



आंचलिक प्रशिक्षण संस्थान (दक्षिण अंचल)
ZONAL TRAINING INSTITUTE (SOUTH ZONE)
(A UNIT OF PANDIT DEENADAYAL UPADHYAY NATIONAL ACADEMY FOR SOCIAL SECURITY)

कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Government of India
No.2, 15th Main Road, Ranganathan Gardens, Anna Nagar, Chennai-600 040 TAMIL NADU
Email: zti.south@epfindia.gov.in PHONE: 044 - 2628 4565, FAX - 044 2628 5947



सं. आंप्रसं(दअं)/ No.ZTI(SZ)/1 4(5)/ 2018-19

दिनांक /Date: 18.04.2018

सेवा मे/ To

विषय /Sub:- आंचलिक प्रशिक्षण संस्थान ईपीएफओ चेन्नई- 600 040 में विभिन्न स्टेशनरी वस्तुओं की आपूर्ति.
के लिए उद्धरण आमंत्रित करने के लिए /Calling for quotation for supplying various stationery
items at Zonal Training Institute EPFO, Chennai-600 040

महोदय/ महोदय/Sir/Madam

आंचलिक क्षेत्रीय प्रशिक्षण संस्थान (साउथ जोन नं .2, मुख्य मार्ग, रंगनाथन गार्डन, अन्ना नगर -600040, चेन्नई - 600040 निम्नलिखित विशिष्टताओं, नियमों और शर्तों पर विभिन्न स्टेशनरी वस्तुओं की आपूर्ति के लिए अधिकृत किए गए डीलरों से सील कोटेशन आमंत्रित करता है।

The Zonal Training Institute, (South Zone) No.2,15th Main Road, Ranganathan Gardens, Anna Nagaar-600040, Chennai-600040, invites sealed quotations from the authorized dealers for supply of various stationery items on the following specifications, terms and conditions:

इच्छुक एजेंसियों से अनुरोध है कि 10.05.2018 को दोपहर 2.00 बजे इस कार्यालय के सहायक पीएफ आयुक्त के कक्ष में रखा कोटेशन बॉक्स में एक मुहर लगाए गए कोटेशन जमा करें। यह पद 10.05.2018 को 3.00 बजे इस कार्यालय में खोला जाएगा। उद्धरण ईपीएफओ वेबसाइट www.epfindia.com से भी डाउनलोड किया जा सकता है। कथित उद्धरण के नियम और शर्तें इसके साथ संलग्न हैं जिनसे अनुरोध है कि उद्धरण दस्तावेजों के साथ फर्म द्वारा विधिवत प्रस्तुत किया जाए।

Interested Agencies are requested to submit a sealed quotation in the quotation box kept in the chamber of Assistant PF Commissioner of this office on **10.05.2018 at 2.00 PM**. The quotation will be opened on **10.05.2018 at 3.00 PM** in this office. The quotation can also be downloaded from EPFO website www.epfindia.com. Terms and conditions of said quotation are enclosed herewith which is required to be submitted duly by the agency along with quotation documents.

भवदीय /Yours faithfully,

(सनत कुमार पटनायक / Sanat Kumar Patnaik)

सहायक भविष्य निधि आयुक्त/Assistant P.F.Commissioner



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No.ZTI(SZ)/1(4) 5 /2018-19

Date: 18.04.2018

NOTICE FOR INVITING QUOTATION

Ref:- Calling for quotation for supplying various stationery items at Zonal Training Institute EPFO, Chennai-60004.

The Zonal Training Institute, (South Zone) EPFO, Chennai, invites sealed quotations from the authorized dealers for supply of various stationery items on the following specifications, terms and conditions:

Sl. No.	Description of item	Quantity
1.	JK Copier white paper (75 GSM)	15 reams
2.	Plastic File Folder	550 nos
3.	Cello Maxwriter Pen (Blue)	550 nos
4.	KENT Lamination Pouch (125 Mic.) – 225 x 310mm size – 100 Nos. in a pack	7 pack
5.	KENT High Glossy Photo Paper (A4 size) – 180 GSM – 50 sheets in a pack	13 pack
6.	Tapal pad	6 nos
7.	ID Card Pouch	700 nos
8.	Volga ID Card Clip (144 Nos. in a pack)	700 nos
9.	Whitener pen	8 nos
10.	White envelop (small)	10 pack
11.	White Board marker pen(black)	10 pack
12.	White Board marker pen(blue)	10 pack
13.	Fevistick glow(15 gm)	10 nos
14.	GEL pen (officers)	10 nos
15.	Gel pen officers (Refill)	10 nos
16.	Tissue paper	3 bundle
17.	Paper plates(medium)	5 pack
18.	File flag	5 nos

(Continued in page no 3)

19	Scissors (DE –XIAN (Big Size)	5 nos
20	Stamp pad ink bottle	4 nos
21.	Highlighter	6 nos
22.	Stamp pad	10 nos
23.	Casino Calculator(medium) MJ-12Da	5 nos
24	Cello tape(0.5 inch)	6 nos
25.	Gel pen (Black)	5 nos
26	Legal paper	4 reams
27	Gum Bottle (Big size)	2 nos
28	AAA Battery	30 nos
29	AA battery	30 nos
30	File Tag	15 bunble
31	Four flapper	5 nos
32	Mini Puncher	3 nos

SCHEDULE:

Last Date/Time for Receipt of Suppliers : 10.05.2018/ 2.00 P M
Date/Time of opening Suppliers : 10.05.2018/ 3.00 P M

Place of opening quotation
Address for Communication : Assistant P F Commissioner,
Zonal Training Institute,EPFO
No.2, 15th Main Road,
Rariganathan Gardens, Anna Nagar,
Chennai- 600 040.

Terms and Conditions

1. Suppliers should be a reputed supplier of stationery items.
2. Suppliers should be registered with GST, copy of certificate must be added.
3. Quotation in sealed envelope superscripted as "Quotations for Supply of Stationery" should be dropped in the quotation box kept in the chamber of APFC, ZTI.
4. All pages of quotation document submitted should be numbered and signed by authorized signatory of participating agency with seal.
5. The rates quoted shall be valid for one year from the date of awarding contract
6. The period of contract will be for one year. At the end of the period of contract the same may be extended by mutual consent.
7. The contract can be terminated at any time by giving a month of time, by either party.
8. ZTI(SZ) reserves the right to accept /reject any quotation without assigning any reason.
9. Successful supplier shall supply the above mentioned items, at the rates quoted by them, within 07 days of issue of supply order. No delivery charges will be admissible.
10. ZTI (SZ) also reserves the right to increase/ decrease the number of items mentioned above in view of any administrative exigency.
11. The payment will be made on NEFT payment after supply of items in good condition.
12. All disputes are subject to the jurisdiction of courts in Chennai only.

Yours faithfully



(SANAT KUMAR PATNAIK)
ASSISTANT P.F. COMMISSIONER

QUOTATION FOR VARIOUS STATIONERY ITEMS

1. Name of agency with address:
2. Contact persons with designation
(with mobile no and email-id)
3. Details of GST Registration.
Along with evidence.
4. Copy of Goods and Service Tax(GST)
5. Rate of each item (Both in words and figure)

Items	Rate per unit (including of GST)	Quantity	Total (Rs)

(Separate sheet may be enclosed for items.)

DECLARATION

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and that I/We will not have any dealing with the Organisation in future.

Place:

(Signature of Authorised Signatory with date)

Date: