िल, एम.आई.डी.सी., रोड न. - 16, वाग्ले इस्टेट, थाने (प.) -400 604



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Date 26.12.2017

Sr. No.	Name of items	Approximate consumption	Size	Printing on	Brand/ Quality/ GSM	Unit in which items to be procured	Rate per unit inclusive of all taxes & levies in figure not exceed M.R.P.
1	Drafting paper	1000 Rim	legal	N.A.	70 gsm (JK EASY COPIER )	1 Rim	
2	Ruled paper	500 Rim	legal	N.A.	70 gsm	1 Rim	
3	A4 paper	5000 Rim	A 4	N.A.	80gsm (JK EASY COPIER )	1 Rim	
4	Legal size paper	500 Rim	Legal	N.A.	80gsm (JK EASY COPIER )	1 Rim	
5	Legal paper (green)	1000 Rim	legal	N.A.	100gsm (JK)	1 Rim	
6	Paper A4 (Pink/Green/ Blue/Yellow)	100 Rim Each	A 4	N.A.	70 gsm (JK EASY COPIER )	1 Rim	
7	Executive Bond paper	1000	A 4	N.A.	100gsm (JK BILT )	1 Rim	
8	Stapler Big	100 piece	N.A.	N.A.	Kangaroo (HP 45)	1 Nos.	
9	Stapler Small	200 piece	N.A.	N.A.	Kangaroo (HP 10)	1 Nos.	
10	Stapler pins (Small)	200 box	N.A.	N.A.	Kangaroo (No.10- 1 M)	Each box	
11	Stapler pins (Big)	100 box	N.A.	N.A.	Kangaroo (24/6-1 M)	Each box	
12	Pins (T shape)	500 pkt	N.A.	N.A.	Vikram	Each packet	
13	James clip (U-pin small)	500 pkt	N.A.	N.A.	Vikram -25 mm	Each Pkt	
14	James clip (U-pin big)	500 pkt	N.A.	N.A.	Vikram -35 mm	Each Pkt	
15	Carbon paper box (Sapphire Royal Blue)	10 pkt	210x 330 mm	N.A.	Kores	Each pkt	
16	Correction pen	200 nos.	N.A.	N.A.	Camlin cover it	Each	

Sr. No.	Name of items	Approximate consumption	Size	Printing on	Brand/ Quality/ GSM	Unit in which items to be procured	Rate per unit to be inclusive of all taxes & levies in figure not exceed M.R.P.
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17	Removable stick notes (Small Four colour)	1000 nos	(76x19)mm -4 count	N.A.	(76x19) mm - 4 colour-50 sheet	Pkt of 10 nos.	
18	Removable stick notes (Big Multicolour)	1000 nos	(50x75)mm	N.A.	(50x75) mm 100 sheet	Pkt of 10 nos.	
19	Fevi sticks	500 nos.	N.A.	N.A.	Pedilite	Pkt of ten	
20	Plastic gum bottles	20 can of 5 litre	N.A.	N.A.	Camel	5 litre can	
21	Stamp pad (Big)	100 nos.	N.A.	N.A.	Kores (90x159)	Box of 10 nos.	
22	Stamp pad (Small)	200 nos.	N.A.	N.A.	Kores (52x95)	Box of 10 nos.	
24	Punch	150 nos.	N.A.	N.A.	Kangaroo (280)	Nos.	
25	Ruled register with hard cover (2 Quire)	500 nos.	N.A.	N.A.	Anupam-C-ruled(GENO 41) 80 gsm	No.	
26	Ruled register with hard cover (3 Quire)	500 nos.	N.A.	N.A.	Anupam-C-ruled(GENO 41) 80 gsm	No.	
27	Ruled register with hard cover (4 Quire)	200 nos.	N.A.	N.A.	Anupam-C-ruled(GENO 41) 80 gsm	No.	
28	Ruled register with hard cover (5 Quire)	200 nos.	N.A.	N.A.	Anupam-C-ruled(GENO 41) 80 gsm	No.	
29	Pencils	1000 nos.	N.A.	N.A.	Natraj	Box of 10	
30	Pencil eraser	500 nos.	N.A.	N.A.	Natraj	Box of 10	
31	Paper weight (Steel) small	200 nos.	N.A.	N.A.		Nos.	
32	Paper weight (steel) Big	100 nos.	N.A.	N.A.		Nos.	
33	Magnetic Pin box	150 nos.	N.A.	N.A.	Omega Deluse Round (1797)	Nos.	
34	Water spounge (With plastic box)	150 nos.	N.A.	N.A.	As per Sample	Box of 10	

Sr. No.	Name of items	Approximate consumption	Size	Printing on	Brand/Quality/GSM	Unit in which items to be procured	Rate per unit inclusive of all taxes & levies in figure not exceed M.R.P.
35	Water spounge (Without Plasticbox)	250 nos.	N.A.	N.A.	As per Sample	Box of 10	
36	Scale wooden 18"	50 nos.	N.A.	N.A.	Camel	Pkt of 10	
37	Scale steel 18"	50 nos.	N.A.	N.A.	Camel	Pkt of 10	
38	Scale transperent plastic 18"	50 nos.	N.A.	N.A.	Camel	Pkt of 10	
39	Pokers	300 nos.	N.A.	N.A.		Unit	
40	Cello Tapes (2")	500 nos.	N.A.	N.A.	BA Wonder 55	Unit (65 mtr)	

41	Cello Tapes (1/2")	200 nos.	N.A.	N.A.	BA Wonder 55	Unit (65 mtr)	
42	Cello tapes (1")	200 nos.	N.A.	N.A.	BA Wonder 55	Unit (65 mtr)	
43	Marker pens	1500 nos.	N.A.	N.A.	Camelin	Nos.	
44	Ball pen (Red)	300 nos.	N.A.	N.A.	Montex mega top	Nos.	
45	Ball pen (Blue)	1000 nos.	N.A.	N.A.	Montex mega top	Nos.	
46	Ball pen (Green)	150 nos.	N.A.	N.A.	Montex mega top	Nos.	
47	Ball pen refill (Red)	500 nos.	N.A.	N.A.	Montex mega top	Nos.	
48	Ball pen refill (Green)	500 nos.	N.A.	N.A.	Montex mega top	Nos.	
49	Ball pen refill (Blue)	2000 nos.	N.A.	N.A.	Montex mega top	Nos.	
50	Uniball vision Black/Blue Pen	200 nos.	N.A.	N.A.	Uniball	Nos.	
51	Uniball refill Black/Blue	200 nos.	N.A.	N.A.	Uniball	Nos.	
52	Pencil cells (AA)	500 nos.	N.A.	N.A.	Duracell	Dpzen	
53	Pencil cells (AAA)	1000 nos.	N.A.	N.A.	Duracell	Dpzen	
54	White tags Big	2000 bundle	N.A.	N.A.	24 " Nylone	bundel of 72	
55	White tags Small	3000 bundle	N.A.	N.A.	36" Nylone	bundel of 72	
56	Red tags	500 bundle	N.A.	N.A.		bundel of 100	

Sr. No.	Name of items	Approximate consumption	Size	Printing on	Brand/Quality/GSM	Unit in which items to be procured	Rate per unit inclusive of all taxes & levies in figure not exceed M.R.P.
57	D V D	1000	N.A.	N.A.	MOSERBAE R	box (100)	
58	C D	2000	N.A.	N.A.	MOSERBAE R	box (100)	
59	Duster	500 nos.	(17x 17)"	N.A.	White Thick	Nos.	
60	Jute Tag	100 Roll	N.A.	N.A.		Roll (500 gram)	
61	Sketch Pen	300 nos.	N.A.	N.A.	Faber castell	Nos.	
62	10x12 Part-II	100 box of 3000 pages	N.A.	N.A.	70 gsm	1 Box (3000)	
63	15x12 Part-III with logo	100 box of 3000 pages	N.A.	N.A.	70 gsm	1 Box (3000)	
64	Liquid hand wash refill	25 can of 5 ltr	5 litre	N.A.	Fem SOFT HANDZ Hand wash	Can of 5 litre	
65	Envelopes clothed Jumbo (As per sample)	200 nos.	As per sample	Office address and logo	As per Sample	1 nos.	
66	Envelopes clothed big	200 nos.	As per sample	Office address and logo	As per Sample	1 nos.	
67	Envelopes clothed medium	200 nos.	As per sample	Office address and logo	As per Sample	1 nos.	

68	Envelopes clothed small	200 nos.	As per sample	Office address and logo	As per Sample	1 nos.	
69	Letter Folder pads (2 flap)	200 nos.	Legal	Office address and logo	As per Sample	1 nos.	
70	Letter Folder pads (4 flap)	250 nos.	Legal	Office address and logo	As per Sample	nos.	
71	Form 19	30000 nos.	As per sample	both side	70 gsm	1000 nos.	
72	Form 10C	300000 nos.	As per sample	both side	70 gsm	1000 nos.	

Sr. No.	Name of items	Approximate consumption	Size	Printing on	Brand/Quality/GSM	Unit in which items to be procured	Rate per unit inclusive of all taxes & levies in figure not exceed M.R.P.
73	Form 10D	20000 nos.	As per sample	both side	70 gsm	1000 nos.	
74	Form 20	10000 nos	As per sample	both side	70 gsm	1000 nos.	
75	Form 5IF	10000 nos	As per sample	both side	70 gsm	1000 nos.	
76	Form 31	20000 nos	As per sample	both side	70 gsm	1000 nos.	
77	Form 13	10000 nos	As per sample	both side	70 gsm	1000 nos.	
78	Form 9	10000 nos	As per sample	both side	200gsm	1000 nos.	
79	Form 9-Continious	30000 nos	As per sample	both side	200gsm	1000 nos.	
80	Discriptive role of F-10 D	10000 nos	As per sample	both side	70 gsm	1000 nos.	
81	R.C.-I. Letter head pads	2000 nos.	As per sample	single side	80 gsm.	1000 nos.	
82	Letter head pad A4 size	5000 nos.	As per sample	single side	80 gsm.	1000 nos.	
83	Letter head pad full scape size	1000 nos	As per sample	single side	70 gsm	1000 nos.	
84	Speed post envelops (Small)	30000 nos	As per sample	both side	70 gsm	1000 nos.	
85	Speed Post Envelops (Big)	20000 nos	As per sample	both side	70 gsm	1000 nos.	

86	Window envelopes ordinary (Small)	30000 nos	As per sample	both side	70 gsm	1000 nos.	
87	Window envelopes ordinary (Big)	20000 nos	As per sample	both side	70 gsm	1000 nos.	
88	Work Diary	2000 nos.	As per sample	both side	80 gsm.	1000 nos.	
89	Envelope White	1500 nos	As per sample	both side	70 gsm.	100 nos	
90	File Covers	20000 nos	As per sample	both side	As per sample	1000 nos.	

Sr. No.	Name of items	Approximate consumption	Size	Printing on	Brand/Quality/GSM	Unit in which items to be procured	Rate per unit inclusive of all taxes & levies in figure not exceed M.R.P.
91	Identity Card	200 nos.	As per sample	Both side		1 nos.	
92	Visiting Card	10000 nos	As per sample	Both side		100 nos.	
93	Blue Register	2 nos.	As per sample	both side	100 gsm	1 nos.	
94	Red Register	2 nos.	As per sample	both side	100gsm	1 nos.	
95	A 4 size One side printing	100 pad	As per sample	single side	70 gsm	Pad of hundred	
96	A 4 size both side printing	100 pad	As per sample	both side	70 gsm	Pad of hundred	
97	Legal size one side printing	100 pad	As per sample	single side	70 gsm	Pad of hundred	
98	Legal size both side printing	100 pad	As per sample	both side	70 gsm	Pad of hundred	
99	Half page size one side printing	100 pad	As per sample	single side	70 gsm	Pad of hundred	
100	Half page size both side printing	100 pad	As per sample	both side	70 gsm	Pad of hundred	
101	Quarter page size one side	50 pad	As per sample	single side	70 gsm	Pad of hundred	
102	Quarter page size both side	50 pad	As per sample	both side	70 gsm	Pad of hundred	
103	Plastic File with office address and logo	1000 nos	As per sample	single side	Thick (As per sample)	1 nos.	
104	Form - 9 cover (horizontal)	2000 nos	As per sample	single side	As per sample	1 nos.	
105	Form - 9 cover (vertical)	2000 nos	As per sample	single side	As per sample	1 nos.	

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106	Box File	2000 nos	As per sample	single side	Kangaroo Original	1 nos.	
107	Noting pad	1000 no.	As per sample	single side	70 gsm	1 Nos.	
108	One line Nylon Acrylic Stamp Bilingual	APR				1 Nos.	
109	Two line Nylon Acrylic Stamp Bilingual	APR				1 Nos.	
110	Three line Nylon Acrylic Stamp Bilingual	APR				1 Nos.	
111	Four line Nylon Acrylic Stamp Bilingual	APR				1 Nos.	
112	One line self ink Stamp Bilingual	APR				1 Nos.	
113	Two line Self Ink Stamp Bilingual	APR				1 Nos.	
114	Three line Self Ink Stamp Bilingual	APR				1 Nos.	
115	Four line Self Ink Stamp Bilingual	APR				1 Nos.	
116	Round Office Address Stamp Bilingual	APR				1 Nos.	
117	Round Office Address stamp with logo Bilingual	APR				1 Nos.	
118	Brass Name Plate (19x11) Bilingual	APR				1 Nos.	
119	Acrylic Name Plate (19x11) bilingual	APR				1 Nos.	
120	Steel desk name plate	APR				1 Nos.	
121	Folder (Plastic) with logo and address	1000				1 Nos.	
122	Tea coaster	20 Dozen				1 Set	
123	Wall Clock	30				1 Nos.	
124	Turkish Towels full size /color Bombay dyeing	50				1 Nos.	
125	Towel small napkin Bombay dyeing	400				1 Nos.	
126	Envelope white small with address	7500				100 Nos.	
127	Envelope white Big with address	5000				100 Nos	
128	Dustbin steel medium	50				1 Nos.	
129	Parcel Cloth white	100 meter				1 meter	
130	Parcel Cloth Red	100 meter				1 meter	
131	Addgel Achiever pen (Black/Blue/Green)	100				1 nos	
132	Addgel Achiever Refil (Black/Blue/Green)	500					

E-mail: [rothane@epfindia.gov.in](mailto:rothane@epfindia.gov.in)

Chapter5- Contract Form  
Tel. No. 25838444/45  
Fax no. 25838446



## कर्मचारी भविष्य निधि संगठन

### Employees' Provident Fund Organisation

(श्रम मंत्रालय, भारत सरकार) (Ministry of Labour, Govt. of India)

क्षेत्रीय कार्यालय, मुंबई - II, Regional Office, Mumbai - II

वरदान कमर्शियल कॉम्प्लेक्स, छठी मंज़िल, एम.आई.डी.सी., रोड न. - 16, वाग्ले इस्टेट, थाने (प.) -400 604



Vardan Commercial Complex, 6<sup>th</sup> Floor, M.I.D.C., Wagle Estate, Thane (W) - 400 604

No. MH/PF/RO/ /THANE/HRM-II/2017-18/01

Date 26.12.2017

Tender Form-1- Technical Information and Undertaking.

(Delete whichever of the following is not application before issuing the NIT or prepare a fresh format. Tenderer may use separate sheet wherever required).

Subject: Notice Inviting Tender to \_\_\_\_\_

1. Name & Address of the Tenderer/concern: \_\_\_\_\_
2. Name of the Concern \_\_\_\_\_ (i.e. Sole proprietor of partnership firm or a company or government department or a public sector organisation).
3. D.D. no. \_\_\_\_\_ dated \_\_\_\_\_ (to be enclosed) and amount of Earnest Money Deposit ₹40,000.00 (₹Forty thousand only)
4. Whether each page of NIT and its annexure have been signed and stamped.
5. Proposed date to start supply \_\_\_\_\_
6. List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any.
7. Proof of the registered firm and having own printing press.
8. Permanent Account Number (Income Tax) \_\_\_\_\_
9. Sale Tax Registration No. \_\_\_\_\_
10. Whether copies of authenticated balance sheet for the past three years enclosed \_\_\_\_\_
11. TIN No. with Proof \_\_\_\_\_
12. Permanent Account Number (copy enclosed) \_\_\_\_\_
13. Any other information important in the opinion of the tenderer.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place: