



कर्मचारी भविष्य निधि संगठन
EMPLOYEE'S PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय, कांदिवली
REGIONAL OFFICE, KANDIVALI WEST
222 भविष्य निधि भवन, सेक्टर 3-चारकोप मार्केट केनज दीक कांदिवली प (मुंबई 400 067, 222 BHAVISHYA NIDHI BHAVAN, SECTOR-3, NEAR CHARKOP MARKET, KANDIVALI (W), MUMBAI - 400 067.



No: MH/PF/KND(West)/CT/AMC/PRINTERS& PCs/2019-20/126

Date:- 13-09-2019

निविदाएं आमंत्रण नोटिस

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय कांदिवली पश्चिम, मुंबई, दो बोली प्रणालियाँ जैसी तकनीकी एवं वित्तीय निविदा के अंतर्गत प्रतिष्ठित एजेंसियों से लेजरजेट प्रिंटर के कॉम्पिहेंसिव एएमसी हेतु सेवा सहित संगत टोनर कार्ट्रिज एवं कंप्यूटर और अन्य पेरिफेरियल्स की आपूर्ति के प्रावधान के साथ सीलबंद निविदाओं को आमंत्रित करता है।

नियम और शर्तें, पूर्व-योग्यता मानदंड, आदि निविदा दस्तावेज में शामिल किया हैं और इन्हें कभनिस, क्षे. का. कांदिवली पश्चिम से किसी भी कार्य दिवस पर सुबह 09:30 से शाम 05:00 बजे के बीच क्षेत्रीय पी.एफ. आयुक्त, कांदिवली "मुंबई में देय 500.00 केवल (गैर-वापसी योग्य) रुपये के डिमांड ड्राफ्ट की आपूर्ति पर खरीदा जा सकता है या कभनिस की वेबसाइट www.epfindia.gov.in या रीगुलर पब्लिक प्रोक्योरमेंट पोर्टल www.eprocure.gov.in से भी डाउनलोड किया जा सकता है। वह विवरण इस प्रकार है।

- 1 निविदा दस्तावेज की लागत रु 500.00
- 2 निविदा दस्तावेज की बिक्री की अंतिम तिथि 01/10/2019 शाम 5:00 बजे तक
- 3 बोली सुरक्षा जमा रु 5000.00।
- 4 बिड सबमिशन शुरू होने की तारीख 13/09/2019 को सुबह 09:00 बजे
- 4 निविदाएं जमा करने की अंतिम तिथि 03/10/2019 दोपहर 2. 00 बजे तक
- 5 तकनीकी बोली खुलने का समय 03/10/2019 को दोपहर 2:30 बजे
- 6 वित्तीय बोली खुलने का समय 07/10/2019 को पूर्वाह्न 11.00 बजे

तकनीकी बोली और वित्तीय बोली के दो अलग-अलग मुहरबंद लिफाफे एक सीलबंद लिफाफे में जिस पर "लेजरजेट प्रिंटर एंड कम्प्यूटर्स के एएमसी के लिए कोटेशन" लिखा हो क्षेत्रीय भविष्य निधि आयुक्त, 222, भविष्य निधि भवन, सेक्टर 03, चारकोप मार्केट, कांदिवली (पश्चिम), मुंबई -400 067 के पते पर पीआरओ में रखे गए टेंडर बॉक्स में जमा करने के लिए निर्धारित समय और तारीख पर या उससे पहले जमा किया जाना चाहिए। निर्दिष्ट तिथि और समय के बाद प्राप्त निविदा / कोटेशन को किसी भी आधार पर स्वीकार नहीं किया जाएगा। कभनिस का क्षेत्रीय कार्यालय, कांदिवली पश्चिम, मुंबई कोई कारण बताए बिना किसी भी निविदा को स्वीकार/अस्वीकार कर सकता है।

कमला

(एस. कोमलादेवी राजा)

क्षेत्रीय भ. नि. आयुक्त (प्रशासन)

क्षेत्रीय कार्यालय, कांदिवली (पश्चिम), मुंबई



कर्मचारी भविष्यनिधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour Employment & Govt. of India)



क्षेत्रीय कार्यालय कान्दिवली
REGIONAL OFFICE, KANDIVALI WEST
222 भविष्यनिधि भवन, सेक्टर-3, चारकोप मार्केट केनजदीक कान्दिवली प।
मुंबई 400 067. 222 BHAVISHYA NIDHI BHAVAN, SECTOR-3, NEAR
CHARKOP MARKET, KANDIVALI (W), MUMBAI - 400 067.

No: MH/PF/KND(West)/CT/AMC/PRINTERS& PCs/

Date:- 13-09-2019


Notice Inviting Tenders

Employees Provident Fund Organization, Regional Office KANDIVALI WEST, Mumbai, invites sealed tenders under Two Bid System i.e. Technical Bid and Financial Bid from reputed agencies/supplier of services for **Comprehensive AMC of LaserJet Printers with provision for supply of Compatible Toner Cartridges and Computers & Other Peripherals.**

The terms and conditions, pre-qualification criteria, etc. are incorporated in the tender document and can be purchased from EPFO, RO KANDIVALI WEST on any working day between 09:30 am to 05:00 pm on supply of demand draft of Rs. 500.00 only (non-refundable) in favor of "Regional P.F. Commissioner, Kandivali" payable at Mumbai or the same may also be downloaded from EPFO website www.epfindia.gov.in or from Central Public Procurement portal Website www.eprocure.gov.in. The details are as follows.

1	Cost of tender document	Rs. 500.00
2	Last date of sale of tender document	01/10/2019 upto 5:00 pm
3	Bid Security Deposit	Rs. 50000/-
4	Bid Submission Start Date	13/09/2019 at 09:00 am
4	Last date of submission of tenders	03/10/2019 up to 2.00 pm
5	Opening of Technical Bid	03/10/2019 at 2:30 pm
6	Opening of Financial Bid	07/10/2019 at 11.00 am

Technical bid and Financial bid shall be enclosed in two separate sealed envelopes super scribed thereon accordingly and put in one sealed envelopes super scribed with "Quotation for AMC of LaserJet Printers and Computers" and addressed to Regional P.F. Commissioner, 222, BhavishyaNidhi Bhavan, Sector-03, Charkop Market, Kandivali (West), Mumbai-400 067, should be deposited on or before scheduled time & date of submission in tender box kept at the PRO. The tenders /quotations received beyond the specified date and time will not be considered on any ground. The EPFO Regional Office, KANDIVALI WEST, Mumbai reserves the right to accept / reject any quotation(s) without assigning any reason thereof.


13/9/19

(S Komaladevi Raja)
Regional P.F. Commissioner (ADM)
R. O. Kandivali (West), Mumbai



कर्मचारीभविष्यनिधिसंगठन
EMPLOYEE'S PROVIDENT FUND ORGANISATION
(श्रमएवंरोज़गारमंत्रालय, भारतसरकार)

(Ministry of Labour Employment & Govt. of India)

क्षेत्रीयकार्यालय, कांदिवली

REGIONAL OFFICE, KANDIVALI WEST

,222भविष्यनिधिभवन, सेक्टर 3-चारकोपमार्केटकेनजदीककांदिवली) प (मुंबई ४०००६७, 222.BHAVISHYA NIDHI BHAVAN, SECTOR-3, NEAR CHARKOP MARKET, KANDIVALI (W), MUMBAI – 400 067.



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Sd/-

(S Komaladevi Raja)

Regional P.F. Commissioner (ADM)

R. O. Kandivali (West), Mumbai

**Tender Document for
Comprehensive AMC
of LaserJet Printers with provision for
supply of
Compatible Toner Cartridges
And
Computers & Other Peripherals**

**Last Date for submission:03/10/2019(2.00 pm)
Date of opening of Tender:03/10/2019(2.30 pm)**

Tender for AMC of Printers with Provision for supply of compatible toner cartridges and Computers & Its Peripherals

The Regional Provident Fund Commissioner, Regional Office, Kandivali (West), Mumbai-67 invites sealed quotations for **Comprehensive AMC of LaserJet Printers with provision for supply of Compatible Toner Cartridges and AMC for Desktop Computers and Other Peripherals** under two part bid system, as per the details given in Annexures.

EARNEST MONEY DEPOSIT

The bidder shall enclose an account payee demand draft of Rs. 50000/- (Rs. Fifty Thousand Only) as Bid Security drawn in favour of "**Regional P.F. Commissioner, Kandivali** " as per the GFR 170. Quotation without Bid Security shall be summarily rejected. The parties enjoying exemption for paying EMD should enclosed necessary certificates / documentary evidences for the same in accordance to the recent amendment in GFR. Bid security to remain valid for a period of 45 days beyond the final bid validity period.

Due date and time of submission of bid:	03/10/2019(2.00 pm)
Due date of opening Techno-Commercial Bid:	03/10/2019(2.30 pm)

PERFORMANCE SECURITY

On finalising the tender, successful bidder has to furnish Performance Security amounting to Rs. 1,00,000/- by mode of Bank Guarantee in favour of "**Regional P.F. commissioner, Kandivali**" as per the GFR 171. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of suppliers including warranty obligations. Performance security will be forfeited in the event of a breach of contract by the supplier, in terms of the relevant contract.

COMPREHENSIVE AMC FOR PRINTERS AND COMPUTERS & OTHER PERIPHERALS

The Regional PF Commissioner, Employees' Provident Fund Organization, Regional Office, KANDIVALI WEST, Mumbai – 400 067 invites sealed quotations in two parts viz. Technical bid & Commercial bid, from resourceful Vendors for Annual Maintenance Contract for Laser Printers and Computers & other Peripherals at our site.

SCOPE OF WORK FOR PRINTERS AND SUPPLY OF TONER CARTIDGES

The Annual Maintenance Contract is comprehensive in nature and including of supply and installation of all the necessary spares and consumables, including compatible Cartridges/Toners.

1. The work includes maintenance and up keeping of printers, as mentioned in Annexure A – Printer list, at our site.

2. The Contractor shall maintain the printers and do the requisite trouble shooting against failure of the printers, inclusive of all the essential spares and consumables such as associated Sub-panels, units, cards, fuser assembly, fuses, control cards, rollers, knobs, cables, connectors, switches, plastic / metal body parts, top cover and other accessories.03/10/2019**INCLUDING COMPATIBLE CARTRIDGES/ TONERS.**

The “**Compatibles**” must be equivalent to the OEM products in the requisite parameters like formula, weight, size of particles, melting point of the toner etc., to mention a few. In fine, only industry grade toner and best components/parts must be used in the supplied Compatibles.

3. Purchase order for the “**Compatibles**” will be placed to the selected Vendor on need basis. The selected Vendor will install the Compatibles in the Printer concerned and take out the “Supplies status” every time a toner is changed.

4. Any problem like spillage/leak or incompatibilities etc. Will be treated as “faulty supply” and the same will be summarily rejected. Any repeat of the same problem will make the Vendor solely responsible and will attract penalty or even termination of Contract forthwith without any further payment or notification.

5. Monthly Preventive maintenance schedule should be prepared for all the printers and should be followed strictly. Preventive maintenance shall include checking, cleaning, reconnecting and verifying the working status of printers.

6. In case of any breakdown, it should be attended immediately & necessary action for the rectification / replacement must be taken at the earliest **within 6 hours** of the breakdown reported.

7. The requisite spares & consumables shall be provided by you free of cost, as and when required. The spares and consumables to be supplied, as a replacement of defective parts, shall essentially be good quality, genuine & compatible with the existing printer in operation.

8. Any replacement of spares is to be done by the Contractor, with prior intimation / permission of IS Division, Employees’ Provident Fund Organization, Regional Office, KANDIVALI WEST, Mumbai-67 . The defective parts shall be returned to the Contractor.

9. Printers shall be repaired on site. However, in extreme situations, the printer unit may be taken to service centre for repairs. In such a case, equivalent standby unit shall be provided till repair work is completed.

10. All the maintenance activities shall be written in Log books and corresponding records. Registers should be maintained as directed by the Regional Provident Fund Commissioner, Employees’ Provident Fund Organization, Regional Office, Kandivali (W), Mumbai and should be made available for verification, whenever required.

11. If the Contractor fails to troubleshoot any printer breakdown, due to non-availability of spares, obsolete models, or whatsoever reasons, **replacement printer of equivalent or higher version / model should be arranged, at no extra cost till the completion of contract period.**

SCOPE OF WORK FOR COMPUTERS, NETWORK SWITCHES AND OTHER PERIPHERALS

1. On-site preventive and corrective maintenance of items covered under AMC at EPFO, Regional Office, Kandivali West.
2. The Maintenance include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories including but not limited to key board and monitor. No any charges will be paid for defective parts. In case of replacement of a part, the defective part removed from the system will become the property of EPFO, ROKandivali West.
3. Operating System Support- This Contract is comprehensive and includes the Operating System Support and Device Drivers on all the systems covered under this contract. Any problem associated with the Operating System, Network Configuration, Device Drivers etc. will be attended by the agency.
4. The agency shall provide comprehensive maintenance service through qualified, experienced and competent person.
5. The vendor during the office hours shall provide with a system engineer for first level troubleshooting at EPFO Kandivali West.
6. Additional persons may be deputed whenever there is more work load/complaints to rectify the equipment within the stipulated response time.
7. The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in the systems.
8. The systems, that are not serviceable by the agency due to obsolescence of technology or non-availability of parts/components/assemblies will be withdrawn from the maintenance contract.
9. The decision of RPFC regarding non-availability and obsolescence of technology will be final. Withdrawal of such units shall be communicated to the agency and equivalent maintenance charge shall be deducted from the amount due to the agency.

GENERAL TERMS AND CONDITIONS

1. GENERAL

a) Sealed Quotation super scribed as “Tender for Annual Maintenance Contract of Printers and Compuers at Employees Provident Fund Organization, Regional Office, Kandivali (West)” on the top of the envelope should reach The Regional Provident Fund Commissioner, Employees Provident Fund Organization, Regional Office, Kandivali West, 222, BhavishyaNidhiBhavan, Charkop Market, Kandivali West, Mumbai – 400 067 on or before **03/10/2019 by 02:00pm**.

b) The Contractor must sign on each page of the tender document submitted. Any Insertion, postscript, addition and alteration shall not be recognized unless confirmed by the Contractor signature. If the Contractor is a partnership firm, authorized partner / partners should sign the tender. The tender should be submitted in two parts:

PART-I: Shall contain **Techno-commercial Bid (Annexure 1)** – Includes details of Technical & Commercial aspects. The Contractor has to put his/her seal and signature on each page of General Terms & Conditions, Scope of work, printer & Computer list etc. as a token of acceptance. Earnest Money and other relevant information like experience, turnover, shall be mentioned with proof thereof. The envelope shall be super scribed on the top “PART-I Technical Bid”. The technical bid shall invariably contain the documentary evidence of ESI registration, PF registration, TIN, PAN no., experience of works executed by the Contractor, documents in support of eligibility criteria, etc.

PART– II: Shall contain **Price Bid (Annexure – II)** –Super scribing on the envelope “**PART-II Price bid**”.

Both Part-I & Part-II shall be put in one envelope. The Quotation may be submitted in the Tender Box kept at PRO after endorsing the details in the register kept for the purpose. The Tender shall be opened on the same day at 02.30 Hours in the presence of intending Contractors.

c) The Contractor may inspect the work site, and understand the scope of work before quoting the rates. Any negligence on this part shall not be considered at a later stage.

d) Submission of incomplete documents as per requirement will result in the tender liable for rejection.

2. EXPERIENCE & ELIGIBILITY CRITERIA:

The Contractor shall have minimum experience of **3 years** in carrying out Maintenance contracts for printers . Supporting documents such as work orders, customer satisfaction letters, etc. shall be enclosed.

The Contractor shall be eligible if --

- a) Average annual financial turnover during last three years ending 31st March 2019, should be at least Rs.50,00,000/-.
- b) Having executed similar works during last 3 years any of following,
 - i) One completed work costing not less than Rs.1,60,000/-
Or
 - ii) Two completed works costing not less than Rs.1,00,000/- each
Or
 - iii) Three completed works costing not less than Rs.80,000/- each

Supporting documents such as audited balance sheets for last three financial years, work orders, customer satisfaction letters, etc. shall be enclosed, as a proof.

3. PRICE:

- a) The Contractor has to quote his best competitive price considering all the factors. The price shall be firm for one year and inclusive of WCT & TDS duties, statutory labour, liabilities etc. No escalation on any account shall be admissible except tax, which is admissible at applicable rate on production of documentary proof during the currency of contract.
- b) The rates quoted in the Commercial bid shall be inclusive of all, including PF/ESIC contributions, which shall be made for the workers employed by the Contractor on being successful in the tender. You have to submit a copy of the ESI/PF challan, wage sheets of the persons employed, along with the bills.

Price shall be quoted as per the given format (Annexure-II).

4. PAYMENT TERMS:

i) For AMC of Printers with provision for supply of compatible cartridges:-

Payment shall be made on monthly basis, on satisfactory execution of the contract and submission of bills. The contractor shall raise monthly bill in the 1st week of succeeding month for release of payment after fulfilling the necessary formalities.

ii) For AMC of Computers and Other Peripherals:-

The amount of Annual Maintenance Contract will be paid quarterly i.e. 25% of the total amount of Annual Maintenance Contract, after expiry of each quarter

5. TENURE:

The contract tenure is one year. The contract, subject to mutual consent, can be extended beyond one year. However, the contract can be terminated at any time at the discretion of the, Regional Provident Fund commissioner, Regional Office, KANDIVALI WEST, Mumbai-67 with one month's notice, without assigning any reason.

6. MANPOWER DEPLOYMENT:

a) The Service Engineer deputed should be suitably qualified and well trained/experienced in printer and Computer maintenance.

b) The Contractor should ensure that all his Service Engineers / Technicians are capable of handling and rectifying normal trouble shooting quickly and efficiently so as to keep the duration of interruption to the barest minimum. The Contractor shall not Sub-Contract the work to any other Contractor or Agency.

c) The Contractor shall be solely responsible for the safety of his personnel engaged for above Maintenance works in our installation and he has to ensure adherence of all safety practices and safe working procedures, as per standards & IE rules. The persons proposed to be employed should be fully capable to understand and carry out the duties safely. He shall be wholly liable for the consequences of any safety failure in this regard. The Contractor or his staffs are not eligible for any compensation from Employees Provident Fund Organization in this regard. It shall be the sole liability of the Contractor only.

7. MAINTENANCE OF RECORDS:

The Contractor shall be responsible for maintaining records of work done and for consumable and spares etc., as directed by Employees' Provident Fund Organization. He is also required to maintain records for daily and periodic/preventive maintenance schedules in approved formats.

8. TOOLS AND TACKLES:

The Contractor must possess all the tools and instruments required for carrying out maintenance works of printers, computers, Network switches & Other Peripherals and ensure its availability at site.

9. EARNEST MONEY DEPOSIT:

Earnest Money Deposit (EMD) of **Rs.50000/-**(Rupees Fifty Thousand only) shall be submitted along-with your quotation in a separate sealed cover super scribing the name of work in the form of Account

payee Demand Draft drawn in favour of 'The Regional Provident Fund Commissioner, Kandivali (West), Mumbai – 400 067 '.Payable at Mumbai. The EMD of successful bidder shall be converted into security deposit and EMD of unsuccessful bidders shall be returned back on finalization of the tender. No interest is payable on EMD. The EMD will be forfeited and party will be black listed if the party refuses to accept the work order on becoming L1, including delay in start of the work.

10. LIQUIDATION OF COMPLAINTS:

If the Contractor fails to carry out the job as per the schedule, a suitable deduction shall be made from the bill. In case any work is left out intentionally or not done within the time frame, the same will be got done through any other Contractor and payment shall be made to him by deducting such amount from the bill. The decision of the Regional Provident Fund Commissioner, Employees' Provident Fund Organization, Regional Office, Kandivali (W), Mumbai- 67 in such matters shall be final and binding on the Contractor.

i) For Printers:-

Scheme of delay penalty (same is not applicable, if replacement printer is provided within six hours of breakdown reporting)

Up to 6 hrs. of breakdown reporting	Nil
For every additional 6 hrs. up to 2 days	Rs.100/- per printer
After two days, daily penalty	Rs.500/- per printer

ii) For Computers and Other Peripherals:-

a) Penalty for competing the calls after the time limit as indicated in Service Assurance will be Rs.400/- per working day per Computer System. For other peripherals which are not critical to the Computer System the penalty shall be Rs.200/-.

b) Whenever the Computer System/Thin Client/Monitor/Printer/Scanner/Ethernet Card/Network Switch/UPS/Peripheral Devices etc. cannot be repaired on site within the specific limits, the Vendor will have the option to provide an alternative equipment of matching specification which will be replaced within the period of maximum 30 days with the equipment of same make/model. But, in case of Computer System, the original CPU should be restored. Failing these replacement, penalty clause will apply.

c) Whereas any of the hardware included in the schedule could not be repaired within the stipulated period by the vendor, the EPFO, at their option may get it be repaired/rectified through some other vendor. The cost of such repair/rectification will be charged on the AMC Vendor besides the penalty as applicable.

11. FLEXIBILITY:

The total number of printers, Computers & Other Peripherals may vary at later stage. Some printers and Computers which are under warranty or new printers and Computers purchased in due course may be added to AMC after expiry of warranty period. Similarly, some printers and Computers (old & outdated) may be removed from AMC list at management discretion at any stage. Hence, the Contractor shall quote AMC price for each Make/Model/Type printer and Computers & Other Peripherals as per unit basis, to facilitate these additions/deletions at later stage. Also, the Scope of work mentioned in the tender document is indicative & minor modification /Changes may be done as decided by the Employees' Provident Fund Organization, Regional Office, Kandivali (W), Mumbai.

12. RESPONSIBILITY AGAINST DAMAGE CAUSED:

The Contractor shall be responsible for any damage caused to the existing system; or part thereof, due to (1) Lack of knowledge (2) Wrong Operation (3) Mishandling (4) Intentional act by its employee and the Contractor has to pay entire amount/charges for repair / replacement.

13. STATUTORY REQUIREMENTS:

a) The compliances of statutory obligation, as applicable as per Contract Labour (R&A) Act and/ EPF Act / or any other relevant Act/(s) will deem to be part of this contract. The Contractor shall be directly responsible to the authorities there under for compliance of the provisions and shall indemnify the employer (i.e. Employees' Provident Fund Organization) from any claim whatsoever on account of these Statutory provisions.

b) The Contractor shall have to fulfill all the statutory requirements as per the provisions of law i.e. General law prevailing in Maharashtra State and shall, by periodical substitution / rotation of manpower, indemnify Company from any claims in future or due to any breach of the statutory requirements. The Company, as a principal employer, shall enforce the provisions of these Acts.

c) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the Contractor. The Contractor shall conform to all the Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.

d) Statutory deduction of taxes shall be made at source as per rule.

14. BASIS OF EVALUATION:

The Regional Provident Fund Commissioner, Employees' Provident Fund Organization, Regional office, KANDIVALI WEST, Mumbai-67 shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

The evaluation shall be based normally, on L1 basis. However, Employees' Provident Fund Organization does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of tender or portion of the quantity tendered or cancel the Tender without assigning any reason whatsoever.

Arithmetical errors shall be rectified on the following basis. If there is discrepancy between the unit price and total prices, the unit price shall prevail and the total price shall be corrected by the Employees' Provident Fund Organization, Regional office, Kandivali (W), Mumbai. If there is discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.

15. SPECIAL CONDITIONS:

SECURITY- The Contractor has to ensure the character and antecedent of the persons deployed. The Contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The Contractor has to issue printed photo identity cards to its workers duly authenticated by the designated Security Officer of the Company.

Employees' Provident Fund Organization, Regional office, Kandivali(W), Mumbai- 67, reserves the right to get the antecedents of the employees of the Contractor verified through Police. Any employee of the Contractor, if found as unsuitable or having doubtful integrity or associated with any other job, shall be removed from the premises at the risk and cost of the Contractor. The Contractor shall vouch for the integrity of its workers.

16. OTHER CONDITIONS AND INSTRUCTIONS:

Employees' Provident Fund Organization, Regional office, Kandivali(W), Mumbai-67 is not bound to accept the lowest or any tender or to assign any reason for non- acceptance. Employees' Provident Fund Organization, Regional office, Kandivali(W), Mumbai-67 reserves the right to accept the tender in whole or in part and may split up the contract, if required, among more than one Contractor.

17. ARBITRATION:

All other disputes / differences except as to any matters , the decision of which is specially provided for by these conditions or any other special conditions of the Work Order whatsoever arising between the parties out of or relating to the Contract meaning and operation or effect of the contract or the breach thereof shall be settled by Arbitration in accordance with the rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.

18. JURISDICTION:

The Court of Maharashtra State at Mumbai shall have the jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of this work order.

Terms & Conditions accepted. Read and understood the scope of work as mentioned above.

Signature:

Date :

Firm :

Address & seal:

ANNEXURE I – TECHNO-COMMERCIAL BID (PART- I)

From

To

The Regional Provident Fund Commissioner,
Employees' Provident Fund Organization,
Regional Office Kandivali West, Charkop Market,
Sector-3, Kandivali (W), Mumbai – 400 067.

Dear Sir,

Sub: Techno-Commercial Bid for Comprehensive AMC of Printers with provision for supply of Compatible Toner Cartridges and Computers & Other Peripherals.

Ref: Your Tender No dated on

In response to your Tender cited above, we are pleased to submit our technical bid for your kind consideration.

Firm's Bio-Data

- Our Company's profile.
 - Name & complete address with **contact nos.** of the firm :
 - Status of the firm : Proprietor / Partnership / Regd. Company / Co-op. Society
 - GST/VAT/TIN/ Central Sales Tax / Excise Regn. No.:
.....
.....(**enclose certificate copy**)
 - Income Tax P.A.N. No.:(**enclose certificate copy**)
 - We have enclosed DD No.....datedtowards EMD for an amount of 50,000/- favouring, "The Regional Provident Fund Commissioner, Kandivali(W), Mumbai – 400 067 " Payable at Mumbai.
- We have submitted the list of our valuable customers and copies of some major work orders executed of similar type
- We have separately given our Price bid offer exactly as per your specified format in a separate sealed cover without any conditions /counter conditions. We also note that Price bid with conditions are liable for rejection.
- We confirm that there would not be any price escalation during the contract period.
- We confirm that we have not been blacklisted or debarred by Employees' Provident Fund Organization or any other Govt department.

- We confirm that the undersigned is authorised to sign the tender document and it will be legally binding on our Organisation.
- **We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions**

As required, we enclose herewith the complete set of copy of Tender documents (including Terms & Conditions) duly signed with seal affixed as a token of our acceptance.

Thanking you,

Yours faithfully,

Seal

()

Name

Signature with date and Phone No.

Note: Techno-commercial bid without EMD & Copy of complete set of tender documents duly signed with seal affixed is liable to be rejected.

ANNEXURE – II – PRICE BID (PART II)

From

Date:

To

The Regional Provident Fund Commissioner,
Employees' Provident Fund Organization,
Regional Office Kandivali West, Charkop Market,
Sector-3, Kandivali (W), Mumbai – 400 067.

Dear Sir,

Sub: Quotation for **Comprehensive AMC of Printers with provision for supply of Compatible Toner Cartridges and Computers & Other Peripherals** at EPFO, Regional Office, Kandivali(W), Mumbai - 67.

Ref: Your Tender No. dated

1. We have received your tender enquiry cited and are pleased to enclose the following as our Price bid for your kind consideration.

i) For Printers with provision for supply of Compatible Toner Cartridges:-

SI.NO	Printer Model (As per Annexure A)	Unit Price of Compatible	TAX	Total Cost of one unit of Compatible including maintenance	Yield per cartridge (No. of copies approximate)
1.					
2.					
3.					

ii) For Computers and Other Peripherals:-

SI.NO	Computer Model and Network Switch (As per Annexure A)	Unit Price	TAX	Total Cost of one unit
1.				
2.				
3.				

2. We confirm that we will abide by all the tender conditions and we do not have any counter conditions.

3. We also confirm that the above quoted price will remain firm and binding without any escalation whatsoever, during the currency of the contract period, except for the service tax.

Thanking you,

Yours faithfully,

Name

Signature with date.

SEAL

Annexure "A"

Details of Item Wise Breakup of Printers

Sr.No	Model/Make	Number of Printers
1	HP Laser Jet Pro MFP M128fn	02
2	Brother MFC-L2701DW	02
3	Canon ImageCLASS MF 4750	02
4	HP Laserjet P1108	09
5	HP P1008	01
6	Canon LBP-3300	11
7	HP 1007	01
8	HP Laserjet Pro M403dn	06
9	HP LaserjetPro MFP M226dw	01
10	Canon ImageClass MF635CX	01
11	Canon ImageClass LBP7100Cn	01
12	HP Laserjetpro-M203DN	

Details of Item Wise Breakup of Computers and Network Switches

Sr.No	Model/Make	Number of Computers & Network Switches
1	Wipro	29
2	HCL	7
3	ACER	9
4	Lenevo	3
5	HP	1
6	Network Switches (24 Port)	7