



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)
(Ministry of Labour and Employment, Govt. of India)
क्षेत्रीय कार्यालय, कोट्टयम, पी बी सं.36, आदित्या शबरटावर
पोस्ट ऑफिस रोड, तिरुनक्करा, - 686001 (केरल)
REGIONAL OFFICE, KOTTAYAM, P.B.NO.36, ADITYA SABARI TOWER,
POST OFFICE ROAD, THIRUNAKKARA, - 686 001 (KERALA)

के आर/के टीएम/ई डी पी/कंप्यूटर/2018

दि. 05.03.2018

कोटेशन सूचना

विषय:- कंप्यूटर प्रणाली, प्रिंटर तथा सहायक उपकरणों के वार्षिक रखरखाव संविदा के लिए कोटेशन-
के संबंध में।

इस कार्यालय के कंप्यूटर प्रणाली तथा बाह्य उपकरणों के वार्षिक रखरखाव संविदा देने के लिए इच्छुक दलों से मुहरबंद सक्षम कोटेशन आमंत्रित की जाती है। ए.एम.सी. विस्तृत अर्थात् सिस्टम के सभी भाग/बाह्य उपकरण तथा प्रिंटर हेड निहित होना चाहिए ताकि एजेंसी द्वारा बिना किसी अतिरिक्त व्यय के सिस्टम चलाया जा सके।

निम्न लिखित तत्वों के विचाराधीन एजेंसी को प्राथमिकता दी जाएगी -

- (1) सिस्टम के रख रखाव में एजेंसी का पूर्व अनुभव तथा दक्षता
- (2) सिस्टम विक्रेता/उत्पादक
- (3) कोट्टयम में स्थानीय कार्यालय/अभियंता की सेवा की उपलब्धता

ए.एम.सी. के अंतर्गत आने वाली वस्तुओं का ब्यौरा तथा ए.एम.सी. समझौते के निबंधन एवं शर्तें अनुलग्नक में दिया गया है। कोटेशन प्राप्त करने की अंतिम तारीख 02.04.2018 के अपराह्न 2 बजे है। इच्छुक दल अपना कोटेशन निर्धारित प्रोफोर्मा में ई.एम.डी राशि के डी.डी. सहित मुहर बंद लिफाफे में सहायक भविष्य निधि आयुक्त(कार्य. अधि.), क.भ.नि.सं., क्षेत्रीय कार्यालय, आदित्याशबरीटवर, पोस्ट ऑफिस रोड, कोट्टयम- 686001 के पते पर अंतिम तारीख से पहले प्रस्तुत करें।

भविष्य
स.वि.

(संदीप बिस्वास)

सहायक भ. नि. आयुक्त/कार्य अधि.



कर्मचारी भविष्यनिधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोज़गार मंत्रालय) (Ministry of Labour and Employment)

क्षेत्रीय कार्यालय, कोट्टयम – 686001/Regional Office, Kottayam - 686001

आदित्य शबरी टवर्स, पोस्ट आफिस रोड, तिरुनक्करा/Adithya Sabari Towers, Post Office Road, Thirunakkara

फैक्स Fax : 0481-2304708 / कार्यालय Office : 0481-2300937, 2561718

KR/KTM/EDP/COMPUTER/2018/

dated : 05-03-2018

QUOTATION NOTICE

Sub: Quotation for Annual Maintenance Contract of Computer system, printers and accessories – reg

Sealed competitive quotations are invited from interested parties for awarding the Annual Maintenance Contract of computer system and peripherals of this office. AMC should be comprehensive, i.e including all parts of system/peripherals and should include the printer head, so that the system should be made operational by the agency without any additional cost.

Preference will be given to the agency considering the following factors:-

- (i) Previous experience and competence of the agency in maintaining systems.
- (ii) Vendor/Manufacturer of the system.
- (iii) Availability of local office/Service Engineer in Kottayam.

The details of items to be covered under AMC and the terms and conditions of AMC agreement are given in the Annexure. The last date of receipt of quotations is 02-04-2018 by 2 PM. The interested parties may submit their quotation in prescribed format along with DD for the EMD amount in sealed cover addressed to the Assistant P.F Commissioner(OIC), EPFO, Regional Office, Aditya Sabari Tower, Post Office Road, Kottayam – 686001 before the last date.

Yours faithfully,


(Sandeep Biswas)

Assistant P.F. Commissioner/OIC

LIST OF ITEMS/FORMAT OF TENDER

	Name,Address and Telephone No. of Quotationer		
	GST Registration No.		
	Items	Qty	Rate Quoted
1	Server IBM,P.III,750Mhz,128MB,2*9GB HDD, IBM Monitor, Ext.Data drive	1 No	
2	Line Matrix Printer (Printronic)	1 NO	
3	Dot Matrix Printer	2 Nos	
4	Laser Printer HP P 1505	1 Nos	
5	Laser Printer HP 1018	1 Nos.	
6	Laser Printer Samsung ML 2161	3 No.s	
7	Thin client HP	88 Nos	
8	Cancn All in one Printer MF 4750	1 Nos	
9	Cisco Catalys Switch 20 Port(Managable)	4 Nos	
10	Laser Printer HP 1106	1 Nos	
11	Laser Printer Canon MF 3010	1 Nos	
12	Scanner HP G 4050	1 Nos	
13	PC with Monitor - Acer	6 Nos	
14	PC with Monitor - HP	3 Nos	
15	PC with Monitor - HCL	9 Nos	
16	PC with Monitor - DELL	1 Nos	
17	LCD Projector Benq 3200	1 Nos	
		Total	
		GST	
		Total amount Payable	

Signature of quotationer with seal and stamp

TERMS & CONDITIONS

1. Quotation duly filled in accompanied by the necessary documents will be received only upto the time and date mentioned in the Notice calling for the tenders.
2. The interested parties can visit the office on any working day between 10.00 AM and 5.00 P.M for collecting the details/specification of server. Desktop personal computer, Laser Printer and other peripherals to be covered under Annual Maintenance Contract. They are also permitted to contact Sri Rajesh Bhat, DPA for any further clarification regarding the quotation.
3. The Asst. PF Commissioner/OIC, Kottayam reserves the right to extend the date of receipt of quotation or to cancel the Notice calling for quotation.
4. The Asst. P F Commissioner/OIC, Kottayam reserves the right to cancel any of the items mentioned in the list.
5. The Asst. P.F Commissioner/OIC, Kottayam reserves the right to accept or reject the quotation in full or part.
6. All the rates must be written both in figures and words. Corrections, if any, shall be authenticated.
7. The rate quoted should be inclusive of VAT, Service Tax and any other taxes payable for the amount. If DGS&D rate for any of the item is available, the rate may be mentioned in the quotations.
8. The rate quoted shall be for a period of one year and must include the cost of regular service, maintenance and replacement of defective spares. AMC Charges will be released by the office on quarterly basis (No advance payment).
9. The successful bidder shall attend the service calls within 24 hours from the registration of the complaint.
10. The quotation should be accompanied by an EMD equivalent to 5% of the quoted amount (rounded to the next Rs.100/-) in form of DD in favour of RPFC, EPFO, Kottayam. Quotation received without EMD shall be rejected. EMD will be returned on finalisation of the bid.
11. The selected bidder has to deposit security deposit in form of Bank Guarantee/FDR from Nationalised or scheduled bank equivalent to 5% of total value of contract in favour of Regional P F Commissioner-II/OIC, RO, Kottayam. Its validity should be 90 days after the expiry of the contract

period. If the firm fails to provide satisfactory performance, Regional P F Commissioner-II/OIC shall be at liberty to terminate the contract and withhold the security deposit or the balance payment of the firm, apart from being entitled to take any other action that it deems fit. The performance guarantee will be furnished after the letter of acceptance has been issued but before signing of AMC agreement,

12. The selected agency should produce Non judicial stamp paper of Rs.200/- for signing the agreement and the agency should start maintenance of the system and peripherals from 01-05-2018.
13. Last date of receipt of quotation is 02-04-2018 by 2 p.m. The interested parties may submit their quotation in sealed cover superscribed 'QUOTATION FOR AMC OF COMPUTER & PERIPHERALS' and addressed to Assistant P F Commissioner, EPFO, Regional Office, Aditya Sabari Tower, Post Office Road, Kottayam – 686001.