



## 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, ने. हाईवे 8, गुंजन, जीआईडीसी, वापी, वालसाड, गुजरात-396195  
Snehdeep 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/56 दिनांक 14/06/2018

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

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वापी मुद्रण व जिल्दबंद (एनेक्चर- I) एवं स्टेशनरी वस्तुओं (एनेक्चर-II) की आपूर्ति के लिए निविदा आमंत्रित करती है। निविदा संबंधित दस्तावेज क्षेत्रीय कार्यालय वापी से प्राप्त किया जा सकता है तथा ईपीएफओ के वेबसाइट [https://epfindia.gov.in/site/en/Tender Auction.php?id=sm10\\_index](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 : 09/07/2018 समय 3:00 बजे अपराह्न।

निविदा खोले जाने की तिथि (तकनीकी बोली): 10/07/2018 समय 11:00 बजे पूर्वाह्न।

निविदा खोले जाने की तिथि (वित्तीय बोली) : 10/07/2018 समय 11:00 बजे पूर्वाह्न।

#### जानकारी व निविदा जमा करने का पता

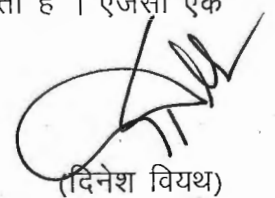
सहायक भविष्य निधि आयुक्त (केयर टेकर)

क्षेत्रीय कार्यालय, वापी

सीएम 8/5, स्नेहदीप कमर्शियल कॉम्प्लेक्स,

ने. हाईवे 8, गुंजन, जीआईडीसी, वापी, वालसाड, गुजरात-396195

3. निविदा खोले जाने की तिथि से तीन माह तक स्वीकृति के लिए निविदा वैध रहेगी।
4. क्षेत्रीय भ. नि. आयुक्त-I, क्षेत्रीय कार्यालय, वापी बिना कोई कारण बताए कोई और सभी निविदा को स्वीकृत या रद्द करने का अधिकार रखता है।
5. 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।
6. इच्छुक एजेंसी एक कैटोगरी के लिए सभी वस्तुओं का मुल्य दर्ज कर सकती है। एजेंसी एक या अधिक कैटोगरी के लिए निविदा भर सकती है।

  
(दिनेश वियथ)

सहायक भविष्य निधि आयुक्त



## कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

### Employees' Provident Fund Organisation

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Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC, Vapi, Valsad, Gujarat - 396195



No. GJ/EPFO/RO/VAPI/STORE/Printing & binding (08)/ 56

Date :14/06/2018

#### **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](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 :- 09/07/2018 upto 3.00 PM

Time and Date of Opening of Tender offers (Technical Bid):- 10/07/2018 at 11.00 AM

Time and date of opening of Tender offers (Financial Bid) :- 10/07/2018 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 Department (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 packing each of 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 E.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 or 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 out rightly 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 Forms/ 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.

- 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 **09/07/2018 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      | 10x12x1 binding                                     | 1        |      |
| 17      | 10x12x2 binding                                     | 1        |      |
| 18      | 10x12x3 binding                                     | 1        |      |
| 19      | 15x12x1 binding                                     | 1        |      |
| 20      | 15x12x2 binding                                     | 1        |      |
| 21      | 15x12x3 binding                                     | 1        |      |
| 22      | 17x27 Service book binding                          | 1        |      |
| 23      | Cloth Cover 12x9.5                                  | 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 (8.5X 5.5 cm )          | 1        |      |
| 32      | Printing of Visiting Card (Standard size )          | 200      |      |
| 33      | Printing of File Cover ( Regular)                   | 1        |      |
| 34      | Printing of File Cover ( Cloth Bound Thick Quality) | 1        |      |
| 35      | Printing of Annual Report                           | 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        |      |
| 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<br>Performa Register                         | 1           |  |
| 52 | Printing of Note Sheet (Green) with office emblem                                    | 100         |  |
| 53 | Printing of A/4 Green Sheet with water mark office<br>emblem on upper and lower side | 500         |  |
| 54 | Printing & Making of Flex banner per sq ft                                           | Per sq fit  |  |
| 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           |  |

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

**QUOTATION FOR STATIONERY ITEMS**

| <b>SI. No</b> | <b>Description</b>                     | <b>Unit</b> | <b>Rate (including all taxes/ charges)</b> |
|---------------|----------------------------------------|-------------|--------------------------------------------|
| 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 Iapsara                      | 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 Bootle 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 Castell                              | 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 castell 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