



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

क्षेत्रीय कार्यालय, वापी

Regional Office, Vapi

स्नेहदीप कमर्शियल कॉम्प्लेक्स, सीएम 8/5 नो. 8, गुंजन, जीआईडीसी, वापी, वालसाड, गुजरात-396195
Snandeeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195



सं.गुज/क.भ.नि.सं./क्षे.का/वापी/स्टोर/प्रिंटिंग एण्ड बाइडिंग/24 दिनांक 08/05/2018

मुद्रण व जिल्दबंद एवं स्टेशनरी वस्तुओं की आपूर्ति के लिए निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वापी मुद्रण व जिल्दबंद एवं स्टेशनरी वस्तुओं की आपूर्ति के लिए निविदा आमंत्रित करती है। निविदा संबंधित दरतावेज क्षेत्रीय कार्यालय वापी से प्राप्त किया जा सकता है तथा ईपीएफओ की वेबसाइट https://epfindia.gov.in/site_en/Tender_Auction.php?id=sm10_index से डाउनलोड किया जा सकता है।

2. निविदा नोटिस का संक्षिप्त विवरण

निविदा जमा करने की अंतिम तिथि व समय : 04/06/2018 समय 3:00 बजे अपराह्न :
निविदा खोले जाने की तिथि (तकनीकी बोली): 05/06/2018 समय 11:00 बजे पूर्वाह्न.
निविदा खोले जाने की तिथि (वित्तीय बोली) : 06/06/2018 समय 11:00 बजे पूर्वाह्न।

जानकारी व निविदा जमा करने का पता

सहायक भविष्य निधि आयुक्त (केयर टैकर)

क्षेत्रीय कार्यालय, वापी

सीएम 8/5, स्नेहदीप कमर्शियल कॉम्प्लेक्स,

नो. 8, गुंजन, जीआईडीसी, वापी, वालसाड, गुजरात-396195

- निविदा खोले जाने की तिथि से तीन माह तक स्वीकृति के लिए निविदा वैध रहेगी।
- क्षेत्रीय भ. नि. आयुक्त-I, क्षेत्रीय कार्यालय, वापी बिना कोई कारण बताए कोई और लभ निविदा को स्वीकृत या रद्द करने का अधिकार रखता है।
- स्टेशनरी एवं मुद्रण व जिल्दबंद वस्तुओं की आपूर्ति के लिए मुल्य (रेट) एक वर्ष के लिए वैध होगी। तथापि आपसी समझौता के तहत अगले एक वर्ष के लिए बढ़ाया जा सकता है।
- इच्छुक एजेंसी एक कैटगरी के लिए सभी वस्तुओं का मुल्य दर्ज कर सकती है। एजेंसी एक या अधिक कैटगरी के लिए निविदा भर सकती है।

(दिनेश विभा)

सहायक भविष्य निधि आयुक्त



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

क्षेत्रीय कार्यालय, वापी

Regional Office, Vapi

स्नेहदीप कमर्शियल कॉम्प्लेक्स, रोड नं. 8/5, न. हाईवे 8, गुंजन, जीआईडीसी, वापी, बालास, गुजरात - 396195
Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195

No. GJ/EPFO/RO/VAPI/STORE/Printing & binding (08)/ 24

Date : 08/05/2018

TENDER DOCUMENT FOR SUPPLY OF GENERAL STATIONERY AND PRINTING &

BINDING OF FORMS ETC.

Employees' Provident Fund Organisation, Regional Office, Vapi invites sealed quotations for supply of PRINTING & BINDING OF FORMS, ETC (Annexure-I) & Stationery Items (Annexure-II). The Tender Document can be obtained from Regional office, Vapi and can also be downloaded from EPFO's website

https://epfindia.gov.in/site_en/Tender_Auction.php?id=sm10_index

2. Summary of the Tender Notice is as follows:

Last date and time for submission of Tender :- 04/06/2018 upto 3.00 PM

Time and Date of Opening of Tender offers (Technical Bid):- 05/06/2018 at 11.00 AM

Time and date of opening of Tender offers (Financial Bid) :- 06/06/2018 at 11.00 AM

Address of Communication:

Assistant P. F. Commissioner (Care Taker)

Regional Office, Vapi

CM 8/5, Snehdeep Comm Complex, N H 8

Gunjan, Vapi-396195.

3. Tender shall remain valid for acceptance up to Three months from the date of opening the Tender.

4. The Regional P.F. Commissioner -I, Regional Office Vapi reserves the right to accept or reject any or all tender offers, without assigning any reason thereof.

5. The validity of the rates for supply of Printing and Binding and Stationery Items will be for one year. However, extension of another one year can be given with mutual agreement.

6. The interested agency shall quote rate for all the items in one category I/II. The agency may submit Tender for one or more Category.

(DINESH VIYYATH)
Assistant P F Commissioner

INSTRUCTIONS TO TENDERERS

1 TERMS AND CONDITIONS:

- 1) The quoted contents described in the quotation will be purchased from the agency only if that content is not available on the GeM (Government-e-Market place).
- 2) The cost of each item should be quoted independently.
- 3) The bidder should have experience of at least 3 years with Government Departments (Separately) and past performance on similar contracts for the last 3 years with a turnover of at least 5 Lakhs in a financial year. Please submit details in Annexure III.
- 4) The samples, design and specifications of the forms for printing and binding can be seen and/ collected during the Office hours.
- 5) Articles not found as per requirement/specifications are liable to be rejected. No correspondence or discussion shall be entertained in this regard.
- 6) In case of printing, two copies of proof must be sent for approval. After approval of the final copy of composes of work, final printing of Forms may be done.
- 7) Loose sheets of printing related matters should be supplied in a paper packed with 1000 / 500 / 200 / 100 sheets as per specifications duly keeping/pasting one printed sheet on the packet.
- 8) Quotation with overwriting or any manual corrections will be considered invalid and rejected.
- 9) The quantum of items supplied should strictly confirm to the specification provided.
- 10) Sample paper to be used for printing should be enclosed with the quotation.
- 11) The rates quoted should be inclusive of printing charges, all taxes, GST, delivery charges, freight charges, TDS etc. The printed forms etc. should be delivered to this office at door step.
- 12) The material should be supplied within 15 days of issue of the supply order.
- 13) The quotation should indicate the quality, brand name for all the items in the list enclosed.
- 14) The quotation will be finalized based on cumulative comparison of items.
- 15) All the pages of quotation including terms and conditions should be signed by the Tenderer in token of having understood and agree to abide by the terms and conditions.
- 16) In case of breach of any of the aforesaid terms and conditions, the L.M.D. shall be forfeited.

- 17) The Successful Bidder has to submit Demand Draft for Rs. 10,000/- as security deposit in favour of Regional P.F. Commissioner, Regional Office, Vapi. In case of breach of any of the above said terms and conditions, the Security Deposit shall be forfeited.
- 18) In the event of rates being accepted, the same shall remain in force for a period of one year.
- 19) The payment shall be made only after the receipt of items in full and good condition as per specification and orders.
- 20) You are instructed to enclose list of all clients (Govt. Agencies) to which you supply the items.
- 21) You are requested to enclose copy of your Registration Certificate, GST/VAT Registration, Income Tax PAN, Service Tax Number and Certificate, TIN, Sales Tax Certificate.
- 22) The interested agency shall quote for the items furnished in Annexure-I & II.
- 23) For any queries in this matter, interested parties may contact to the undersigned on any working day between 11 am to 5 pm.

II. PRE QUALIFICATION CRITERIA

- 1) The Tenderer should not have been blacklisted by any Government Department or organization. Tenderer shall give Declaration to this effect.
- 2) Notwithstanding anything stated above, the EPFO Regional Office, Vapi reserves the right to assess the Tenderer's Financial, Technical capabilities.

III. COMPLETENESS OF TENDER OFFERS

The Tenderer is expected to examine all instructions, forms, terms & conditions in the Tender Document. Failure to furnish information required as per the tender documents on submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tenderer's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outrightly without any intimation to the Tenderer if complete information as called for in the tender document is not given therein, or if particulars asked for in the Formis/ Proforma in the tender are not fully furnished or found false on scrutiny.

IV. EMD (EARNEST MONEY DEPOSIT)

- 1) The EMD of Rs. 10,000/- by DD/Pay Order from Scheduled/ Nationalized Bank in the name of Regional Provident Fund Commissioner, Vapi payable at VAPI shall be attached to the Tender Form. Tender (without EMD) shall be liable to be rejected during scrutiny of Technical Bid.

to the Tender Form. Tender (without EMD shall be liable to be rejected during scrutiny of Technical Bid.

- 2) EMD of Unsuccessful Tenderers will be returned within 30 days from finalization of the Tender Process.
- 3) EMD of the successful Tenderers will be discharged on executing the Agreement and furnishing the Security Deposit or adjusted as the case may be.
- 4) The quotation without E.M.D. will be summarily rejected.
- 5) Government agencies as well as NCCF, Kendriya Bhandar, etc are exempted from payment of Earnest Money Deposit & Security Deposit.
- 6) Successful Tenderers will have to deposit Rs. 10,000/- as Security Deposit, which will be refunded after successful completion period of contract.

V. THE EMD / BID SECURITY MAY BE FORFEITED

- 1) If a Tenderer withdraws his Tender during the period of bid validity or
- 2) In case of a successful Tenderer, if the Tenderer fails to execute the agreement / contract within the period specified in communication from EPFO.

Interested parties should submit quotation in sealed cover duly super scribed **"QUOTATION FOR SUPPLY OF GENERAL STATIONERY AND PRINTING & BINDING OF FORMS ETC."** and addressed to "Assistant P.F. Commissioner, Regional Office, Vapi." The last date of submission of quotation is **04/06/2018 before 3.00 pm.** The Employees' Provident Fund Organisation, Regional Office, Vapi reserves the right to accept or reject any or all the quotations without assigning any reasons.

Encl. Annexure- I, II & III



(DINESH VIYYATH)
Assistant P F Commissioner

QUOTATION FOR PRINTING AND BINDING ITEMS

Sr. No.	Description	Quantity	Rate
1	Proforma A-4 , Single side printing	1000	
2	Proforma A-4 , Double side printing	1000	
3	Proforma A-3, Single side printing	1000	
4	Proforma A-3 Double side printing	1000	
5	Proforma A-4, Half sheet printing	1000	
6	Letter Head Big Size	100	
7	Letter Head Small Size	100	
8	D.O. letter head in multi colour	100	
9	L.C. Register	1	
10	Outward Register	1	
11	Work Diary	1	
12	Dak Inward Register	1	
13	Ledger Card for Exempted Estt	1000	
14	Card Board for Form 9 in pair with Cloth bound	1	
15	Guest/ Visitor Pass on colour paper	1000	
16	10x12xl binding	1	
17	10x12x2 binding	1	
18	10x12x3 binding	1	
19	15x12xl binding	1	
20	15x12x2 binding	1	
21	15x12x3 binding	1	
22	17x27 Service book binding	1	
23	Cloth Cover 12x9.S	1000	
24	Cloth Cover 16x12	1000	
25	25 Brown Cover 12x9	1000	
26	Brown Cover 11x5 with window	1000	
27	Brown Cover 11x5 without window	1000	
28	Brown Cover 9x4 with window	1000	
29	White Cover Envelope	1000	
30	Printing of Identity Card (Standard size)	1	
31	Printing of Pensioners Card (8.SX 5.5 cm)	1	
32	Printing of Visiting Card (Standard size)	200	
33	Printing of File Cover (Regular) 1	1	
34	Printing of File Cover (Cloth Bound Thick Quality)	1	
35	Printing of Annual Report 1	1	
36	Printing of Register with Name & Logo (100 pages)	1	
37	Printing of Register with Name & Logo (200 pages)	1	
38	Printing of Register with Name & Logo (300 pages)	1	
39	Printing of Register with Name & Logo (400 pages)	1	
40	Printing of Service Book 1	1	
41	Printing of Life Certificate	1000	
42	Dairy for Staff (With Additional Pages)	1	

43	Dairy for Officers (With Additional Pages)	1	
44	Printing of Sticker Floursent Paper 1000	1000	
45	Printing of Specimen Signature Card	1000	
46	Printing of Blue Register	1	
47	Printing of Red Register	1	
48	Printing of RPAD Slips	1000	
49	Printing of TA bill	1000	
50	Printing of Manual Claim Inward Register	1	
51	Computerized Payments Accounting System Performa Register	1	
52	Printing of Note Sheet (Green) with office emblem	100	
53	Printing of A/4 Green Sheet with water mark office emblem on upper and lower side	500	
54	Printing & Making of Flex banner per sq ft	Per sq ft	
55	Printing & Making of Name plate per sq inch	Per sq inch	
56	Printing & Making of Rubber stamp per line	Per line	
57	Printing & Making of Sun stamp size: HC	1	
58	HF	1	
59	HA	1	
60	HY	1	
61	HQ	1	
62	HT	1	
63	HX	1	

QUOTATION FOR PRINTING AND BINDING ITEMS

S.No.	Name of the Items	Name of the Brand & specification	Qty for quoting rate	Rate quoted inclusive of all GST taxes (Rs.)
1	File Cover	As per sample	Per file	
2	Budget Register	As per Sample, 80 GSM 100 pages Register with Per Book Cloth Binding Green Paper	Per Book	
3	Red Book	As per Sample, 70 GSM paper, 18"×13" B/B per book printing, 200pages	Per book	
4	Blue Book	As per Sample, 70 GSM paper, 18"×13" B/B printing, 200pages Per book	Per book	
5	Cash Book Bank	As per Sample, 80 GSM 100 pages Register with Per Book Cloth Binding Green Paper	Per book	
6	Receipt Register	As per Sample, 200 pages green register, Hard per register Bound Cover	Per register	
7	Dispatch Register	As per Sample, 200 pages green register, Hard per register Bound Cover	Per register	
8	Recovery Register	As per Sample, 70 GSM paper, 18"×13" B/B per register printing, 200 pages.	Per register	
9	Service Book	As per Sample, ledger 70 GSM 150 pages. 13/C3 with office name Per book	Per book	
10	Scroll Register	As per Sample, 200 pages register, Hard Bound Register, Cover per register	Per register	
11	VDR Register	As per Sample, 80 GSM 100 pages Register with Cloth Binding Green Paper per register	Per register	
12	Dairy Register	As per Sample, 200 pages green register, Hard per register Bound Cover	Per register	
13	Visitors slip	As per Sample, 70 GSM white B/B printing, size B8 (2.4"×3.5")	Per pad	
14	Certificate Hindi	As per Sample	Per certificate	
15	Envelope with logo and office address	9x4 with window, 80 GSM, 250 envelopes per packet	Per packet	
16	Envelope with logo and office address	11x5 without window 80 GSM, 250 envelopes per packet	Per packet	
17	Envelope with logo and office address	9x4 without window, 80 GSM, 250 envelopes per packet	Per packet	
18	Envelope with logo and office address	11x5 with window 80 GSM, 250 envelopes per packet	Per packet	
19	Acknowledgement Card	Office address print	Per no	
20	APAR	As per Sample, 70 GSM white printing, size A4	Per set	
21	Enquiry Report F.O.	As per Sample, 70 GSM white FIS single side printing, 100 sheet pad	Per pad	
22	Spot Memo	As per Sample 70 GSM White 100 sheet pad	Per pad	
23	Letter Pad Office	80 GSM Orient White paper 100 sheet pad, Size A-4	Per pad	

24	Letter Pad Office Big	80 GSM Orient White paper 100 sheet pad, Size Small B-6 (4.6"x6.9")	Per pad
25	Noting Sheet 7 A/14B printed	As per Sample, 70 GSM white F/S single side printing 100 sheet Pad, Size- Legal	Per pad
26	Tour Diary FO	As per Sample, white 70 GSM B4 size B/B Printing, 100 sheet pad	per pad
27	Tour Programme Performa	As per Sample, white 70 GSM A/4 size B/B printing 100 sheet pad	per pad
28	Claim Return (Performa 21)	As per Sample, 70 GSM white F/S double side Performa printing, 100 sheet pad	Per pad
29	Life Certificate	As per Sample, 17x27x1/4 57 GSM Orient White Paper 100 sheet pad	Per pad
30	Specimen Proforma	As per Sample, 70 GSM Orient White Paper 100 25 Signature per pad	Per pad
31	T.A. Bill Form:	As per Sample, 70GSM, A/3 size 11.5X 18 B/B printing, 100 sheet pad	per pad
32	Form 15G	Income Tax Form 100 sheet pad	Per pad
33	Form 15H	Income Tax Form 100 sheet pad	Per pad
34	Receipt Slips	As per Sample; Orient white paper 100 sheet pad, size B8 (2.4"x3.5")	Per pad
35	Form 5A	As per Sample, white F/S B/8 printing, 100 sheet pad	per pad
36	Form 9 (R)	As per Sample, 80 GSM Laser paper with back side lamination	Per page
37	Composite forms (Non Aadhar)	As per sample, 70 GSM 100 sheet pad	Per pad
38	Composite forms (Aadhar)	As per sample, 70 GSM 100 sheet pad	Per pad
39	Identity Card (Officer/official)	As per sample, Smart card with belt	Per no.
40	ISM form	As per sample, 70 GSM 100 sheet pad	Per pad
41	Visiting card	As per sample,	Per 100 no.

Signature of Tenderer/
Competent Authority of Company/Agency Official Stamp & Seal

QUOTATION FOR STATIONERY ITEMS

SI. No	Description	Unit	Rate (including all taxes/ charges,
1	Paper A-4 Image Copier/JK 70 GSM	1 Reem/IPkt	
2	Paper JK/Image copier A3	1 Reem/IPkt	
3	Ledger Paper (full size)	1 Reem/IPkt	
4	Legal Paper	1 Reem/IPkt	
5	Register full size 1 QR 60 GSM	Each	
6	Register full size 2QR 60 GSM	Each	
7	Register full size 3QR 60 GSM	Each	
8	Register full size 4QR 60 GSM	Each	
9	Pencil HB Apsara	1 Pkt	
10	Non Dust Eraser Apsara	1 Pkt	
11	Uniball Pen	Each	
12	Reynolds Trimax Pen (Black)	Each	
13	Gel Pen (Add Gel) Black	Each	
14	Add Gel Refill (Black)	Each	
15	Reynolds Trimax Pen Gel Refill (Black)	Each	
16	Cello Butter flow Ball Pen (Blue)	Each	
17	Cello Butter flow Ball Pen (Green)	Each	
18	Cello Butter flow Ball Pen (Red)	Each	
19	Rio Smart Grip Blue Ball Pen	Each	
20	Rio Smart Grip Blue Ball Pen (Refill)	Each	
21	Rio Smart Grip Red Ball Pen	Each	
22	Rio Smart Grip Red Ball Pen (Refill)	Each	
23	Freemans Steel measurement	Each	
24	Pocket tape (5m long)	Each	
25	Gum Bottle 700 ml Camel	Each	
26	Stamp Pad Small Camlin (Blue)	Each	
27	Stamp Pad Big Camlin (Blue)	Each	
28	Stamp Pad Ink Bottle Blue 100 ml	Each	
29	Sketch Pen Camlin	1 Pkt	
30	CD Marker pen(Black)	Each	
31	Permanent Marker Camlin	Each	
32	Paper Pin 260 Grm	1 Pkt	
33	Paper Pin 70 grm	1 Pkt	
34	U Clips	1 Pkt	
35	Pin Cushion	Each	
36	Water Damper	Each	
37	Meeting/ Noting Pad	Each	
38	Cello Tape (1/2")	Each	
39	Cello Tape(1")	Each	
40	Cello Tape (2")	Each	
41	Brown Tape (2")	Each	
42	Plastic Scale 12"	Each	
43	Stapler Small (Kangaroo)	Each	
44	Stapler Big (Kangaroo)	Each	
45	Stapler pin Small (Kangaroo) No 10 Box (1x20)	Each	
46	Stapler Pin Big (Kangaroo) Box	Each	

47	Punching Machine Big (Kangaroo) 24/6 (x20)	Each	
48	Punching Machine Small (Kangaroo)	Each	
49	White Lase/ Tag Big	Each	
50	Calculator 12 digit (Orpat)	Each	
51	Carbon Paper Camlin/Kores	1 Pkt	
52	Whitener Pen	Each	
53	Adhesive Notes 2"x 3	1 Pkt	
54	Adhesive Notes 3"x5"	1 Pkt	
55	Gem Clips	1 Box	
56	Highlighter Pen Fabee Castelli	Each	
57	Cotton Duster	Meter	
58	Paper weight	Each	
59	Scissors - Plastic Handle 21.5 cms	Each	
60	Blank CD, Moserbear	Each	
61	Mortein Mosquito Spray Big Size	Each	
62	Napkin	Each	
63	Towel Big Size	Each	
64	Colin, Big Size	Each	
65	Water Bottle	Each	
66	Faber castelli Highlighter Ink (all colour set)	Each	
67	Faber-Castell Highlighter (01 set of 06 different Colours)	Each	
68	Faber-Castell Highlighter Refills	Each	
69	Flag of different colours	Each	
70	Stapler HP-45 (Kangaroo)(Big)	Each	
71	Stapler HP-45 (Kangaroo)(Big) Pin	Each box	
72	Box File	Each	

Signature of Tenderer/
Competent Authority of Company/Agency
Official Stamp & Seal

Place :

Date :

DETAILS OF TENDERER

1. Name of the Tenderer Firm :
2. Full Address of the firm with PIN Code :
3. Name of the Partners/Directors/Proprietor :
4. Telephone Numbers/Mobile Number :
5. Fax Number :
6. Year of Establishment :
7. Name of Bankers with full address &
Telephone, Fax No. :
8. Details of work completed by the Tenderer
during last three years :
9. Registration Number under
Shops & Establishment Act :
10. PAN (Please attach attested photo copy) :
11. Turnover for the last three years (in lakhs) :
2015-16
2016-17
2017-18.
12. Nature of work (please specify - supply of
Stationery or Printing & Binding) :
13. Earnest Money Deposit
DD/PAY ORDER No. :
Name of Bank & Branch :
14. Service Tax Number and Certificate (Encl. copy)
15. GST Number (Encl. copy) :

*Signature of Tenderer/
Competent Authority of Company/Agency
Official Stamp & Seal*

Place :

Date :

Please attach in separate sheet