



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

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

क्षेत्रीय कार्यालय, वापी

Regional Office, Vapi

रुनेहदीप कर्मशियल कॉम्प्लेक्स, सीएम 8/5, ने. हाईवे 8, गुंजन, जीआईडीसी, वापी, बालसाड, गुजरात-396195

Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195



सं. गुज/क्षेका/वापी/स्टोर/एसी/56

दिनांक- 07/09/2017

No. GJ/RO/VAPI/STORE/AC/56

Date:-07/09/2017

निविदा के लिए नोटिस/NOTICE INVITING TENDER

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वापी द्वारा अपने कार्यालय में इंस्टॉल किए गए कम्प्यूटर, थिन क्लाइंट्स, प्रिंटर तथा अन्य पेरिपेरल्स के लिए एक वर्ष हेतु सविस्तार वार्षिक परवरिश हेतु एजेंसी/प्रतिष्ठान/कम्पनी या प्राधिकृत डीलर से निविदा आमंत्रित किया जाता है। http://www.epfindia.com/site_en/Tender_Auction.php?id=sm10_index या <http://www.e-procure.gov.in> वेबसाइट से शर्त एवं नियम सहित निविदा प्रपत्र डाउनलोड किया जा सकता है। निविदा को इस कार्यालय में दिनांक 03.10.2017 को 2:00 बजे पूर्वाह्न तक प्रस्तुत करें।

Employees' Provident fund Organisation, Regional Office, Vapi invites sealed quotation from the reputed agencies/firms /companies or authorized dealers, for "Comprehensive Annual Maintenance Contract" of Computers, Thin Clients, printers and other peripherals installed in this office on contract basis for a period of one year. For downloading tender forms along with the terms and conditions, please visit the web site http://www.epfindia.com/site_en/Tender_Auction.php?id=sm10_index or <http://www.e-procure.gov.in>. The last date of receipt of Tender is **03.10.2017 by 2.00 PM.**

(दिनेश वियथ/DINESH VIYYATH)

सहायक भविष्य निधि आयुक्त/Assistant P F Commissioner



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

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Regional Office, Vapi

रुनेहदीप कर्मशियल कॉम्प्लेक्स, सीएम 8/5, न. हाईवे 8, गुंजन, जीआईडीसी, वापी, वालसाड, गुजरात-396195

Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195

No. GJ/EPFO/RO/VAPI/STORE/Comp. Peri. &AMC/56

Date-07/09/2017

TENDER NOTICE

Sealed Tenders are invited for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients and other Peripherals for Resident Support only at the Employees' Provident Fund Organisation, Regional Office, Vapi.

2. Interested Agencies / Individuals having established experiences in Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients and other Peripherals with their own maintenance and support infrastructure in Vapi may apply by downloading the Tender Documents from the EPFO Website: http://www.epfindia.com/site_en/Tender_Auction.php?id=sm10_index & <http://www.e-procure.gov.in>.
3. The tender should be accompanied with an earnest money deposit of Rs 10,000/- per application in the form of Demand Draft/Banker's Cheque of Scheduled Bank drawn in favour of "The Regional provident Fund Commissioner, Vapi". No Cheques are acceptable.
4. Bidders shall submit their quotation, item-wise, as per the format provided in Annexure-B. EPFO may place the supply orders on the successful bidder for all items or selectively for one or more items.
5. All the agencies should also give a brief resume about their company and list of clients to whom they have supplied Annual Maintenance Contract, should also be mentioned.
6. Sealed quotations comprising of separate Technical Bid and Commercial Bid will be accepted up to 14.00 hrs on **03/10/2017** and the Technical Bids will be opened at 15.30 hrs on the same day. Commercial Bid will be opened at 16.30 hrs on the same day.
7. The Employees' Provident Fund Organisation reserves the right to reject all or any of the Tenders without assigning any reason thereof. The

Tender which is conditional/incomplete/belated will not be entertained and the decision of EPFO in this regard shall be final.

8. Interested agencies fulfilling the terms and conditions shall submit their quotations in Sealed Envelope super scribed as "Tender for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients, and Other Peripherals for the EPFO, R.O. Vapi" to

The Regional P F Commissioner-II
Regional Office,
CM 8/5, Snehdeep Comm. Complex
Gunjan, N H 8, Vapi - 396195



(DINESH VIYYATH)

Assistant P F Commissioner

Tender Documents for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients and Other Peripherals for EPFO, Regional Office, Vapi.

1. Name and Address of the Vendor :
2. Tender Document for : Tender for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients and Other Peripherals for Resident Support.
3. Last date for submission of Tender : **03/10/2017 at 14.00 hrs**
4. Opening of Technical Bid : **03/10/2017 at 15.30 hrs**
5. Opening of financial Bid : **03/10/2017 at 16.30 hrs**

The Employees' Provident Fund Organisation, Regional Office, Vapi intends to go for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients and Other Peripherals for its office at Regional Office, Vapi for which sealed tenders are hereby invited from the agencies as per Terms & Conditions mentioned at Annexure-'A', for the items / format mentioned at Annexure-'B'.

The tenders shall to furnish the offer in two separate envelopes, clearly mentioning Envelope No. 1 **"Technical Bid Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients, and Other Peripherals for the EPFO, RO, Vapi"** and Envelope No. 2 **"Financial Bid Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients, and Other Peripherals for the EPFO, RO. Vapi"**. Both the envelopes must indicate the description of the tender and then both should be placed together in one sealed cover, indicating **"Tender for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients, and Other Peripherals for the EPFO, R.O. Vapi"**. The tender must be sealed and bear the stamp of the agency/firm/company on the face of the envelope and outer sealed cover. The Technical Bid will be opened on due date as mentioned in the tender document. The Financial Bid will be opened in respect of only those tenderers whose documents are found in order and whose items qualify technically. The requirements of Technical Bid are as under:

Technical Bid:

The technical bid envelop should contain the following documents which must be attached with the technical bid:

2. The tender should be accompanied with an earnest money deposit of Rs 10,000/- per application in the form of Demand Draft/Banker's Cheque of Scheduled Bank drawn in favour of "The Regional provident Fund Commissioner, Vapi". No Cheques are acceptable.
3. The latest income tax, GST/CST/registration Certificate along with PAN number must be attached.
4. The profile of the company along with the list of Government/Semi Government/Public Sector Undertakings to which the agency/firm/company has supplied Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients, and Other Peripherals..
5. Proof of experience in supplying service to Government / Semi-Government / Public Sector Undertakings (Copies of at least one Order received from three different Govt. Depts. / PSUs during the last three years should be enclosed)

Financial Bid

1. The financial bid envelope should contain the net rates to be charged on the basis of per unit/item.
2. The rates should be quoted in figures as well as in words, on the form attached at Annexure 'B' and duly signed and stamped by the authorized person.
3. The rates must be quoted inclusive of all taxes. The person signing the tender shall be deemed to have the authority to sign the tender on behalf of the said company. The offer for supply of service is subject to the terms and conditions specified in Annexure 'A'.

Signature of the tenderer with seal and date



(DINESH VIYYATH)

Assistant P F Commissioner

Terms & Conditions:

1. The tenderers shall furnish the tenders in sealed envelope clearly mentioning "Tender for Annual Maintenance Contract for Desktop PCs, Printers, Thin Clients, and Other Peripherals for the EPFO, R.O. Vapi". All envelopes containing the tender shall bear the stamp of the firm/company on the face of the envelope.
2. The tender should reach by 03/10/2017 upto 14.00 hrs. The rates should be quoted in figures as well as in words.
3. The tender should be accompanied with an earnest money deposit of Rs 10,000/- per application in the form of Demand Draft/Banker's Cheque of Scheduled Bank drawn in favour of "The Regional provident Fund Commissioner, Vapi". No Cheques are acceptable.
4. The AMC rates should be for Resident Support only.
5. The rates should be quoted on the basis of per unit and inclusive of all taxes.
6. The contract will be for "Maintenance service" only in nature and will cover only servicing of the Desktop PCs, Thin Clients, Printers and UPS. It will be responsibility of the company to keep all the systems and devices in working order.
7. All desirous agencies interested for applying for the Tender and may visit this office for survey and inspection of the items as mentioned at Annexure 'B'.
8. On physical verification of the above items, if any of the items are found to be defective, then Separate Quotation should be attached for rectification / repairing of that particular item, which may include replacement of any spare part etc.
9. The latest income tax, GST/CST/registration Certificate along with PAN number must be attached.
10. The participant for the technical / commercial bid shall produce the authorization letter issued by the vendor.
11. The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that

the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, hold the signatory liable for all costs and damages and may act accordingly.

12. Any attempt on the part of the tenderer, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make the tenderer liable for exclusion from the consideration of the tender.
13. 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.
14. The firm/company shall have to clean all the PCs/Thin Clients/Printers installed at our office quarterly through blower.
15. The payment of Annual Maintenance Charges will be made on quarterly basis. In case of the bidder backs out of the contract midstream, without explicit consent of the EPFO, the bidder should forgo the payment of that particular quarter.
16. The contract will be for one year but may be extended to further one year on the sole discretion of the Organization.
17. All demands should be attended and solved within two working days from lodging the complaint. In any delay in resolving the problem beyond two working days, the agency shall be liable to pay the penalty of Rs 400/-per day for systems which are critical and Rs 200/-for other peripherals which are not critical.
18. The Successful bidder shall submit the undertaking for accepting the penalty clause for delay in service as per Annexure 'C'.
19. Any failure on the part of the firm to maintain the systems/printers etc satisfactory will entail deduction of such amount of penalty from the maintenance charges as may be decided by the competent authority.
20. It shall also be the responsibility of the contracting firm to hand over the systems / printers etc in good working condition at the end of contract period to this organization, failing which the firm shall be liable to pay liquidated damages to the organization as determined by the competent authority.

21. The organization reserves the right at the time of award of contract to increase or decrease the quantity of goods for which services are required to proportionate change in price on same terms and conditions.
22. The organization reserves the right to add/delete any hardware for maintenance through written intimation.
23. The organization reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever. It will also not be obligatory on the organization to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any Tenderer. The organization further reserves the right to terminate the contract at any time without assigning any reason by giving one months notice to the contractor.
24. The tending firm may inspect the state of the systems/printers etc before quoting rates. They may get in touch with EDP section at this office in this regard on any working day between 10.00AM and 5:00Pm from the date of issue of this notification till the last date of submission.
25. EPFO reserves the right to reject all or any tender without assigning any reason whatsoever.
26. Proof of experience in supplying service to Government / Semi-Government / Public Sector Undertakings (Copies of at least one Order received from three different Govt. Depts. / PSUs during the last three years should be enclosed)

Signature of the tenderer

With Seal and date



(DINESH VIYYATH)
Assistant P F Commissioner
Regional Office, Vapi

LIST OF ITEMS

| SR NO | PARTICULARS | Qty |
|-------|-------------------------------------------------|------------|
| 01 | THIN CLIENT WITH MONITOR MOUSE KEYBOARD | 107 |
| 02 | Personal computer with Monitor, Mouse, Keyboard | 32 |
| 03 | NUC Intel | 13 |
| 04 | Printers | 31 |
| | HP-1007 | 3 |
| | HP-1020 | 13 |
| | HP-1606 | 1 |
| | HP-1006 | 2 |
| | Canon-LBP-3300 | 6 |
| | HP- CP/1025 (color) | 1 |
| | HP-1108 | 2 |
| | HP-3015 | 1 |
| | HP- 1022 | 1 |
| | HL/L/2321 | 1 |
| | Canon | 1 |
| 05 | Scanner | 4 |

UNDERTAKING FOR ACCEPTING THE PENALTY CLAUSE FOR DELAY IN SERVICE

We hereby submit our undertaking for accepting and adhering to the penalty clause, to be levied with a penalty of Rs.400/- per day, for any delay in rectifying the systems beyond the permitted period of two days for systems which are critical and Rs 200/-for other peripherals which are not critical from date of registration of the service call.

Signature & seal of the Vendor

Date : _____



(DINESH VIYYATH)

Assistant P F Commissioner

Regional Office, Vapi