



कर्मचारी भविष्य निधि संगठन
EMPLOYEES PROVIDENT FUND ORGANISATION

श्रम-मंत्रालय, भारत-सरकार
(MINISTRY OF LABOUR, GOVT. OF INDIA)

क्षेत्रीय कार्यालय/REGIONAL OFFICE

चित्रकूट नगर, भुवना, उदयपुर (राज०) 313 004
CHITRAKOOT NAGAR, BHUWANA, UDAIPUR(RAJ) 313 004

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क्रमांक: क्षेत्र/उदय/प्रशा०/कम्प्यूटर एएमसी/

10854

दिनांक:- 8/02/2018

कम्प्यूटर सिस्टम एवं बाह्य-उपकरणों के वार्षिक रखरखाव अनुबंध (AMC) के लिए निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, उदयपुर राजस्थान में कार्यरत कम्प्यूटर सिस्टम एवं बाह्य-उपकरण जिसमें यू.पी.एस., प्रिंटर इत्यादि शामिल हैं के वार्षिक रख रखाव अनुबंध (AMC) हेतु क्षेत्रीय भविष्य निधि आयुक्त-1, उदयपुर (राजस्थान) द्वारा प्रतिष्ठित संस्थाओं से मुहरबंद निविदाओं का आमंत्रण किया जा रहा है।

वार्षिक रख रखाव अनुबंध (AMC) दिनांक 14.03.2018 से प्रभावी होकर एक वर्ष तक की अवधि के लिए रहेगी। निविदा दस्तावेज हमारे वेबसाईट www.epfindia.com से "निविदा" लिंक से डाउनलोड किए जा सकते हैं। निविदा के उपर "कम्प्यूटर सिस्टम एवं बाह्य-उपकरणों के वार्षिक रखरखाव अनुबंध हेतु निविदा (कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, उदयपुर राजस्थान)" लिखा होना चाहिए एवं क्षेत्रीय भविष्य निधि आयुक्त-1, उदयपुर, (राजस्थान) को दिनांक 01.03.2018 को दोपहर 03:00 बजे तक अथवा पहले प्रेषित किया जाना चाहिए।

निविदा दस्तावेज में निहित मुख्य शर्तों के अलावा AMC हेतु निविदाओं के पात्रता के लिए नियम एवं शर्तें निम्नानुसार हैं:-

- 1 प्रतिस्पर्धा कर रही कंपनी की सकल कुल आय AMC के अनुमानित मूल्य से कम से कम पांच गुणा अधिक होना चाहिए।
- 2 कंपनी में विद्यमान सेवारत अभियंताओं को पर्याप्त अनुभव के साथ विंडोज, यूनिक्स एवं लिनक्स ऑपरेटिव सिस्टम में कुशल होना चाहिए।
- 3 निविदा प्रक्रिया में प्रतिस्पर्धा कर रहे कंपनियों का उदयपुर में ही सेवा-केन्द्र होना चाहिए।
- 4 कंपनी के द्वारा लेजर प्रिंटर के व्यापक रखरखाव के बारे में अवश्य ही उद्धृत किया जाना चाहिए एवं जहाँ लागू हो, फ्यूसर एसेंबली एवं ट्रेप्लोन एसेंबली को शामिल किया जाना चाहिए।
- 5 एस्कैलेशन अवश्य ही निरपवाद रूप से तीन स्तरों में की जानी चाहिए।
- 6 निविदाकर्ता की वित्तीय सुदृढता के आकलन करने हेतु बैलेस शीट के साथ पूर्ववर्ती तीन वर्षों की आयकर विवरणियों की प्रतियाँ अवश्य ही जमा की जानी चाहिए।
- 7 निविदाकर्ता को अग्रिम के रूप में ₹0 25000/- का राष्ट्रीयकृत बैंक द्वारा जारी डिमांड ड्राफ्ट क्षेत्रीय भविष्य निधि आयुक्त, उदयपुर के पक्ष में देय हो, निविदा के साथ सलग्न करना होगा।

नियत तिथि के बाद प्राप्त निविदाओं पर विचार नहीं किया जाएगा। निविदाओं को दिनांक 06.03.2018 को दोपहर 04:00 बजे बोलीदाताओं की उपस्थिति में खोला जाएगा।

क्षेत्रीय भविष्य निधि आयुक्त-1
क्षेत्रीय कार्यालय उदयपुर

BID PARTICULARS FOR TENDER No. _____

Sl No.	Particulars	
1	Name of the Bidder	
2	Address of the Bidder	
3	Name of the Principal on whose behalf bid being submitted	
4	Address of the Principal on whose behalf bid being submitted	
5	Place of Testing/Laboratory facilities for the services offered	
6	Service facilities available	
7	Availability of Spare Parts (for hardware components)	
8	Bidder's Proposal Number and Date	
9	Name and Address of the Officer to whom all references shall be made regarding this tender a)Email-id b)Telephone c)Fax	

Signature

Name

Designation

Address

Date

Signature

Name

Designation

Address

Date

**Bid Letter
(Technical Bid)**

To
The Regional Provident Fund Commissioner-I,
EPFO, RO, Udaipur Rajasthan

Reference: Tender No.

Dated

Sir,

We declare:-

1. That we are independent service providers/sole authorised agents/ of _____
2. That we /our principals are equipped with adequate facilities for offering the services and that our establishment is open for inspection by the representatives of Employees' Provident Fund Organisation.
3. We hereby offer the Services at the prices and rates mentioned in the Commercial Bid at Annexure 1 to 14.
4. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be made as stipulated in the bid document and that we shall perform all the incidental services.
5. The prices quoted are inclusive of all charges, inclusive of taxes and levies.
6. We enclose herewith complete technical bid as required by you. This includes:-
 - i. Bid Particulars (Annexure 1)
 - ii. Bid letter (Annexure 2)
 - iii. Technical Details of the goods/ Services offered (Annexure 3)
 - iv. Statement of deviation from schedule of requirements (Annexure 4)
 - v. Statement of deviation from tender terms and conditions (Annexure 5)
 - vi. Principal's Authorisation form (Annexure 6)
 - vii. Maintenance Infrastructure facilities (Annexure 7)
7. We agree to abide by our offer for period of 90 days from the date fixed for opening of the tenders and that we shall remain bound by a communication of acceptance within that time.
8. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to render services as per this terms and conditions. The technical deviations from the above terms and conditions are only those mentioned in Annexure 5. The technical deviations from the schedule of requirements are only those mentioned in Annexure 4.
9. Certified that the tender is :-

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor, (Or)

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership agreement/ by virtue of general power of attorney, (Or)x

A company and the person signing the tender is the constituted attorney. (Delete whichever is not applicable. All corrections deletions should invariably be duly attested by the person authorized to sign the Tender Document)

10. Performance-cum-Bid Security (Earnest Money) for an amount equal to Rs. _____
(Rupees _____ only) is enclosed in cover containing
the Pre-qualifying Requirements in the Form specified in Clause 12 of Section II.
11. We do hereby undertake, that, until a formal contract is prepared and executed, this Bid,
together with your written acceptance thereof and placement of Letter of Intent awarding
the Contract, shall constitute a binding Contract between us.

Dated this day of [Year]
Details of enclosures

Signature of Tenderer

Full Address

Ph.

Fax:

Email

Telegram

Id

TECHNICAL DETAILS OF SERVICES OFFERED

Item No	Item	Quantity	Deatailed service Specifications	Remark

Signature of Witness

Dated:-

Place:-

Signature of tenderer

Dated:-

Place:-

STATEMENT OF DEVIATIONS FROM SCHEDULE OF REQUIREMENTS

Dear Sirs,

Following are the Technical Deviations and Variations from the Schedule of Requirements. These Deviations and Variations are exhaustive. Except these Deviations and Variations, the entire work shall be performed as per your specifications and documents.

S. No	Section No	Clause No.	Page No.	Statement of Deviations and Variations

Signature of Witness

Dated:-

Place:-

Signature of tenderer

Dated:-

Place:-

STATEMENT OF DEVIATIONS FROM TENDER TERMS AND CONDITIONS

Dear Sirs,

Following are the Technical Deviations and Variations from the Schedule of Requirements. These Deviations and Variations are exhaustive. Except these Deviations and Variations, the entire work shall be performed as per your specifications and documents.

S. No	Section No	Clause No.	Page No.	Statement of Deviations and Variations

Signature of Witness

Dated:-

Place:-

Signature of tenderer

Dated:-

Place:-

PRINCIPAL'S AUTHORISATION FORM

To,
The Regional Provident Fund Commissioner-I,
EPFO, Regional Office
Udaipur,
Rajasthan 313004.

Reference :- Tender No. -----dated -----

Sir,

We _____ who are established and reputable service providers of _____

_____ having branches at _____ do hereby authorize M/s _____ (Name and Address of Agents) to Bid, Negotiate and Conclude the Contract with you against Tender No. _____ dated _____.

No company or firm or individual other than M/s. _____ are authorized to Bid, Negotiate and Conclude the Contract in regard to this business against this specific Tender. We hereby extend our full guarantee and warranty as per provisions of the General Conditions of Contract for the Services offered for supply against this Invitation for Bid by the above firm.

Yours faithfully,

[Name] for and on
behalf of M/s [Name of
Manufacturer]

NOTE:- This letter of authority should be on the letter head of the Principal and should be duly signed by a person competent and having the Power of Attorney to bind the Principal.

MAINTENANCE INFRASTRUCTURE FACILITIES

Details of Service Centre(s)					
Name of city Where located	Address	Contact person	Telephone No	Fax No	Remarks

Signature of Witness

Dated:-

Place:-

Signature of tenderer

Dated:-

Place:-

B. Commercial Bid

BID PARTICULARS FOR TENDER No. _____

1	Name of the Bidder	
2	Address of the Bidder	
3	Name of the Principal on whose behalf bid being submitted.	
4	Address of the Principal on whose behalf bid being submitted	
5	Place of Testing/Laboratory facilities for the services offered	
6	Service facilities available	
7	Availability of Spare Parts (for hardware components)	
8	Bidder's Proposal Number and Date	
9	Name and Address of the Officer to whom all references shall be made regarding this tender. a)email id. b)Telephone c)Fax	

Witness

Signature
Name
Designation
Address
Dated:-
Place:-

Signature
Name
Designation
Address
Dated:-
Place:-

Company Seal

Bid Letter
(Commercial Bid)

To,
The Regional Provident Fund Commissioner-I,
EPFO, Regional Office
Udaipur,
Rajasthan 313004.

Reference: Tender No. _____ Dated :

Sir,

We declare:-

1. That we are independent service providers/sole authorised agents/ of _____
2. That we /our principals are equipped with adequate facilities for offering the services and that our establishment is open for inspection by the representatives of Employees' Provident Fund Organisation.
3. We hereby offer the Services at the prices and rates mentioned in the Commercial Bid at Annexure 8 to 15.
4. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be made as stipulated in the bid document and that we shall perform all the incidental services.
5. The prices quoted are inclusive of all charges, inclusive of taxes and levies.
6. We enclose herewith complete technical bid as required by you. This includes:-
 - i. Bid Particulars (Annexure 1)
 - ii. Bid letter (Annexure 2)
 - iii. Statement of Commercial Deviations (Annexure 10)
 - iv. Summary of Cost of Services Offered (Annexure 11)
 - v. Details of Cost of Services Offered (Annexure 12)
 - vi. Technical Services Charges (Annexure 13)
 - vii. Other Charges (Annexure 14)
 - viii. Accessories (Annexure 15)
7. We agree to abide by our offer for period of 90 days from the date fixed for opening of the tenders and that we shall remain bound by a communication of acceptance within that time.
8. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply as per this terms and conditions. The Commercial Deviations are only those mentioned at Annexure 10.
9. Certified that the tender is :-
 A sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted attorney of the sole proprietor, (Or)
 A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership agreement/ by virtue of general power of attorney, (Or)
 A company and the person signing the tender is the constituted attorney. (Delete whichever is not applicable. All corrections deletions should invariably be duly attested by the person authorized to sign the Tender Document)
10. Performance-cum-Bid Security (Earnest Money) for an amount equal to Rs. _____ (Rupees _____ only) is enclosed in cover containing the Pre- qualifying Requirements in the Form specified in Clause 12 of Section II.

11. We do hereby undertake, that, until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and placement of Letter of Intent awarding the Contract, shall constitute a binding Contract between us.

Dated this day of [Year]
Details of enclosures

Signature of Tenderer
Full Address
Ph. Fax:
Telegraphic Address.
Email id.

STATEMENT OF COMMERCIAL DEVIATIONS

Dear Sirs,

Following are the Commercial Deviations and Variations from the Tender Terms and Conditions. These Deviations and Variations are exhaustive. Except these Deviations and Variations, the entire work shall be performed as per your specifications and documents.

S. No	Section No	Clause No.	Page No.	Statement of Deviations and Variations

Signature of Witness

Dated:-

Place:-

Signature of tenderer

Dated:-

Place:-

SUMMARY OF THE COST OF SERVICES OFFERED

S.No.	Item Description	Price (in Rupees)
	Total Cost of the Services	
	Cost of Accessories, if any	
	Technical Services Charges	
	Other Charges, if any	
	Total Cost	

Note:- The cost break-up of the various items is as shown in the enclosures.

TOTAL AMOUNT IN INDIAN RUPEES (IN FIGURES) _____

(IN WORDS) _____

Signature of Witness:

Signature of
Tenderer

Dated:

Dated:

Place:

Place:

NOTE:

1. The Regional Provident Fund Commissioner shall examine the unit and extended prices in case of any difference in multiplication of extended prices, the unit price shall be considered as the basis for the order price. Discounts for extended quantities, if any, should be specifically mentioned.
2. If unable to quote, please return this form marked "NO BID"
3. If the above space is not enough for your proposal, please use additional sheets as part of the Bid.

DETAILS OF THE COST OF GOODS/SERVICES OFFERED

Item No	Description of the Item	Quantity/ Capacity	Basic Price	Duties & Levies	Discount if any	Total Unit Cost	Total Price
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

TOTAL AMOUNT IN INDIAN RUPEES (IN FIGURES) _____
 (IN WORDS) _____

Signature of Witness:

Signature of
Tenderer

Dated:

Dated:

Place:

Place:

NOTE:-

1. Percentage of duties and levies should be clearly mentioned.
2. If any discrepancies in unit prices between the prices in figures and words, the prices quoted in words would be taken as authentic.

TECHNICAL SERVICE CHARGES

Sl.No.	Description of Services	Amount	
		(in figures)	(in words)
(1)	(2)	(3)	(4)

TOTAL AMOUNT IN INDIAN RUPEES (IN FIGURES) _____
 (IN WORDS) _____

Signature of Witness:

Signature of
Tenderer

Dated:

Dated:

Place:

Place:

OTHER CHARGES

Sl.No.	Description of Services	Amount	
		(in figures)	(in words)
(1)	(2)	(3)	(4)

TOTAL AMOUNT IN INDIAN RUPEES (IN FIGURES) _____

(IN WORDS) _____

Signature of Witness:

Signature of
Tenderer

Dated:

Dated:

Place:

Place:

ACCESSORIES

(Items not covered by Tender Terms & Conditions)

S.No.	Catalog No./	Description	Unit	Unit Rate	
	Part			(in figures)	(in words)
(1)	(2)	(3)	(4)	(5)	(6)

TOTAL AMOUNT IN INDIAN RUPEES (IN FIGURES) _____

(IN WORDS) _____

Signature of Witness:

Signature of
Tenderer

Dated:

Dated:

Place:

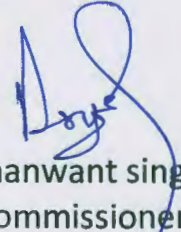
Place:

SCHEDULE OF REQUIREMENTS

Comprehensive and Full Annual Maintenance Contract of the services, Personal Computer System, Thin Clients, Dot Matrix Printer, Inkjet & Leserjet Printers and other Peripherals as mentioned below.

The Regional P.F. Commissioner-I
EPFO, Regional Office Udaipur,
Rajasthan 313004

Sl No.	Name of the Items	Model & Make	Qty	Amount (Incls of all Taxes) Rs.
1	Thin Clients (Includes Thin Clients, Monitors, Key Boards and Mouses)	HP & HCL	70	
2	Personal Computers	HP & Wipro With different Configurations	18	
3	Legeacy Server	HP	1	
4	Printers	Dot Matrix- Wipro-1050 HP Leserjet 2035, 1566 Ricoh Canon LBP 2900 Canon Canon LBP 6230DN	1 2 2 12 1 1	
5	UPS	2 KVA HCL 2 KVA Captron	2 2	
6	Photo Copy Machine	Canon iR2318L	1	
7	Managed Switch	CISCO	8	
8	LTS	9U 6U	3 1	
9	Fax Machine	HP	1	
10	Scanner	HP G4050 HP Scanejet 8270 HP LIDE 110 Canon E510	1 1 1 1	


(Dhanwant singh)
Regional P.F. Commissioner -I