



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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

उप क्षेत्रीय कार्यालय / Sub Regional Office

भविष्य निधि भवन, न्यू ब्लॉक नं 10, आयकर कार्यालय के पीछे, नवनगर, हुबली 5800-25

Bhavishya Nidhi Bhavan, New Block No.10, Behind Income Tax Office, Navanagar, Hubballi 580025-

TELE: 2323206 2322901 FAX: 2220762 E-mail: sro.hubli@epfindia.gov.in

संNo.कर्ना KN/गुलGLB/हुबलीHBL/प्रशाADM/2016-17/13 दिनांक Date: 23.08.2016

निविदा सूचना / TENDER NOTICE

उप क्षेत्रीय कार्यालय, हुबल्ली में कार्यालय स्टेशनरी, मूद्रित चिजों के तथा कंप्यूटर स्टेशनरी जो दैनिक कार्यालय उपयोग में आनेवाले चिजों के लिए मुहरबंद को आमंत्रित की जाती हैं। निविदाओं में प्रणाली भाग-I, II तथा III के अनुसार मूल्यों का विवरण दिखाना होगा। सभी मुहरबंद लिफाफे में जिसके ऊपर " स्टेशनरी, मूद्रित सामान तथा कंप्यूटर स्टेशनरी " होना चाहिए।

निविदाएँ दिनांक 30-08-2016 अपराह्न 2-00 तक प्राप्त किए जाते हैं तथा उसी दिन शाम को 4-30 को खोले जाते हैं।

मुहरबंद को अगले एक साल तक भी दिया जा सकता है।

Sealed tenders are invited for supply of office stationery, printing items and computer stationery for day to day office use for the period of One year, initially, further extendable for one more year for Sub Regional Office, Hubli. The bidder shall be required to quote rates as per specifications in the Annexure - I, Annexure - II and Annexure - III. The sealed cover should be super scribed as "Tender for supply of office stationery, printing items and computer stationery". The bids will be received upto 2.00 pm on 30.08.2016 and shall be opened on 30.08.2016 at 04.30 pm.

(एच.चंद्रकांत गडियार)

(H Chandrakanth Gadiyar)

क्षेत्रीय भविष्य निधि आयुक्त-II

Regional P. F. Commissioner-II

कर्मचारी भविष्य निधि संगठन



EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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

उप क्षेत्रीय कार्यालय / Sub Regional Office

भविष्य निधि भवन, न्यू ब्लॉक नं 10, आयकर कार्यालय के पीछे, नवनगर, हुबल्ली-580025
Bhavishya Nidhi Bhavan, New Block No.10, Behind Income Tax Office, Navanagar, Hubballi -580025
TELE: 2324806 2323206 FAX: 2220762 E-mail: sro.hubli@epfindia.gov.in

सं/No. कर्ना KN/गुलGLB/हुबल्लीHBL/प्रशाADM/2016-17/113

दिनांक Date: 23.08.2016

Terms & Conditions

1. The Employee's Provident Fund organization, a statutory body functioning under the Ministry of Labour, Government of India, having its Sub-Regional Office, at Navanagar, Hubli-580025 invites sealed quotations from the reputed agencies for supply of General Stationary, Computer Stationary, Computer Consumables, Printing and Binding of various forms for the year 2016-17. The list of the items required is in Annexure I to III.
 - a) The cost of items should not exceed MRP inclusive of Taxes wherever applicable.
 - b) The cost of items should be quoted item wise.
 - c) The bidder should have experience of at least 03 years and past performance of similar contracts for the last 02 years with a turnover of at least 10 lakhs in a financial year.
 - d) The bidder should submit the proof i.e., last 03 years audited balance sheet, Annual report along with Income Tax Returns, and self attested copies of Trade Licenses and VAT Registration.
 - e) The bidders shall submit proof of their Machinery i.e., printing Press and the press.
 - f) The samples, design and specifications of the forms for printing and binding can be seen during the Office hours up to **26.08.2016**
 - g) Articles if not found as per our requirement / specifications will be rejected summarily.
 - h) In case of printing two copies of proof may be sent for our approval and the final copy of the compose work and thereafter final printing of forms may be done.
 - i) Loose sheets of printing related matters should be supplied in a paper packing each of 1000 sheets duly keeping / pasting one printed sheet on the packet.
 - j) Quotation with overwriting and without proper attestation will be considered invalid.

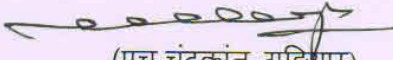
EARNEST MONEY DEPOSIT: ALL BIDDERS need to submit EMD for each category of items quoted as furnished below may be drawn by Demand Draft in favor of Regional Provident Fund Commissioner, Sub Regional Office, Hubli, which is valid for a period of 01 year. Quotation received without EMD will be rejected.

A)	OFFICE STATIONERY	Rs. 4,000=00
B)	COMPUTER STATIONERY	Rs. 10,000=00
C)	PRINTING AND BINDING	Rs. 5,000=00

2. The tender documents and list of the items as per Annexure I to III can be downloaded from our website i.e., www.epfindia.com or can be collected personally from the office on any working day up to 26.08.2016 during office hours by depositing demand draft of Rs 500.00 (Non Refundable) in favour of Regional Provident Fund Commissioner, Hubli , payable at Hubli, as processing fee, and if the tender is downloaded from our website than the demand draft shall be submitted along with the cover submitted to the office. No tender will be entertained without submission of the processing fee, and the terms and conditions, Government agencies are exempted from payment of above fee, terms and conditions,

This office reserves the right to reject or cancel the tender without assigning any reasons thereof and the decision of the Competent Authority shall be final.

Annexure: As stated


(एच.चंद्रकांत गडियार)
(H Chandrakanth Gadiyar)
क्षेत्रीय भविष्य निधि आयुक्त-II
Regional P. F. Commissioner-II

OFFICE STATIONERY

S.No.	Items	Specification	Rates	Rate quoted
1	Blue Point Pen	Montex	Per Pen	
2	Blue Gel Pen	Reynolds (Racer Gel)	Per refill	
3	Blue Point Refill	Montex	Per refill	
4	Blue Gel Pen	Reynolds (Racer Gel)	Per refill	
5	Black Gel Pen	ADD Gel	Per Pen	
6	Green Gel Pen	ADD Gel	Per Pen	
7	Red Gel Pen	ADD Gel	Per Pen	
8	Black Gel refill	ADD Gel	Per refill	
9	Green Gel refill	ADD Gel	Per refill	
10	Red Gel refill	ADD Gel	Per refill	
11	CD Marker pen	Reynolds	Per Pen	
12	Permanent Marker pen	Reynolds	Per Pen	
13	Alfachesel Marker pen	Pick	Per Pencil	
14	Pencil	Apsara	Per Pencil	
15	Highlighter	Luxor	Per set	
16	Sketch pen big size	Luxor	Per item	
17	Sharpener	Nataraj	Per item	
18	Eraser (Non dust)	Apsara	Per item	
19	Stapler small size No. 10	Kangaroo	Per item	
20	Stapler large size (23/17)	Kangaroo	Per item	
21	Stapler pins small size 10	Kangaroo	Per item	
22	Stapler pins large (23/17)	Kangaroo	Per box	
23	Gem clips 26 MM	Packer/Dhara	Per box	
24	Paper pin (round steel pins)	Janatha/National	Per box	
25	Box file with steel clip	Janatha/National	Per file	
26	1/8 scribbling pad	Good quality	Per book	
27	1/6 scribbling pad	Good quality	Per book	
28	100 page register	Good quality	Per book	
29	200 Page register	Good quality	Per book	
30	300 page register	Good quality	Per book	
31	Transparent tape 3/4"	Good quality	Per tape	
32	Transparent tape 2"	Good quality	Per tape	
33	Brown tape 2"	Good quality	Per tape	
34	Gum bottle (1 ltrs)	Brill	Per bottle	
35	Fevi stick (22 gms)	Kores / Pidlite	Per stick	
36	Flags Post It prompt	3M	Per set	
37	1.5 x 2 Post It Pad	3M	Per set	
38	Scissors (Medium)	Good quality	Per item	
39	Stamp pad (small Blue)	Good quality	Per pad	
40	Stamp pad (Medium Blue)	Good quality	Per pad	
41	Stamp pad Ink (blue)	Good quality	Per bottle	
42	Stamp pad Ink (Red)	Good quality	Per bottle	
43	Era zex Correction fluid pen	Kores	Per item	
44	Pencil Carbon (blue)	Kores	Per pkt	
45	Pen torch cell	Everyready	Per cell	
46	Rubber band (Big / Small)	Good quality	Per KG	

47	Plastic Scale 12 "	Nataraj	Per scale	
48	Tag 8 "	Good quality	Per bundle	
49	Tags 14"	Good quality	Per bundle	
50	Candle (Big)	Good quality	Per candle	
51	Cloth line cover (9 x 4)"	Good quality	Per cover	
52	Cloth line cover (10 x 12)"	Good quality	Per cover	
53	Cloth line cover (16 x 12)"	Good quality	Per cover	
54	Cloth Cover (16x18)	Good quality	Per file	
55	Damper Wet pad round	Good quality	Per pad	
56	Wall Calendar	Good quality	Per item	
57	Desk top calendar stand (standard size)	Good quality	Per item	
58	Green paper (full scape / 80 GSM)	Good quality	Per ream	
59	White paper (full scape / 80 GSM)	Good quality	Per ream	
60	White cloth thick	Good quality	Per metre	
61	Numbering ink (15 ml)	Good quality	Per bottle	
62	Plastic roll	Good quality	Per bundle	
63	Stainless steel poker with plastic handle	Good quality	Per item	
64	Ruled paper (full scape / 60 GSM)	Good quality	Per ream	
65	Short hand note books	Good quality	Per book	
66	Sealing wax	Good quality	Per stick	
67	White board Marker	Good quality	Per pen	
68	White Board Duster	Good quality	Per piece	
69	A/4 copier paper (75 GSM)	Good quality	Per ream	
70	Secented Phenyl (2 ltrs can)	Lizol	Per can	
71	White Phenyl (5 lts can)	Good quality	Per can	
72	Toilet Soap	Mysore Sandal	Per piece	
73	Harpic 500 ml	Good quality	Per item	
74	Room freshener	Good quality	Per item	
75	Urinal cake	Good quality	Per item	
76	Naphthalene balls	Good quality	Per K.G	
77	Yellow cleaning cloth	Good quality	Per item	
78	White cleaning cloth	Good quality	Per item	
79	Soft broom	Good quality	Per item	
80	Regular Dustbin	Good quality	Per item	
81	Plastic bucket (13 lts)	Good quality	Per item	
82	Plastic mug (1.5 lts)	Good quality	Per mug	
83	Stick broom	Good quality	Per item	
84	Floor cleaning MOP(square)	Good quality	Per item	
85	Calculators	Casio	Per item	
86	Single Side Punching Machine	Kangaroo	Per item	
87	Double Side Punching Machine	Kangaroo	Per item	
88	Towels (Big)	Good quality	Per item	
89	Towels (Small)	Good quality	Per item	
90	Scented Phenyl (White) (5 lts can)	Good Quality	Per can	
91	Liquid Hand Wash	Lifebuoy/Dettol/Santoor	Per item	
92	Rat Kill Cake	Mortin	Per piece	

COMPUTER STATIONERY

SIZE	SPECIFICATION	UNIT	RATE PER 1000 SHEETS
10 X 12 X1 (70 GSM)	Milky White Paper with Printed Matter as "EPFO SRO HUBLI" on both edges of the sheets and with EPFO Emblem as water mark in the middle of the page).	1000 sheets	
10 X 12 X2 (70 GSM)	Milky White Paper with Printed Matter as "EPFO SRO HUBLI" on both edges of the sheets and with EPFO Emblem as water mark in the middle of the page).	1000 sheets	
15 X 12 X1 (70 GSM)	Milky White Paper with Printed Matter as "EPFO SRO HUBLI" on both edges of the sheets and with EPFO Emblem as water mark in the middle of the page).	1000 sheets	
15 X 12 X2 (70 GSM)	Milky White Paper with Printed Matter as "EPFO SRO HUBLI" on both edges of the sheets and with EPFO Emblem as water mark in the middle of the page).	1000 sheets	
15 X 12 X3 (70 GSM)	Milky White Paper with Printed Matter as "EPFO SRO HUBLI" on both edges of the sheets and with EPFO Emblem as water mark in the middle of the page).	1000 sheets	
15 X 12 X1 (70 GSM) Form 24	Milky White Paper with Printed Matter as "EPFO SRO HUBLI" on both edges of the sheets and with EPFO Emblem as water mark in the middle of the page).	1000 sheets	

Annexure - III

STATEMENT SHOWING THE APPROXIMATE REQUIREMENT OF PRINTING ITEMS FOR THE YEAR 2012-2013					
Sl. No.	Description	Specification		Approximate Requirement For 2015-2016	Rate quoted
1	Form 2	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 Pads	
2	Form 19	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	10000 Nos	
3	Form 10C	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	10000 Nos	
4	Form 5IF	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	1000 Nos	
5	Form 20	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	1000 Nos	
6	Form 10D	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	5000 Nos	

7	Form 31	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	2000 Nos	
8	Form 13 A	A set of Acknowledgement Card, Instruction Sheet and Claim Form. Claim form should Machine Numbered. Should be packed in a Bundle containing 100 Sets.	8.2Kg White Cream Wove Paper for instructions and Maplitho Paper for Application	5000 Nos	
9	Form 9 Registers	Specification may obtained from our Office	80 Gsm Ledger Paper	250 Nos	
10	Office Note	Each Pad Containing 100 Sheets	80 Gsm Ledger Paper	100 pads	
11	Office Letter Head (Big size)	Each Pad Containing 100 Sheets	80 gsm Maplitho	50 pads	
12	Annexure 2 (68-B)	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Pads	
13	Annexure III	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Pads	
14	P.R.O. Acknowledgment slip	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	100 pads	
15	Life Certificate	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	750 pads	
16	Form No. 12 A details	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
17	Inspection Report Annexure III	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
18	Inspection Report Part II	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
19	Form 5A	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
20	Employment Strength proforma	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
21	Coverage Information 1(4)Employees Consent letter	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	

22	Coverage Information 1(4)Employers Consent letter	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
23	S F C Proforma	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 pads	
24	Craft Cover (Window 11 x 5)	Specification may be obtained from our office	With office Address in Hindi, English & Kannada Language	20000 nos	
25	Craft Cover (Plain 11 x 5)	Specification may be obtained from our office	With office Address in Hindi, English & Kannada Language	10000 nos	
26	Craft Cover (Window) A4 size	Specification may be obtained from our office	With office Address in Hindi, English & Kannada Language	5000 nos	
27	E. L. Application	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
28	Duty Report	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
29	Medical Cetificate	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 Pads	
30	T. A. Bill (Tour)	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
31	T. A. Bill (L.T.C.)	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
32	T.A.Advance	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Pads	
33	Re-imbusement proforma	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
34	Specimen Signature Card	Each Bundle Containing 100 Cards	As per specification	500 Nos	
35	Inward Letter Register	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Nos	
36	Visitors Pass	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Pads	
37	68-B Returning Proforma	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Pads	
38	Budget Register	Specification may obtained from our Office	80 Gsm Ledger Paper	02 registers of 300 pages each	
39	Inspection Proforma	Each Pad Containing 100 Sheets	70Gsm White Cream Wove Paper	10 Pads	

40	Cash Book A/C 1	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
41	Cash Book A/C 10	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
42	Cash Book A/C 21	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
43	Cash Book A/C 2	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
44	Cash Book A/C 22	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
45	Inspection Report	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	10 Pads	
46	Valuable Documents Register	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	02 nos.	
47	SPF Ledger	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
48	Attendance Sheet	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	25 pads	
49	Cheque Retd Re credit Register	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
50	Red Book	Specification may obtained from our Office	80 Gsm Ledger Paper	05 nos.	
51	Blue Book	Specification may obtained from our Office	80 Gsm Ledger Paper	05 nos.	
52	Coverage Register	Specification may obtained from our Office	80 Gsm Ledger Paper	02 nos.	
53	File Wrappers with address	Specification may obtained from our Office	Good Quality	2500 nos.	
54	File Boards	Specification may obtained from our Office	Good Quality	1500 nos.	
55	PPO Files	Specification may obtained from our Office	Good Quality	5000 nos.	
56	C L Application	Each Pad Containing 100 Sheets	60Gsm White Cream Wove Paper	05 pads	
57	A4 size lamination of Scheme Certificate	Specification may obtained from our Office	Good Quality	1000 nos.	