



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Govt. of India
क्षेत्रीय कार्यालय, पार्क स्ट्रीट / Regional Office, Park Street
44, पार्क स्ट्रीट, कोलकाता-700016 / 44, Park Street, Kolkata-700016
www.epfindia.gov.in



आईटीआई लिमिटेड द्वारा विकसित ईपीएफओ समर्पित ई-प्रोक्योरमेंट पोर्टल द्वारा ई-निविदा सूचना अर्थात

<https://epfo.euniwizarde.com>

क्षे.का., पार्क स्ट्रीट द्वारा दैनिक कार्यालय उपयोग के मर्दों को प्रदान करने के लिए जाने-माने विक्रेता से "स्टेशनरी एवं भण्डार", "प्रिंटिंग एवं बाइंडिंग", "कम्प्यूटर एवं स्टेशनरी", "कम्प्यूटर उपभोज्य वस्तुएं" तथा "कार्यालय उपस्कर" मर्दों के अंतर्गत संलग्न सूची के अनुसार कोटेशन (कोटेशनों) की दर आमंत्रित की जाती है। जैसा है जहाँ है आवश्यकता आधार पर, वित्तीय वर्ष 2019-2020 (यदि आवश्यक हो तो जून 2020 तक बढ़ाया जा सकता है) के दौरान इस कार्यालय हेतु विचार करने के लिए कोटेशन दर अपलोड करने के लिए निविदा 22 अगस्त 2019, 11.00 बजे पूर्वाह्न तक खुली रहेगी।

निविदाकारों को निर्देश

नियम और शर्तें

- 1) उद्धृत दर में सभी करों और स्थापना (इंस्टालेशन) शुल्कों, यदि कोई हो, को शामिल होना चाहिए।
- 2) सभी मर्दों की दरों की वैधता वित्तीय वर्ष 2019-2020 के लिए होगी (यदि आवश्यक हो तो जून, 2020 तक बढ़ाई जा सकती है)।
- 3) यदि निर्धारित समय के भीतर सूचीबद्ध (इम्पैन्लड) विक्रेता / एजेंसी द्वारा वस्तुओं की आपूर्ति करने से इनकार कर दिया जाता है तो, इस अवधि के दौरान दरों को बढ़ाने के अनुरोध पर विचार नहीं किया जाएगा।
- 4) बोली लगाने वाला प्रत्येक वर्ष में रु 05 लाख की राशि के लिए सरकारी विभाग/ संगठन / पी.एस.यु. इत्यादि के साथ कम से कम 03 समान कार्य के अनुभव को संलग्न कर सकता है।
- 5) बोलीदाता को ट्रेड लाइसेंस, जीएसटी पंजीकरण और पैन की सत्यापित प्रतियां एवं आयकर रिटर्न को जमा करनी चाहिए।
- 6) आवश्यकता / विनिर्देश के अनुसार नहीं पाए गए मर्दों (आर्टिकल्स) को अस्वीकार किया जाएगा। इस संबंध में कोई पत्राचार या चर्चा नहीं की जाएगी।
- 7) एजेंसी द्वारा बिल जमा करने के बाद और निर्धारित समय सीमा के भीतर विनिर्दिष्ट एवं अनुमोदित नमूनों के अनुसार अच्छी स्थिति में अदेशित सभी मर्दों / आइटमों की प्राप्ति की छानबीन/जाँच एवं संतुष्ट होने के बाद ही भुगतान किया जाएगा। कोई भी पार्ट डिलीवरी (विभिन्न भाग में आपूर्ति) स्वीकार नहीं किया जाएगा।
- 8) विक्रेता इस कार्यालय में वस्तुओं की छपाई / आपूर्ति के संबंध में किसी भी गैरकानूनी गतिविधि में लिप्त नहीं होगा। यदि ऐसी किसी गतिविधि के बारे में पता चलता है तो समझौता रद्द कर दिया जाएगा।
- 9) अधोहस्ताक्षरी किसी भी वस्तु / वस्तुओं को रद्द करने का अधिकार सुरक्षित रखता है।
- 10) अधोहस्ताक्षरी के पास ई-टेंडर की तारीख बढ़ाने या नए ई-टेंडर के लिए ई-टेंडर कॉल को रद्द करने का अधिकार सुरक्षित है।
- 11) बोली लगाने वाले को किसी भी सरकारी विभाग / संगठन द्वारा ब्लैकलिस्ट में नहीं होना चाहिए।

(शकील अहमद)

सहायक भविष्य निधि आयुक्त,
अध्यक्ष, क्रय समिति

दिनांक/ Dated: 23.07.19

संदर्भ संख्या/Ref No. EPFO/RO/PRB/Purchase Committee/Vol-II

प्रतिलिपि: क्षे.भ.नि.आ.-I --- निविदा / नीलामी पोर्टल में अपलोड करने के लिए अनुरोध हेतु।

ई-मेल / E-mail : ro.parkstreet@epfindia.gov.in

दूरभाष / Phone : (033) 2283-1949, 2280-1244

फैक्स / Fax : (033) 2280-4079

कर्मचारी भविष्य निधि संगठन



EMPLOYEES' PROVIDENT FUND ORGANISATION

रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Govt. of India

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४ स्ट्रीट, कोलकाता-700016 / 44, Park Street, Kolkata-700016

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E-TENDER NOTICE THROUGH EPFO DEDICATED E-PROCUREMENT PORTAL DEVELOPED BY ITI LIMITED i.e.

<https://epfo.euniwizarde.com>

Rate quotation(s) are invited from the reputed vendors for supplying the items for day to day office use by R.O., Park Street under "Stationery & Stores", "Printing & Binding", "Computer & Stationery", Computer Consumables" and "Office Equipment" items as per attached list. The Tender will remain open till 22ND August 2019 11.00 AM to upload the rate quotations for considering the same for this office during the financial year 2019-2020 (may be extended upto June 2020, if required) as and when required basis.

Instruction to Tenderers
Terms and Conditions

- 1) Rate quoted should be inclusive of all taxes and installation charges, if any.
- 2) The validity of the rates for all items will be for financial year 2019-2020 (may be extended upto June, 2020, if required)
- 3) No request to enhance the rates will be considered during this period in case the empanelled vendor/agency refuse to supply the items within prescribed time.
- 4) The bidder may attach experience of performance at least 03 similar works with Govt./Dept/ Organisation/ PSUs etc for an amount of Rs.05 Lakh in each year.
- 5) The bidder should submit the Income Tax return and self attested copies of Trade Licence, GST registration and PAN.
- 6) Articles not found as per requirement/specifications are liable to be rejected. No correspondence or discussion shall be entertained in this regard.
- 7) Payment shall be made after submission of bills by the Agency and its scrutiny and satisfaction about receipt of all ordered items in good condition as per specification and approved samples within the prescribed timeline. No part delivery shall be accepted.
- 8) The Vendor shall not indulge in any unlawful activity in connection with Printing/Supply of items to this office. In case any such activity is noticed the agreement shall be cancelled.
- 9) The undersigned reserves the right to cancel any item/items.
- 10) The undersigned reserves the right to extend the date of e-tender or to cancel e-tender calling for fresh e-tender
- 11) The bidder should not have been blacklisted by any Government Department/Organisation.

(Shakil Ahmad)

Assistant Provident Fund Commissioner,
Chairman, Purchase Committee

Dated: 23.07.19

Ref No. EPFO/RO/PRB/Purchase Committee/Vol-II /1

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Invitation for Bids No & date	EMPLOYEES' PROVIDENT FUND ORGANISATION श्रम एवं रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Govt.of India क्षेत्रीय कार्यालय, पार्क स्ट्रीट / Regional Office, Park Street 44, पार्क स्ट्रीट, कोलकाता-700016 / 44, Park Street, Kolkata-700016
NIT NO: EPFO/RO/PARK STREET/01	EPFO
Bid Submission Start date	23.07.2019 at 1.00 P.M
Last Date of Submission of Bids	22.08.2019 at 11.00 A.M
Date of Opening of Technical Bids	22.08.2019
Tender Processing Fee	Rs.2950/- (inclusive of 18% GST) as per instructions payable to M/s ITI LTD through e-payment at the time of submission of BID
EMD	NIL
Contact information	(Shakil Ahmad) Assistant Provident Fund Commissioner, Chairman, Purchase Committee EMPLOYEES' PROVIDENT FUND ORGANISATION श्रम एवं रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Govt.of India क्षेत्रीय कार्यालय, पार्क स्ट्रीट / Regional Office, Park Street 44, पार्क स्ट्रीट, कोलकाता-700016 / 44, Park Street, Kolkata-700016

1. INSTRUCTIONS FOR ONLINE BID SUBMISSION

Department of Expenditure has issued the directive to publish the tender document on the available Online Tender Portal <https://epfo.euniwizarde.com> in public domain. The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://epfo.euniwizarde.com>.

2. REGISTRATION PROCESS ON ONLINE PORTAL

1. Bidders to enroll on the e-Procurement module of the portal <https://epfo.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.

5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

3. TENDER DOCUMENTS SEARCH

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

4. BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / PNG etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

5. BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as "Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

6. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

7. ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is **011-49606060, Kumar Prakash -7278929467, Sanjeet Kumar Jha +91-8882495599**

8. INSTRUCTIONS TO THE BIDDERS

1. The tenders will be received online through portal <https://epfo.euniwizarde.com>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

2. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://epfo.euniwizarde.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://epfo.euniwizarde.com> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-Submission of the bids online through the e-Wizard Portal for e-Procurement at <https://epfo.euniwizarde.com>.