



कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार / Govt. of India, Ministry of Labour & Employment)

क्षेत्रीय कार्यालय, झारखण्ड / Regional Office, JHARKHAND

भागीरथी कॉम्प्लेक्स, सर्किट हाउस के नजदीक / BHAGIRATHI COMPLEX, NEAR CIRCUIT HOUSE

करमटोली, राँची / KARAMTOLI, RANCHI - 834001

दूरभाष / Tele.: 0651-2360874, Telephone No: 2360804 फैक्स / Fax : 0651-2360549



क्षे.का./झा./राँची/प्रशासन-॥/ प्रिंटिंग /भो 0 -7/2018/2/25 दिनांक : 08/06/2018

स्टेशनरी & स्टोर्स एवं प्रिंटिंग सामग्री की आपूर्ति हेतु निविदा

कर्मचारी भविष्य निधि संगठन, भारत सरकार के अंतर्गत एक सांविधिक संस्था है जिसका क्षेत्रीय कार्यालय, भागीरथी कॉम्प्लेक्स, सर्किट हाउस के नजदीक, करमटोली, राँची, झारखण्ड में स्थित है।

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, भागीरथी कॉम्प्लेक्स, सर्किट हाउस के नजदीक, करमटोली, राँची, झारखण्ड के लिए “स्टेशनरी & स्टोर्स एवं प्रिंटिंग सामग्री की आपूर्ति हेतु निविदा” आमंत्रित करता है।

निविदा अभिलेख कर्मचारी भविष्य निधि संगठन की वेबसाइट www.epfindia.gov.in से भी प्राप्त की जा सकती है। निविदा अभिलेख कर्मचारी भविष्य निधि संगठन के क्षेत्रीय कार्यालय, राँची से सभी कार्य दिवसों में रुपये 500/- राशि के मांगपत्र (डी0 डी0) जो कि क्षेत्रीय भविष्य निधि आयुक्त, राँची के पक्ष में देय हो के द्वारा भुगतान के माध्यम से प्राप्त किया जा सकता है साथ ही साथ सभी सामग्रियों का नमूना प्राप्त किया जा सकता है। वेबसाइट के माध्यम से प्राप्त निविदा प्रपत्रों के साथ रुपये 500/- का मांगपत्र (डी0 डी0) जो कि क्षेत्रीय भविष्य निधि आयुक्त, राँची के पक्ष में देय हो, संलग्न करना आवश्यक है।

आमंत्रित निविदा के संबंध में आवश्यक जानकारी

निविदा का (लगभग) मूल्य	निविदा आवेदन प्रपत्र का मूल्य	प्रतिपूर्ति (सिक्यूरिटी) जमा राशि	निविदा अभिलेख जमा करने की अंतिम तिथि एवं समय
रुपये 5,00,000/-	रुपये 500/-	रुपये 5000/-	02/07/2018 अपराहन 04.00 बजे

पूर्ण रूप से भरे गए निविदा अभिलेख सील बंद लिफाफे में क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, भागीरथी कॉम्प्लेक्स, सर्किट हाउस के नजदीक, करमटोली, राँची, झारखण्ड के नाम प्रस्तुत किए जाये। लिफाफे के उपर मोटे अक्षरों में “स्टेशनरी एवं स्टोर्स और प्रिंटिंग सामग्री की आपूर्ति हेतु निविदा” अवश्य अंकित होना चाहिए।

निविदा अभिलेख जमा करने की निर्धारित तिथि एवं समय (02/07/2018 अपराहन 04.00 बजे) के पश्चात् प्राप्त होने वाली निविदा पर कोई विचार नहीं किया जाएगा।

क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, राँची को किसी भी निविदा अथवा सभी निविदाओं को बिना कोई कारण बताये अस्वीकार/निरस्त/स्थगित करने का अधिकार प्राप्त है साथ ही वह निम्नतम् निविदा को ही स्वीकार करने के लिये भी बाध्य नहीं है।

विकास अग्रद

(विकास आनंद)

सहायक भविष्य निधि आयुक्त (प्रशासन-॥)
क्षेत्रीय कार्यालय, राँची, झारखण्ड।



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार / Govt. of India, Ministry of Labour & Employment)

क्षेत्रीय कार्यालय, झारखण्ड / Regional Office, JHARKHAND

भागीरथी कॉम्प्लेक्स, सर्किट हाउस के नजदीक / BHAGIRATHI COMPLEX, NEAR CIRCUIT HOUSE

करमटोली, राँची / KARAMTOLI, RANCHI - 834001

दूरभाष / Tele.: 0651-2360874, Telephone No: 2360804 फैक्स / Fax : 0651-2360549



No.JH/RO/RNC/Adm.-II/Printing/Vol.-7/2018/ 2125

Dated: 06.06.2018

TENDER FOR SUPPLY OF STATIONERY & STORES AND PRINTING ITEMS.

The Employees Provident Fund Organization, a statutory body functioning under the Ministry of Labour & Employment, Government of India is having Regional Office at Bhagirathi Complex, Near Circuit House, Karamtoli, Ranchi, Jharkhand.

EPFO, Regional Office, Ranchi inviting tenders from local vendors for "Supply of Stationery & Stores and Printing items" for one year.

The tender document can be obtained from the EPFO, Regional Office, Ranchi on all working days by payment of Rs.500/- by DD in favour of RPFC, Ranchi, payable at Ranchi or can be downloaded from our website www.epfindia.gov.in and submit along with DD amounting to Rs.500/- in favour of RPFC, Ranchi, payable at Ranchi. Bidders may collect the samples of items before filing their bids.

SCHEDULE TO THE INVITATION OF TENDER

Approximate value of tender	Cost of the form	EMD Rs.	Last date & time for submission of tender Document
Rs. 5,00,000/-	Rs. 500/-	Rs. 5,000/-	02.07.2018 at 04.00PM

The completed tender documents are to be submitted in sealed covers addressed to The Regional Provident Fund Commissioner, Regional Office at Bhagirathi Complex, Near Circuit House, Karamtoli, Ranchi. Envelope should be super scribed with the words "Supply of Stationery & Stores and Printing Items". Interested parties should quote their rates in the format. Bids received in any other format will not be considered.

Tender should be submitted in one envelope marked as "Bid for Supply of Stationery & Stores and Printing Items".

The tender received after due date and time will not be considered and no correspondence in this regard will be entertained.

The RPFC, RO, Ranchi reserves the right to reject/cancel/postpone any or all tenders without assigning any reason and is not bound to accept lowest tender.

(Vikas Anand)

Assistant PF Commissioner (Adm.-II)
Regional Office, Ranchi, Jharkhand

SPECIFICATIONS AND TENDER CLAUSES

The following are the specifications and tender schedule clauses, which are required to be followed by each tenderer before submitting the tender documents to the undersigned.

SPECIFICATIONS:

It is the responsibility of the tenderer to take all precautions regarding the quality of the items for which they quote.

TENDER SCHEDULE CLAUSES:

01. **RATES:** Rates should be quoted to all the items as mentioned below.
02. **Period:** Tender is valid for one year from the date of finalizing.
03. **EMD:** Each Tender must be accompanied by an EMD of Rs.5000/- (Rupees five thousand only). The amount shall be paid through DD drawn in favour of the RPFC, Ranchi from any Nationalized Bank.
Tenders without Earnest Money Deposit will not be accepted.
04. **Refund of EMD:** EMDs of unsuccessful tenders will be returned after finalization of the tender.
05. **Interest on EMD:** No interest will be paid on EMD.
06. **Interest on Security Deposit:** No interest shall be paid on such EMD, which shall remain with EPFO during the continuance of the contract and it shall be released only after the expiry/termination of the contract, subject to clearance of all dues by the contractor.
07. *RPFC, Ranchi reserves the right to engage more than one supplier, if the rate is similar.*
08. **Acceptance & Rejection of tenders:** The RPFC, Ranchi is at liberty to accept or reject any tender without assigning any reason.
09. **Termination of Agreement:** The agreement can be terminated with a month's notice without assigning any reason.
10. **Delivery:** Generally supply orders will be placed as and when required. Delivery time as prescribed in each order placed by the issuing authority should be adhered to and in case of failure to the time limit, RPFC, Ranchi reserves the right to cancel the order placed.
11. **Penalty:** Penalty will be levied for non-supply of the materials in time. The tenderer shall agree that the penalty of 1% on the total amount of each purchase order shall be imposed for each week of delay in delivery with reference to the delivery period mentioned in each purchase order. The penalty will be to a maximum extent of 5%. The tenderer should be in a position to supply the items within the stipulated period failing which the tender will be cancelled at the discretion of the RPFC, Ranchi and Security Deposit shall be forfeited in favour of RPFC, Ranchi.
12. **Forfeiture of the SD:** The whole amount of the Security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The whole amount of the security deposit shall be liable for forfeiture in the event of the Contractor not being able to continue the

contract for the entire duration of the contract on the same rates, terms and conditions and chooses the option to give one month notice in writing to the Office for termination of the contract.

13. **Compensation:** No claim for compensation or loss due to market fluctuations or any other reasons/causes will be entertained.
14. **Arbitration:** In the event of any dispute arising out of the contract, the same will be referred to the arbitration of the RPFC, Ranchi. The award of the arbitrator shall be final and binding on the parties to the contract.
15. Any other taxes applicable from time to time during the period of contract will be deducted at the time of settlement of bills at source.
16. In the event of any dispute arising out of the contract, the same will be referred to the arbitration of the RPFC, Ranchi or some other Officer appointed by him. The award of the arbitrator shall be final and binding on the parties to the contract.
17. The payment of goods is to be made on completion of supply, actual receipts, inspection and approval. The supplier will have to send supply Challans and Delivery Notes along with the supply and a bill indicating clearly the Purchase Order No., date and other details of supply. While quoting the rate(s) of items, the following information invariably be made available. Bills are to be submitted in triplicate for the supplies made to EPFO, RO, Ranchi and their payment will be arranged through cheques as early as possible.
18. Partial supply or failure to ensure actual delivery shall be taken as incomplete supply.
19. The names of the company/manufacturer or brand name should be mentioned in respect of each and every item while submitting the tender.
20. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
21. The Regional Office, Ranchi reserves the right to disqualify such bidders who had a record of not meeting the contractual obligations against earlier contracts entered into with the purchaser.
22. The validity of the tender is one year from the date of agreement. The RPFC, Ranchi can extend the Validity of contract for further 3 months or till the finalization of fresh tender.
23. The tender should be sent in a sealed cover addressed to the Regional Provident Fund Commissioner, Regional Office, at Bhagirathi Complex, Near Circuit House, Ranchi, Jharkhand super scribing the cover as "Tender for Supply of Stationery & stores and printing items for". The last date for submitting the complete tender document is 02.07.2018 at 04.00 PM.
24. The tenders will be opened on 03.07.2018 at 11.00 AM in the office of RPFC, Ranchi at above Mentioned address.

Date:.....

Place.....

Signature and the Seal of the Tenderer.

Sl. No.	Stationery and Stores items	Rate per pcs (Inclusive of All Taxes, etc)
1	Acid (Radiant Kiran)	
2	Add Gel Refill (Black)	
3	Add Gel Refill (Blue)	
4	Add Gel Refill (Green)	
5	Calculator-Casio (12 digit)	
6	Candle (big)	
7	Carbon big size Blue (Kores)	
8	Carbon Small Blue (Kores)	
9	Cello tape 1" Brown	
10	Cello tape 1"(premier)	
11	Cello tape 1.5 Brown	
12	Cello tape 1.5" (premier)	
13	Cello tape 1/2" (premier)	
14	Cello tape 2" (premier)	
15	Cello tape 2" Brown	
16	Circular Guard File	
17	Conference pad A/4 (20 sheet plain)	
18	Conference pad A/4 (20 sheet ruled)	
19	Dak Pad	
20	Dustbin (best quality)	
21	Duster (best quality)	
22	Duster for cleaning of computer (Soft)	
23	Envelop cloth 10 X 6 (best quality) Laminated inside	
24	Envelop cloth 12 X 10 (best quality) Laminated inside	
25	Envelop cloth 12 X 16 (best quality) Laminated inside	
26	envelop cloth 12 X 6 (best quality) Laminated inside	
27	Eraser (Apsara)	
28	Fevi Gum lime (50 ml)	
29	Fevi Stik (15gm)	
30	Fevi Stik (22gm)	
31	File Board (best quality with cloth)	
32	Folder file	
33	Glue stik (36 gm)	
34	Gum Bottle 30 ml (Camlin)	
35	Gum Bottle 700 ml. (Camlin)	
36	Harpic (500 ml)	
37	Highlighter Yellow (Faber Castle)	
38	Ink for stamp pad (Supreme)	
39	James Clip (Oddy)	
40	Lifebuoy soap (small)	
41	Liquid hand wash refill (Dettol-185 ml)	
42	Liquid hand wash refill (Dettol-900 ml)	
43	Hand wash Dettol original Liquid (200ml bottle)	
44	Marker Green, Blue, Black, Red (Luxor)	

45	Naphthalene ball	
46	Note pad (Spiral)	
47	Note pad (Plane)	
48	Note sheet-II page pad of 100 sheets	
49	Odonil (small)	
50	Ordinary refill Blue (Linc 1500)	
51	Ordinary refill Green (Linc 1500)	
52	Ordinary refill Red (Linc 1500)	
53	Ordinary refill Black (Linc 1500)	
54	Paper pin (King)	
55	Paper weight	
56	Pen Add Gel (Blue, Black, Green & Red) [Achiever]	
57	Pen both side (Linc)	
58	Pen holder, Red & Blue (Linc)	
59	Pen Stand (2 pen) (Kebica)	
60	Pen Stand (4 Pen) (Kebica)	
61	Pen Stand (Tumbler)	
62	Pencil Battery (Red) (Eveready)	
63	Pencil Battery (Small) (Red) (Eveready)	
64	Pencil Apsara	
65	Phenyl 5 Ltr (White) Best quality	
66	Plastic folder file	
67	Pin Cushion (best quality)	
68	Poker (best quality)	
69	Punching machine kangaroo (Double Hole)	
70	Punching machine kangaroo (Single Hole)	
71	Refill Reynolds	
72	Register (64 pages) ledger paper	
73	Register (96 pages) ledger paper	
74	Register (128 pages) ledger paper	
75	Register (6 no. 144 pages) ledger paper	
76	Register (10 no. 192 Pages) ledger paper	
77	Register (12 no. 288 Pages) ledger paper	
78	Register (16 no. 384 pages) ledger paper	
79	Register (24 no. 575 pages) ledger paper	
80	Re-stick note big (oddy)	
81	Re-stick note small (oddy)	
82	Room freshener	
83	Rubber band (Big size & Small size)	
84	Scale big (Faber Castle)	
85	Scissor (Best quality)	
86	Sharpener (Camlin, Apsara)	
87	Short hand note book	
88	Signature Pad	
89	Slip pad (peacock, luxury)	
90	Spring file/Guard file	
91	Stamp Pad big (Faber Castle)	
92	Stamp Pad Medium (Faber Castle)	
93	Stamp Pad Small (Faber Castle)	

94	Stapler big HP 45 (Kangaro)	
95	Stapler Pin big size (Kangro)	
96	Stapler pin small (Kangaro)	
97	Stapler HD 10D (Kangaro)	
98	Tag (Cotton bunch)	
99	Thread ball	
100	Use & throw pen (Good luck Bright gl)	
101	Vim Bar Soap (Medium)	
102	Vim Powder	
103	Wax	
104	White Cloth Markin	
105	White Fluid (Kores)	
106	Plane Paper FS 75 g/m2 (Century)	
107	Writing pad medium	
108	Writing Pad small (camel)	
109	Xerox Paper A/4 small (JK Red)	
110	Led Blub (15 Watt), Philips	
111	Capacitor (15 Watt) Philips	
112	Capacitor (25 Watt) Philips	
113	Capacitor (35 Watt) Philips	
114	Electronic Chowk, Philips	
115	Extension code (Anchor)	
116	Extension wire	
117	Holder (Bulb), Anchor	
118	LAN Wire	
119	LED Blub (Philips)	
120	LED Tube light	
121	MCB	
122	Regulator (for FAN), Anchor	
123	Tube Light (28 Watt) type T5, Philips	
124	Tube Light (36 Watt) Philips	
125	Tube Patti (Philips)	
126	Electric Wire (Havels)	

Sl. No.	Printing items	Description	Specification	Rate (Inclusive of all taxes, etc)
1	Adjournment Notice	1 Book/100 pages	Orient 70 GSM	
2	APAR (Staff) SS & MTS	1 Book/100 pages	Orient 70 GSM	
3	Attestation form (Police Verification)	1 Book/100 pages	Orient 70 GSM	
4	Bill form (Hindi)	1 Book/100 pages	Orient 70 GSM	
5	Bill Register	1 Register/200 Pages	Hardboard	
6	Budget Register	1 Register/200 Pages	Hardboard	
7	Blue book register (for Compliance)	1 Register/100 Pages	Hardboard	
8	Red book register (for Compliance)	1 Register/100 Pages	Hardboard	
9	Blue book register (for PD)	1 Register/100 Pages	Hardboard	
10	Red book register (for PD)	1 Register/100 Pages	Hardboard	
11	Cash Book Account I	1 Register/500 Pages	Hardboard	
12	Cash Book Account IO	1 Register/500 Pages	Hardboard	

13	Cash Book Account 2	1 Register/500 Pages	Hardboard	
14	Cash Book Account 21	1 Register/500 Pages	Hardboard	
15	Cash Book Account 22	1 Register/500 Pages	Hardboard	
16	Challan	1 Book/100 pages	Orient 70 GSM	
17	Cheque forwarding (Cash)	1 Book/100 pages	Orient 70 GSM	
18	Cheque re-credit intimation	1 Book/100 pages	Maplitho- 70 GSM	
19	Cheque return forwarding	1 Book/100 pages	Orient 70 GSM	
20	Children education reimbursement format	1 Book/100 pages	Orient 70 GSM	
21	Composite claim form (Aadhar), both side printing	1 Book/100 pages	Orient 70 GSM	
22	Composite claim form (Non-aadhar), both side printing	1 Book/100 pages	Orient 70 GSM	
23	Composite claim Form for Death Case	1 Book/100 pages	Orient 70 GSM	
24	CP-1 to 32	1 Book/100 pages	Orient 70 GSM	
25	Daily order sheet	1 Book/100 pages	Ledger 90 GSM	
26	Descriptive roll	1 Book/100 pages	Orient 70 GSM	
27	Earned Leave Form	1 Book/100 pages	Orient 70 GSM	
28	FBS-3 (Return format)	1 Book/100 pages	Orient 70 GSM	
29	Fly leaf with Hindi & English Noting	1 pcs	As per specification	
30	Form 15/G	1 Book/100 pages	Orient 70 GSM	
31	Form 15/H	1 Book/100 pages	Orient 70 GSM	
32	Form 20 (Pink Colour)	1 Book/100 pages	Orient 70 GSM	
33	Form-10C	1 Book/100 pages	Orient 70 GSM	
34	Form -10 C (UAN)	1 Book/100 pages	Orient 70 GSM	
35	Form-10D	1 Book/100 pages	Orient 70 GSM	
36	Form-10D (Pink Colour)	1 Book/100 pages	Orient 70 GSM	
37	Form-13 A (R)	1 Book/100 pages	Orient 70 GSM	
38	Form-2 (R)	1 Book/100 pages	Orient 70 GSM	
39	Form-4 Medical Leave	1 Book/100 pages	Orient 70 GSM	
40	Form-5 Medical Leave	1 Book/100 pages	Orient 70 GSM	
41	Form-5A	1 Book/100 pages	Orient 70 GSM	
42	Fortnightly statement receipt disposal	1 Book/100 pages	Orient 70 GSM	
43	Grievance slip	1 Book/100 pages	Orient 70 GSM	
44	Inspection Report Form	1/1000	Orient 70 GSM	
45	Land Register	200 pages	Hardboard	
46	Leave regularization form	1 Book/100 pages	Orient 70 GSM	
49	Legal Cell (Cheque Forwarding to Lawer)	1 Book/100 pages	Orient 70 GSM	
50	Letter pad	1 Book/100 pages	Royal Executive bond 90 GSM	
51	Life Certificate Form	1 Book/100 pages	Orient 70 GSM	
53	LTC adjustment proforma	1 Book/100 pages	Orient 70 GSM	
54	LTC advance proforma	1 Book/100 pages	Orient 70 GSM	
55	Nomination form for staff	1 Book/100 pages	Orient 70 GSM	
56	Note Sheet (1st Page)	1 Book/100 pages	Ledger paper 80 GSM	
57	Pay bill Register	1 Register/200 pages	Hardboard	

58	Plain envelop with message 11 x 5	1000 pcs	Orient 90 GSM	
59	Position of reconciliation of cash book FB-1	1000 pcs	Orient 70 GSM	
60	PPO Book	1 Register/200 pages	Orient 70 GSM	
61	PPO Register	1 Register/200 pages	Orient 70 GSM	
62	Proforma for advance from SPF	1 Book/100 pages	Orient 70 GSM	
63	Proforma for festival advance	1 Book/100 pages	Orient 70 GSM	
64	Proforma for withdrawal from SPF	1 Book/100 pages	Orient 70 GSM	
65	Prosecution letter proforma	1 Book/100 pages	Orient 70 GSM	
66	Recovery Certificate	1 Book/100 pages	Orient 70 GSM	
67	Red book register	1 Register/200 Pages	Orient 70 GSM	
68	RTI Fly leaf	1 pcs	As per specification, Different colour from Fly Leaf	
69	Special Reserve Fund FB-6	1/1000	Orient 70 GSM	
70	Specimen Signature	1000 pcs	Orient 70 GSM	
71	SPF Register	250 pages	Orient White- 90 GSM	
72	Summon	1 Book/100 pages	Orient 70 GSM	
73	TA bill	1000 pcs	Orient 70 GSM	
74	Tour programme/diary (With acknowledgement, Green -Century Board-240)	1000 pcs	Orient 70 GSM	
75	TTA bill	1000 pcs	Orient 70 GSM	
76	VDR Register	200 pages	Hardboard	
77	Visitor Slip	1/1000	Orient 70 GSM	
78	Warrant of Arrest	1 Book/100 pages	Orient 70 GSM	
79	Window Envelop with Message 11 x 5 spl.	1000 pcs	Orient 90 GSM	
80	Computer paper (10x12x1) (with PF Logo)	1000 pcs	Orient 60 GSM	
81	Computer paper (10x12x2) (with PF Logo)	1000 pcs	Orient 60 GSM	
82	Computer paper (10x12x3) (with PF Logo)	1000 pcs	Orient 60 GSM	
83	Computer paper (15x12x1) (with PF Logo)	1000 pcs	Orient 60 GSM	
84	Computer paper (15x12x2) (with PF Logo)	1000 pcs	Orient 60 GSM	
85	30 CPC notice	1 Book/100 pages	Orient 70 GSM	
86	7Q cases	1 Book/100 pages	Orient 70 GSM	
87	14-B Initiation Register	1 Register/200 pcs	Orient 60 GSM	
88	7A Initiation Register	1 Register/200 pcs	Orient 60 GSM	
89	Initiation Register	1 Register/200 pcs	Orient 60 GSM	
90	Claim return forwarding (13)	1 Book/100 pages	Orient 70 GSM	
91	Claim return forwarding (19, 10D & 31)	1 Book/100 pages	Orient 70 GSM	
92	Scroll inward register	1 Register/200 pcs	Orient 60 GSM	


(Vikas Anand)

Assistant PF Commissioner (Adm.-II)
Regional Office, Ranchi, Jharkhand.