

Tel:- 23721355

Email:- ro.peenya@epfindia.gov.in

Fax:- 28374424



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम व रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour and Employment, Govt. of India)

क्षेत्रीय कार्यालय, पीण्या, REGIONAL OFFICE, S(1)F, 1st CROSS, 1st STAGE, PEENYA,  
बेंगलूर BANGALORE- 560058

कर्ना/भ नि/पीण्या/के टे / 128 /2015-16

दिनांक 27.5.2015

मेसर्स

महोदय,

विषय:- क्षेत्रीय कार्यालय, पीण्या के लिए प्रिंटर्स के लिए वार्षिक रखरखाव  
हेतु कोटेशन पत्र निमंत्रण के संबंध में ।

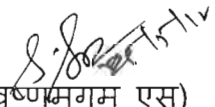
.....

यह कार्यालय क्षेत्रीय कार्यालय पीण्या के लिए ओ ई एम/ प्राधिकृत विक्रेताओं से प्रिंटर्स के लिए वार्षिक रखरखाव हेतु कोटेशन पत्र निमंत्रण करने का इरादा रखता है ।

- आपसे अनुरोध है कि बंद निविदा इस कार्यालय को अग्रेषित करें तथा निबंधन एवं शर्तों व अन्य विवरण हेतु हमारी वेबसाइट [www.epfindia.com](http://www.epfindia.com) या [www.epfindia.gov.in](http://www.epfindia.gov.in) देखें व टेन्डर पर क्लिक करें ।

भवदीय,

अनुबंध : जैसा कहा गया ।

  
(शिवप्रसाद मुगम एस)

स.भ.नि.आ.(केयर टेकर)

क्षेत्रीय कार्यालय, पीण्या, बेंगलूर 560 058

Tel: 23721344/23721366

Email: ro.peenya@epfindia.gov.in

Fax: 28374424



कर्मचारी भविष्य निधि संगठन

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम व रोजगार मंत्रालय) (Ministry of Labour, Government of India)

No. S (1) (F), 1<sup>st</sup> Cross, 1<sup>st</sup> Stage, क्षेत्रीय कार्यालय, पीण्या, बेंगलूरु-560058.

Regional Office Peenya, Bangalore – 560058.

KN/PF/PY/CT/129/2015-16

Dated 27/05/2015

M/S

Sir,

**Sub: Letter of Invitation for Quotation for Annual Maintenance CONTRACT  
for the Printers in respect of Regional Office, Peenya – Reg.**

\*\*\*\*\*

This Office intends to call letter of invitation of Quotation for undertaking the **Annual Maintenance CONTRACT for the Printers in respect of Regional Office, Peenya** from OEM/Authorised dealers.

2. You are requested to forward your sealed quotations to this Office and for the details terms and condition, please view our website: [www.epfindia.com](http://www.epfindia.com). or [www.epfindia.gov.in](http://www.epfindia.gov.in) and click tenders.

**Annexure: As stated**

Yours faithfully,

  
(Sivashankar mugam S)

**Asst.P.F. Commissioner-(CT)  
Regional Office, Peenya  
Bangalore-560058**

Tel:-080 23721344/23721366

Email:- ro.peenya@epfindia.gov.in

Fax:- 080 28374424



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम व रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour and Employment, Govt. of India)

क्षेत्रीय कार्यालय, पीण्या, REGIONAL OFFICE, S(1)F, 1st CROSS, 1st STAGE, PEENYA,

बैंगलूर BANGALORE- 560058

सं. कर्ना/भ नि/के.टे./ 129 /2015-16/

दिनांक 27.05.2015

क्षेत्रीय कार्यालय, पीण्या , बैंगलूर 560 058 के लिए प्रिंटरों के  
वार्षिक रखरखाव हेतु निविदा



## निविदा दस्तावेज

मसर्स ..... को जारी किया गया ।

क्षे . भ. नि. आ- ।

Tel: 23721344/23721366

Email:sro.peenya@epfindia.gov.in

Fax: 28374424



कर्मचारी भविष्य निधि संगठन

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम व रोजगार मंत्रालय ) (Ministry of Labour, Government of India)

No. S (1) (F), 1<sup>st</sup> Cross, 1<sup>st</sup> Stage, क्षेत्रीय कार्यालय, पीण्या, बेंगलूरु-560058.

Regional Office Peenya, Bangalore – 560058.

KN/PF/PY/CT/ 129 /2015-16

Dated.27/05/2015

**Tender for Annual Maintenance Contract for the Printers  
at Regional Office, Peenya, Bangalore-560058**

# TENDER DOCUMENT



Issued to M/s. ....

REGIONAL P.F. COMMISSIONER-I

Tel:- 23721355

Email:- ro.peenya@epfindia.gov.in

Fax:- 28374424



**कर्मचारी भविष्य निधि संगठन**  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम व रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour and Employment, Govt. of India)

क्षेत्रीय कार्यालय, पीण्या, REGIONAL OFFICE, S(1)F, 1st CROSS, 1st STAGE, PEENYA,

बैंगलूर-560058 BANGALORE- 560058

भाग-।

बोली के लिए निमंत्रण

1. निविदा का निमंत्रण ..... के लिए है ।

कर्मचारी भ. नि. संगठन क्षेत्रीय कार्यालय पीण्या, बैंगलूर-560058 के लिए प्रिंटर्स के लिए संलग्न "बी" में विहित ब्योरा व विनिर्देशों के अनुसार वार्षिक रखरखाव अनुबंध हेतु निविदा दास्तवेज ।

2 निविदाताओं को सलाह दिया जाता है कि वे निविदा के कागजातों को ध्यानपूर्वक पढ़ें। निविदा का जमा करने पर यह माना जाएगा की निविदा दस्तावेजों को पूरी तरह सावधानी पूर्वक पढ़ कर व परीक्षण करने के उपरांत ही कागजात जमा कराए गए हैं।

3 बंद निविदा धारा ॥ के खंड । में दिए गए प्रक्रियाओं के अनुसार प्रगणन के बाद क्षेत्रीय भविष्य निधि आयुक्त ,कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, एस(1)एफ, 1 क्रॉस, 1स्टेज पीण्या, बैंगलूर-560058 में धारा के अधीन पैरा 5 में दिए गए पते पर नियत दिनांक व समय तक पहुंच जाने चाहिए।

4 निविदा दस्तावेज हस्तांतरणीय नहीं है ।

5 निविदा निमंत्रण के लिए अनुसूची :

a. खरीदार का नाम: **क्षेत्रीय भविष्य निधि आयुक्त**

b. स्थान जहाँ वार्षिक रखरखाव का कार्य किया जाना है ।

**क्षेत्रीय कार्यालय, एस(1)एफ,1 क्रॉस, 1स्टेज पीण्या, बैंगलूर-560058**

c निविदा जमा करने का पता:-

**क्षेत्रीय भविष्य निधि आयुक्त -। , कर्मचारी भविष्य निधि संगठन,**

**क्षेत्रीय कार्यालय, एस(1)एफ,1 क्रॉस, 1स्टेज पीण्या, बैंगलूर-560058**

d . निविदा जमा करने की अंतिम समय व तिथि दिनांक 18/06/2015 शाम 5.00 तक या उससे पहले।

e तकनीकी निविदा खोलने का स्थान, समय व दिनांक: 19/06/2015 समय 11:00 बजे।

क्षेत्रीय भविष्य निधि आयुक्त -II (के टे), दूसरी मंजिल,  
कर्मचारी भविष्य निधि संगठन,  
क्षेत्रीय कार्यालय, एस(1)एफ,1 क्रास, 1स्टेज पीण्या, बेंगलूर-560058

वित्तीय बोली/वाणिज्य निविदा खोलने का स्थान, समय व दिनांक: 24/06/2015 समय 11:00 बजे ।

क्षेत्रीय भविष्य निधि आयुक्त -II (के टे), दूसरी मंजिल,  
कर्मचारी भविष्य निधि संगठन,  
क्षेत्रीय कार्यालय, एस(1)एफ,1 क्रास, 1स्टेज पीण्या, बेंगलूर-560058


f. निविदा कब तक मान्य रहेगा: तकनीकी बोली खोलने की तारीख से 90 दिनों तक।

g. दिनांक जब निविदाओं को कार्य पर हस्ताक्षर करना होगा:

सक्षम प्राधिकारी के अनुमोदन करने के एक सप्ताह के अंदर ।

नोट: यह कार्यालय निविदा समय पर न पहुँचने या प्राप्त न होने आदि का दोषी नहीं होगा।

6 प्रिंटों के वार्षिक रखरखाव अनुबंध की दाम लिखने से पहले बोलीदाता को काम की स्थिति जानने के लिए कार्यस्थल भेंट करना होगा ।

  
(शिवशंकरमृगम एस)

स.भ.नि.आ.(केयर टेकर)

क्षेत्रीय कार्यालय, पीण्या, बेंगलूर 560 058

## SECTION-I

### INVITATION FOR BIDS

1. The invitation to Tender is for:

Annual Maintenance Contract for the Printers in the Regional Office, Peenya, Bangalore-560058 to the specifications detailed in Annexure B of the Tender Document.

2. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.

3. Sealed offers prepared in accordance with the procedures enumerated in clause I of Section II should be submitted to the Regional Provident Fund Commissioner, Employees' Provident Fund Organization, REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA, BANGALORE – 560 058 not later than the date and time laid down, at his address given in the schedule for invitation to Tender under clause para 5.

4. This tender document is not transferable.

5. Schedule for Invitation to Tender:

- (a) Name of the Purchaser:

Regional Provident Fund Commissioner

- (b) Location where Annual Maintenance is to be carried out:

REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA, BANGALORE – 560 058

- (c) Addressee and Address at which tenders are to be submitted:

Regional Provident Fund Commissioner-I

Employees' Provident Fund Organization

REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA, BANGALORE – 560 058

- (d) Last date of time and receipt of Tender: on or before 05:00 PM on 18/06/2015.

(e) Place, Time and Date of opening of Technical Tenders: 19/06/2015, 11:00 AM.

Regional Provident Fund Commissioner-II (CT), II Floor  
Employees' Provident Fund Organization  
REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA, BANGALORE – 560 058

Place, Time and Date of opening of Financial Bid /Commercial Tenders: 24/06/2015,  
11:00 AM.


Regional Provident Fund Commissioner-II(CT), II Floor  
Employees' Provident Fund Organization  
REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA, BANGALORE – 560 058

(f) DATE till which the Tender is valid:  
90 days from the date of opening of the technical bid

(g) Date by which contract to be signed by the vendor:  
Within one week from the approval by the competent authority.

Note: This Office is not be responsible for non receipt / non delivery of the bid documents due to  
any reason whatsoever.

6. The Vendors before quoting the price for the ANNUAL  
MAINTENANCE CONTRACT should visit the site for the  
working condition of the said UPS.

  
(Sivashanmugam S)  
Assistant Provident Fund Commissioner (CT)  
Regional Office, Peenya  
Bangalore-560058



## SECTION-II

### INSTRUCTIONS TO TENDERERS

1. Procedure for submission of bids:

It is proposed to have two cover systems for this Tender.

- (a) Technical Bid in one cover.
- (b) Commercial bid for Printer separately sealed in three cover.

2. Technical bid of the Tender document should be covered in a separate sealed cover super scribing the wording **“Technical Bid”**.

**Please note that the prices should not be indicated in the Technical Bid.**

3. Commercial bid of the Tender document should be covered in a separate sealed cover super scribing the wording **“Commercial Bid for online Printers”**.

**Commercial bid should only indicate the prices (preferably item wise.)**

4. Both the technical bid and the commercial bid cover, prepared as above are to be kept in a single sealed cover super scribed with Tender name, due date, item and the wordings “DO NOT OPEN BEFORE \_\_\_\_\_” (date and time as given at clause / para 5 of section I).
5. The cover thus prepared should also indicate clearly the name and address of the Tendered, to enable the bid to be returned unopened, in case it is declared “Late”.
6. In technical bid Tenderer will submit the following information:
  - (a) Technical details of the goods / services offered.
  - (b) Principal’s authorization form (annexure-A)
  - (c) Maintenance infrastructure facilities (Inventory, number of engineers (with name and qualifications ), details of lab / workshop, list of major clients)
  - (d) Photo copy of latest income tax return along with the audited balance sheet for 2014-15.
  - (e) Bid particular (Annexure D).

7. In commercial bid Tenderer will submit the following information.( annexure C)
- (a) Details of cost of services offered
  - (b) Other charges, if any.
  - (c) Bid particular

Prices should be shown separately for each item of services and other aspects.

8. Tenderer Qualification

(a) The term "Tenderer" as used in the tender document shall mean the one who has signed the Tender form. The tenderer may be either the vendor himself who has quoted for the services on the tender form or is duly "Authorized Representative", in which he/ she shall submit a certificate of authority (Annexure A).

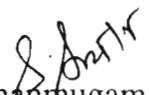
(b) It is further clarified that the individual signing the tender or other documents in connection with the tender must certify whether he / she is:

1. A "sole Proprietor" of the firm or constituted attorney of such sole proprietor.
2. A "Partner" of the firm if it be a partnership, in which case he/she must have authority to refer to arbitration disputes concerning the business of the partnership agreement or a power of attorney. In the alternative, all the partners should sign the Tender document.
3. Constituted attorney of the firm, in case of a company.

9. Printed terms and conditions of the Tenderers will not be considered as forming part of their tenders. In case, Term and conditions of the contract applicable to this invitation Tender are not acceptable to any Tenderer, he should clearly specify deviation in its Tender.

10. **Signing of the contract**

At the same time as the purchaser notifies the successful Tenderer that it's bid has been accepted, the purchaser will advise the Tenderer to complete the contract by making a agreement in the stamp paper, incorporating all agreements between the parties duly signed and forward to the purchaser within 7 days of notification.

  
(Sivashanmugam S)  
Assistant Provident Fund Commissioner (CT)  
Regional Office, Peenya  
Bangalore-560058

**PRINCIPAL'S AUTHORISATION FORM**

To

The Regional Provident Fund Commissioner-I  
Employees' Provident Fund Organization,  
REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA,  
Peenya Industrial estate  
BANGALORE – 560 058

Reference: - Tender No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

We \_\_\_\_\_ who are established and reputable service providers  
of \_\_\_\_\_ having branches at \_\_\_\_\_  
do hereby authorize M/S \_\_\_\_\_  
(Name and address of agents) to bid, Negotiate and conclude the contract with you against  
Tender No. \_\_\_\_\_ dated \_\_\_\_\_

2. No company or firm or individual other than M/S \_\_\_\_\_  
Are authorized to bid, Negotiate and conclude the contract in regard to this business against  
this specific Tender.

3. We hereby extend out full guarantee and warranty as per provisions of the general  
condition of contract for the services offered for supply against this invitation for bid by the  
above firm.

Yours faithfully,

(Name)

For and on behalf of M/S  
(Name of the manufacturers)

Note: - This letter of authority should be on the letter head of the principal and  
should be duly signed by a person competent and having the power of attorney to bind the  
principal.

### SCHEDULE OF REQUIREMENTS

Comprehensive and full Annual Maintenance Contract of the Printers below:

#### OFFICE: REGIONAL OFFICE, PEENYA

**Address:** The Regional Provident Fund Commissioner-I  
Employees' Provident Fund Organization,  
REGIONAL OFFICE, S (1) F, I CROSS, 1<sup>st</sup> STAGE, PEENYA,  
Peenya Industrial estate  
BANGALORE – 560 058

(a) Specification items:-

| SL N O | Item Name                    | Make    | Qty | Sl No. | Item Name                 | Make      | Qty |
|--------|------------------------------|---------|-----|--------|---------------------------|-----------|-----|
| 1      | HP Laserjet P 3015 Printer   | HP      | 05  | 8      | PRO Line Printronix(N)    | P 71000   | 01  |
| 2      | LBP 3500 Canon A3 Printer    | Canon   | 02  | 9      | LIPI T 6100               | LIPI      | 01  |
| 3      | LBP 2900 B Printer           | Canon   | 03  | 10     | WEP DOT MATRIX (I)Printer | WEP       | 02  |
| 4      | MX 328 Canon Fax Cum Printer | Canon   | 02  | 11     | Samsung ML 2951Printer    | Samsung   | 01  |
| 5      | HP Laserjet P 1007 Printer   | HP      | 01  | 12     | Panasonic Fax N Machine   | Panasonic | 01  |
| 6      | Samsung ML 2850 D Printer    | Samsung | 04  | 13     | Lipi T 2250               | Lipi      | 01  |
| 7      | Samsung ML 3710 ND Printer   | Samsung | 03  | 14     | Samsung ML 2161 Printer   | Samsung   | 02  |

The mode of payment for undertaking the AMC for the above said Printers will be on quarterly basis.

**Technical Bid**

**BID PARTICULARS**

1. Name of the Bidder:
2. Address of the Bidder:
3. Name of the Principal on whose behalf bid being submitted:
4. Address of the Principal on whose behalf bid being submitted:
5. Place of testing / Laboratory facilities for the services offered:
6. Service facilities available:
7. Availability of spare parts (for hardware components):
8. Bidder's proposal number and date:
9. Name and address of the officer to whom all references shall be made regarding this tender:

Telex\_\_\_\_\_

Telephone\_\_\_\_\_

Fax\_\_\_\_\_

Witness:

Signature\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
Date\_\_\_\_\_

Tenderer:

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Company\_\_\_\_\_

Date\_\_\_\_\_

Company seal

**Commercial Bid**

**BID PARTICULARS**

1. Name of the Bidder:
2. Address of the Bidder:
3. Name of the Principal on whose behalf bid being submitted:
4. Address of the Principal on whose behalf bid being submitted:

**DETAILS OF THE COST OF GOODS/ SERVICES OFFERED**

| SL NO | Description of the item | Quantity / capacity | Basic Price | Duties and Levies | Discount if any | Total Unit Cost | Total Price |
|-------|-------------------------|---------------------|-------------|-------------------|-----------------|-----------------|-------------|
| (1)   | (2)                     | (3)                 | (4)         | (5)               | (6)             | (7)             | (8)         |
|       |                         |                     |             |                   |                 |                 |             |
|       |                         |                     |             |                   |                 |                 |             |

TOTAL AMOUNT IN INDIAN RUPEES (IN FIGURES)\_\_\_\_\_

(IN WORDS)\_\_\_\_\_

**Witness:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Tenderer:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_