



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार 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 टी एम/प्रशा/केयर टेकर/दूरभाष/ EPABX/ 2018-19

दि. 31.12.2018

कोटेशन सूचना

विषय:- क्षेत्रीय कार्यालय, कोट्टयम में EPABX प्रणाली के वार्षिक रखरखाव करार - के संबंध में।

सहायक भविष्य निधि आयुक्त, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोट्टयम द्वारा इस कार्यालय के EPABX प्रणाली की वार्षिक रखरखाव करार के लिए प्रतिष्ठित स्थापनाओं/पजीकृत सेवा प्रदाताओं से मुहरबंद सक्षम निविदाएँ आमंत्रित की जाती है। वार्षिक रखरखाव करार(AMC) व्यापक अर्थात् सभी पुर्जों, बाह्य उपकरणों और बैटरी के मूल्य इसमें सम्मिलित हों।

विधिवत् भरा हुआ निविदा, सहायक भविष्य निधि आयुक्त, क भ नि सं, कोट्टयम के नाम पर ई एम डी के रूप में आहरित रु. 2,000/- के डी डी के साथ सहायक भविष्य निधि आयुक्त(कार्य.अधि.), क भ नि सं, क्षेत्रीय कार्यालय, आदित्या शबरी टवर, पोस्ट ऑफिस रोड, कोट्टयम - 686001 के पते पर मुहरबंद लिफाफे में EPABX प्रणाली के वार्षिक रखरखाव करार अभिलिखित करके दि. 25.01.2019 को अपराह्न 2 बजे तक कार्यालय में प्राप्त होना चाहिए। निविदा 25.01.2019 के अपराह्न 3 बजे भागीदार बोलीदाताओं या उनके प्राधिकृत प्रतिनिधियों के सामने कार्यालय में समिति द्वारा खोली जाएगी।

निविदा से संबंधित विस्तृत जानकारी क भ नि सं की वेबसाइट www.epfindia.gov.in या केंद्रीय खरीद पोर्टल <https://eprocure.gov.in> में उपलब्ध है। अन्य जानकारी के लिए आवेदक कर्मचारी भविष्य निधि संगठन, कोट्टयम में किसी भी कार्य दिवस पर पूर्वाह्न 9 बजे से अपराह्न 5.30 बजे तक संपर्क कर सकते हैं।

भवदीय,

स. वि.

(संदीप बिस्वास)

सहायक भविष्य निधि आयुक्त

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कर्मचारी भविष्यनिधि संगठन
Employees' Provident Fund Organization
(अम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment - Govt. of India)
क्षेत्रीय कार्यालय, कोट्टयम-686001(केरल)

REGIONAL OFFICE, KOTTAYAM – 686 001 (KERALA)

आदित्याशबरीटॉवर, पोस्ट ऑफिसरोड, पी.बी. सं.36,

ADITYA SABARI TOWER, POST OFFICE ROAD, P.B.NO.36,

Fax 0481-2304708; Tel: No.0481- 2300937, 2304556, 2304557, Email-ro.kottayam@epfindia.gov.in

No. KR/KTM/Adm/CT/Telephone/EPABX/2018-19

31.12.2018


QUOTATION NOTICE

**Sub: - Annual Maintenance Contract for EPABX System in Regional Office,
Kottayam- reg**

The Assistant Provident Fund Commissioner, Employees Provident Fund Organization, Regional Office, Kottayam, invites sealed competitive quotations from well established reputed firms/registered service providers for the Annual Maintenance Contract of EPABX system of this office. AMC should be comprehensive, i.e. inclusive of the cost of all spares, peripherals and battery.

The duly filled quotation along with DD for an amount of Rs.2,000/- as EMD drawn in favour of Assistant P.F. Commissioner, EPFO, Kottayam, in sealed envelope super scribed "**Quotation for Annual Maintenance Contract of EPABX System**" and addressed to **The Assistant Provident Fund Commissioner, Employees Provident Fund Organization, Regional Office, Aditya Sabari Tower, Post Office Road, Kottayam, Kerala – 686001** must reach the office latest by 2.00pm on 25.01.2019. The quotations will be opened by the Committee at 3.00PM on 25.01.2019 in the office in the presence of participating bidders or their authorized representatives.

The details of tender are available in EPFO website www.epfindia.gov.in or Central Procurement portal <https://eprocure.gov.in>. For further details the applicants can also visit Employees Provident Fund Office, Kottayam on any working day between 9.00 A.M. to 5.30 PM.


(SANDEEP BISWAS)
ASSISTANT PROVIDENT FUND COMMISSIONER

TERMS & CONDITIONS

- 1) Quotation duly filled and accompanied by necessary documents will be received only up to the time and date mentioned in the Notice calling for Quotation.
- 2) The interested parties can visit the office on any working day between 9.00AM and 5.30PM for collecting the details of the EPABX system and its extension lines.
- 3) The Assistant P.F. Commissioner/OIC, Kottayam reserves the right to extend the date of receipt of quotation or to cancel the Notice calling for quotation.
- 4) All the rates must be written both in figures and words. Corrections if any shall be authenticated.
- 5) The rate quoted should be inclusive of GST and any other taxes payable for the amount. The rate of GST should be mentioned in the quotation.
- 6) AMC rate quoted should be comprehensive which includes all the parts of the system, including the battery for its UPS and maintenance of telephone lines and the instrument.
- 7) The contract is for a period of one year from the date of agreement and can be renewed further on yearly basis with the mutual consent and at the rate approved. Renewal should be proposed at least one month in advance of the completion of agreement.
- 8) The rate quoted should be valid for a period of three months from the date of submission of quotation.
- 9) The payment of AMC charges will be released by the office on quarterly basis on production of bill/invoice in duplicate.
- 10) The quotation should be accompanied by an **EMD for an amount of Rs.2000/-** in the form of crossed DD/Pay order drawn in favour of Assistant Provident Fund Commissioner, EPFO, Kottayam and drawn on nationalized/scheduled bank Kottayam
- 11) Offer without EMD will not be considered.
- 12) **Refund of EMD:** EMD of unsuccessful bidders/contractors will be returned back as soon as a decision is taken by the office regarding placement of order. The EMD would be returnable on non-interest-bearing basis.
- 13) **Forfeiture of EMD:** In case of non-acceptance of the order, the EMD submitted along with offer is liable to be forfeited.
- 14) The selected firm will be responsible for the repair and maintenance work of the EPABX system at their own cost. The repair and maintenance work should be carried out in the EPFO office premises on working hours by qualified service technician. The spares replaced should be genuine spare.
- 15) The selected firm must provide preventive maintenance service of the system on quarterly basis.
- 16) All the complaints should be attended and solved within one working day from the date of lodging the complaint. In case the defect is major and it is not possible to rectify within a day, the problem should be reported to the concerned officer in EPFO and standby equipment should be provided immediately.
- 17) In case AMC holder breaks the contract midstream without valid reasons, the security deposit amount with EPFO will stand forfeited.

- 18) The contract can be terminated by EPFO at any time without assigning any reasons. In this connection, the decision of EPFO shall be final and binding on the AMC provider.
- 19) The successful bidder shall deposit an amount equal to one month maintenance charge as security deposit. The security deposit shall be in the form of crossed DD/Pay order drawn in favour of Assistant Provident Fund Commissioner, EPFO, Kottayam and drawn on nationalized/scheduled bank.
- 20) The duly filled quotation along with DD for an amount of Rs.2,000/- as EMD drawn in favour of Assistant P.F. Commissioner, EPFO, Kottayam, in sealed envelope super scribed as "**Quotation for Annual Maintenance Contract of EPABX System**" and addressed to **The Assistant Provident Fund Commissioner, Employees Provident Fund Organization, Regional Office, Aditya Sabari Tower, Post Office Road, Kottayam, Kerala – 686001** must reach the office latest by 2.00pm on 25.01.2019. Offers received beyond the due date will not be accepted.

FORMAT OF QUOTATION

1.	Name and address with telephone No. of the firm	
2.	GST Registration No.	
3.	Clientele details	
4.	Rate Quoted for the Annual Maintenance of EPABX System	
	GST@ % Any other Tax (mention the details)	
	Grand Total	

I have read the above general terms and conditions of this quotation and have understood and agree to abide by the same.

Signature

Name & Address with office seal