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कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION

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

क्षेत्रीय कार्यालय, भविष्य निधि भवन, पो. बॉ. सं. - 3875, / Regional Office, Bhavishya Nidhi Bhavan, P.B. No. 3875,

डॉ. बालसुंदरम रोड, कोयंबतूर - 641 018, / Dr. Balasundaram Road, Coimbatore - 641018

TN/RO-CBE/ADM-II/G/Computer AMC/2019

Dated: 09/09/2019

निविदा सूचना / TENDER NOTICE

E - Tenders are invited on behalf of EPFO from the authorised agencies for Comprehensive Annual Maintenance contract of personal computers, printers and network switches available at Regional office Coimbatore.

Date of availability of Tender Form on website वेबसाइट पर टेंडर फॉर्म की उपलब्धता की तारीख	09.09.2019 (17.45 Hrs)
निविदा दस्तावेज प्रस्तुत करने की अंतिम तिथि Last Date for Submission of Tender Document	01.10.2019 (16.00Hrs)
निविदा दस्तावेज खोलने की तिथि (अर्हक बोली) Date of opening of Tender Document (Qualifying Bid)	02.10.2019 (11.00Hrs)
निविदा दस्तावेज खोलने की तिथि (वित्तीय बोली) Date of opening of Tender Document (Financial Bid)	To be notified for Bids technically qualified bidders

निविदा ई-टेंडर माध्यम से www.epfo.euniwizarde.com वेबसाइट में तनतीकि एवं वित्तीय बोलियों को शामिल करते हुए प्रस्तुत किया जाना चाहिए। विशेष तौर पर निविदा के लिए अपेक्षित सभी दस्तावेजों पर हस्ताक्षरित करके उनकी स्कैन छवियों को बोलियों के साथ अपलोड करना चाहिए। जिन तकनीकी बोलियों को स्वीकार करने योग्य पायी जाती हैं, सिर्फ उन मामलों के वित्तीय बोलियों को खोला जाएगा। कोई जुद्धिपत्र/संशोधन केवल उक्त वेबसाइटों में प्रकाशित किया जाएगा। अतः बोलीदाताओं को अद्यतनीकरण के लिए नियमित रूप से वेबसाइट देखना चाहिए। किसी भी स्प टीकरण/संदेह के लिए कंपनियों के अधिकृत व्यक्तियों लैंडलाइन नंबर: 0422-2242705 में या व्यक्तिगत रूप में इस कार्यालय से संपर्क करें।

The tender should be submitted through e-tendering mode only in the website www.epfo.euniwizarde.com containing Technical and Financial Bids. The Bids should be uploaded along with all signed and scanned documents those are required for particular tender. The Financial bids will be opened only in those cases where the Technical bid is found to be acceptable as per norms.

Any Corrigenda / Amendments will be published in the above mentioned websites only and hence the bidders should watch website regularly for updates. For any clarifications / doubts the authorized persons of the firms should contact this office in person or through landline No.0422-2242705.

कोयम्बतूर Coimbatore


(जयवदन इंगले) / (Jaivadan Ingle)

क्षेत्रीय भविष्य निधि आयुक्त -I/
Regional P F Commissioner - I
EPFO, Regional Office,
P.O. Box No. 3875, Dr. Balasundaram Road,
Coimbatore - 641 018.

Instructions to Bidders

1. Tender is invited in two parts i.e. (1) qualifying bid and (2) financial bid. The Tender form for qualifying bid prescribed in Annexure-I and the tender form for the financial bid Prescribed in Annexure-II complete in all respects. The bidder shall bear all costs associated with the preparation and submission of its Tender, including the cost of presentation for the purpose of clarification of Tender, if so desired by the Organisation and the Organisation, will in no case responsible or liable for those costs regardless of conduct or outcome of the Tendering process.
2. No Tender may be withdrawn between the last date for receipt of Tenders and the expiry of the Tender validity period specified in the Tender. Withdrawal of a Tender during this interval may result in forfeiture of bid security.
3. A sum of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of Regional Provident Fund Commissioner payable at Coimbatore towards bid security (i.e EMD) should be enclosed.
4. The selected agency will have to remit 10% of the total value of contract in the form of Bank Guarantee or Demand Draft drawn in favour of Regional Provident Fund Commissioner payable at Coimbatore towards Performance Guarantee as per the GFR 2017 Rule No. 171.
5. The selected agency should execute contract agreement in the India Non Judicial stamp paper valued for Rs.100/-.
6. The Regional Provident Fund Commissioner reserves the right to reject any offer without assigning any reason. No communication about the rejected Tenders will be sent.
7. The bidder shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The bidder would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the firm through its authorized signatory. The tender forms shall be rejected if it is not complete in any aspect.
8. The list of all the clients and their period of contract should be furnished. Agencies having experience with Government Organisation will be given priority. A copy of the experience certificate shall be enclosed. The rate quoted should be on per items basis. The contractor should read the terms and conditions carefully and may visit the site physically for understanding the nature of the work fully, before quoting the rates. No additional claim in any manner will be entertained in later stage.
9. The bidder should ensure that the qualifying Bid contains:
 - (i) Duly filled in Annexure – I and Signed copies of Terms and conditions
 - (ii) EMD for Rs. 10,000/- in the form of DD drawn in favour of the Regional PF Commissioner, Coimbatore.
 - (iii) All the required documentary proof (all pages signed),
 - (iv) Financial Bid containing duly filled in Annexure – II.

SCHEDULE OF REQUIREMENTS

Annual maintenance contract for the following items

Office	PCs	Printers	Network Switch
RO Coimbatore	32	50	12
Total	32	50	12

Note: The quantity of items stated above may vary and is subject to addition and deletion during the period of contract based on the requirement.

SIGNATURE OF THE CONTRACTOR WITH SEAL

TERMS & CONDITIONS

1. The period of contract will be for One year. At the end of the period of contract the same may be extended by EPFO for another one year at the discretion of EPFO by giving 7 days' notice.
2. Selected agency has to sign an agreement and submit performance security to the tune of 5 to 10 % of the AMC value.
3. Online service call logging facility should be provided by the agency and calls logged should be attended to without seeking clarifications. In case of problem in call logging system, alternate facility for call logging through mail or any other source should be available.
4. Calls logged should be attended within 24 hours of booking and if the system is not made ready within three days penalty of ₹ 200 will be imposed per day per system/peripheral with a ceiling of 20% on the bill value.
5. Payment will be released on quarterly basis on receipt of bill/invoice.
6. Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
7. In case the contractor withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in servicing of the systems will be adjusted against performance guarantee and the payable bill till a new agency is selected.
8. This office reserves the right to terminate the contract without assigning any reasons by giving 30 days notice.
9. TDS will be deducted as per the prevailing income tax rules on every bill.
10. The decision of the RPFC of EPFO in all matters of the Contract shall be final and binding on both the parties.

Accepted the above terms and Conditions.

SIGNATURE OF THE CONTRACTOR WITH SEAL

QUALIFYING BID DOCUMENT

1.	Name of the Registered Firm/ Company	
2.	Address of the company (with Tel.No., Fax & E-mail)	
3.	Whether certificate of authorization enclosed	
4.	Name & Address of the Partners/Directors (with Mobile No.)	
5.	Contact Person(s) (with mobile number)	
6.	*No. of years of experience in servicing of computers and peripherals	
7.	*List of clients along with certificate of appreciation from at least two important clients	
8.	PAN No.	
9.	Service Tax Registration No. GST No:	
10.	Details of EMD	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with seal)

*Details in respect of government and non-government organizations may be provided in separate annexure accompanying this qualifying bid.

ANNEXURE-II (FIANCIAL BID)

Name of the Firm/Company:

Work -: Comprehensive AMC for Desktop computer, Printers & Network Switches:

SI No	Item Description	Rate per item (₹)	GST as applicable	Any other charges (₹)	Total Amount (₹)
1	Desktop Computer (Processor - Core 2 Duo / I7, HDD - 160GB/500GB/1TB, RAM - 2GB/4GB, OS - Win 7 / 8.1, Make - HCL /HP, Display - 17"/18.5"/24")				
2	Printer - Cannon (Model - F156602)				
3	Printer - HP DT 5810				
4	Printer - HP f 156602				
5	Printer - HP GT 5810				
6	Printer - HP LJ1020 +				
7	Printer - HP LJ 3055				
8	Printer - HP LJ CD1025				
9	Printer - HP LJ MFPM226DW				
10	Printer - HP LJ P 1007				
11	Printer - HP LJ P 1505				
12	Printer - HP LJ P 3005				
13	Printer - HP LJ 3015				
14	Printer - HP LJ P 1505				
15	Printer - HP PRO 3000 S2				
16	Printer - HP SHNGC -				

	1503-01				
17	PRINTER – TVS MPS 455 XL				
18	Network Switch (Cisco Catalyst 2960 series – Model No. C2960 – 24TT – L)				

Signature of Authorized Signatory with Seal.