कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14 -भीकाजी कामा प्लेस, नई दिल्ली-110066
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सं. ए.एस.डी. –II/56(35)14/419 दिनांक :01/03/18

वर्ष 2016-17 के लिए वार्षिक रिपोर्ट (द्विभाषी) की प्रिंटिंग हेतु निविदा आमंत्रित करने के नोटिस के संबंध में ।

कर्मचारी भविष्य निधि संगठन, मुख्यालय वर्ष 2016-17_की अपनी वार्षिक रिपोर्ट (द्विभाषी) की डिज़ाईनिंग, प्रिंटिंग एवं आपूर्ति के लिए अनुभवी ऑफसेट प्रिंटर्स से मुहरबंद निविदाएं आमंत्रित करता है । प्रिंटिंग सामग्री तथा निविदा से संबंधित अन्य नियम एवं शर्तें परिशिष्ट-I पर दी गई हैं ।

अत: सभी इच्छुक प्रिंटरों से अनुरोध है कि वे मुहरबंद कोटेशन - तकनीकी (परिशिष्ट-II के अनुसार) तथा वित्तीय (परिशिष्ट-III के अनुसार) एक मुहरबंद लिफाफे में अधोहस्ताक्षरी के पास 19.03.2018 को 1500 बजे तक अथवा उससे पूर्व जमा करा दें । दोनों बोलियों के साथ-साथ दोनों बोलियों वाले मुख्य लिफाफे पर "प्रिंटिंग कार्य के लिए कोटेशन" "तकनीकी बोली" अथवा "वित्तीय बोली", जैसी भी स्थिति हो, लिखा होना चाहिए ।

मुहरबंद कोटेशन को उसी दिन अर्थात् 19.03.2018 को 16.00 बजे बोलीकर्त्ता अथवा बोलीकर्त्ता के प्राधिकृत प्रतिनिधि, जो भी आना चाहें, के समक्ष खोला जाएगा ।

(मनीष कुमार मैय्यर)
सहायक भविष्य निधि आयुक्त (प्र.से.प्र.-II)

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
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No. ASD-II/56(35)14/ 419

Dated: 01/03/2018

TENDER NOTICE

Notice inviting tender for printing of Annual Report for the year 2016-17 (Bilingual)- regarding.

The Employees' Provident Fund Organization, Head Office invites sealed quotations from experienced offset printers for designing, Printing and supply of its Annual Report (Bilingual) 2016-17. Details of Printing material and other terms & conditions relating to the award of contract are given in the Annexure-I.

All interested printers are, therefore, requested to submit their sealed quotations- technical (as per Annexure - II) and financial (as per Annexure -III) separately in a single sealed cover to the undersigned on or before 1500 Hrs. of 19.03.2018. Both the bids as well as the main envelope containing the two bids must be super scribed as "Quotation for Printing Work", "Technical bid" or Financial bid" as the case may be .

The sealed quotations will be opened on the same day i.e. 19.03.2018 at 16.00 Hrs. in the presence of bidders or authorized representative of bidders who wish to be present.

(Manish Kumar Naiyyer)
ASSISTANT P.F. COMMISSIONER-II (ASD-II)

ANNEXURE -1

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF ANNUAL REPORT (BILINGUAL) 2016-17

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS :19.03.2018 1500 HRS
2. DATE &TIME OF OPENING OF QUOTATIONS : 19.03.2018 1600 HRS.
3. PLACE OF SUBMITTING QUOTATIONS : In Tender box at U.G floor of this office (near PRO Chamber)
4. ITEMS & QUANTITY REQUIRED TO BE PRINTED : Description of the items proposed to be printed given hereunder. Rates must be quoted separately for each items in Annexure III in figure and words in the prescribed Performa. The approximate number of pages and required quantity is indicated below:

   a. Cover pages (Colour) – two in number
   b. Text pages – Approximately 382 pages (Black & White)
   c. Graph Pages and Photos – Colour Photo, 11 Approx Graphs
   d. Binding Work – 300 Copies

5. **Specification**
   - **Outer and inner page:**

Outer / Cover page (Jacket Cover)	170 gsm imported Art Card Paper (with lamination)
Text page	A-4 size Art paper, 130 GSM MAT imported, Colour offset printing
Printing	Four Colour
Binding	Rexene binding
Text Pages	382 approx (Black & White)
Cover page colour	Multi colour offset printing
Graphs and photo	11 pages approx. multi colour offset printing

6. Pre-press job
   - Text of both the documents will be provided by EPFO in electronic format (MS Word/PDF)
   - Pre-press job such as all DTP work including Designing / creative options should be done with the printer's own DTP to the satisfaction of the EPFO.
   - Proof-reading of the manuscript by a good professional proof-reader
   - Printer will provide cover design typesetting, complete proof reading of the text in English and Hindi and will provide a CD copy of the Annual Report of the final proof both in English and Hindi for our record.

7. **Samples for submission**

Samples of paper (Cover and Text) as per our specifications mentioned at para 5 above be supplied along with the quotation.

8. **Schedule of Work**

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

Submission of 1st draft proof	:	within 05 days of award of contract
Submission of final proof	:	within 02 days of receipt of corrected Version of draft proof, if any.
Supply of printing material	:	within 04 days of receipt of approval of Final proof.

9. **Earnest Money:** Respective bidders must deposit refundable EMD amounting to Rs. 10,000.00 (Rupees ten thousand only) along with Technical bid by way of DD in favour of CPFC, New Delhi. The EMD amount of the selected bidders for the printing of the aforesaid Annual Report will be refunded only after completion /supply of the printed books satisfacrory.

10. **Quotation:**

The rate quoted should be inclusive of paper, creative options, plate layout design, Proof reading, printing, binding and supply of the material. Vendor should be able to execute all the required jobs together. Part quotation will not be entertained.

11. **Agency:**

The bidder should have latest high quality color printing machine of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.

12. **Penalty** :

In case of default in marginating item schedule of work, the EPFO will impose a penalty of amount equivalent to 5% of the total tender cost per day subject a maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the printing Order cancelled. EPFO will in no way be held responsible for the loss. Whatsoever, due to the delay in printing of Reports etc.

Note: The vender must ensure safe custody and maintain confidentiality in the printing material supplied by EPFO.

13. **Other Terms & Conditions**

i. Two bids viz., Technical and financial should be submitted in a sealed cover which may be super scribed as " Quotation for Printing works". The technical bid (Annexure II) will provide the detail about the Firm, its capacity, printing machines, manpower, clientage, sample of paper to be used etc. Whereas the Financial Bid (Annexure III) will contain the rates of the respective documents . Tender processing Committee will open the financial Bid of only those bidders who stand qualified on the basis of detail provided in Technical bid.

ii. The bidder should have the following qualifications for bidding :

a. Shall have been in existence for not less than five years.
b. Shall having sufficient experience and expertise in the relevant field
c. Should have PAN/TAN number , Sales tax registration, VAT registration
d. Shall have experience in dealing with Government Departments.
e. Shall have been 'A' Class Printer and the self certificate to the effect that the agency is not black listed by any Govt. Department.
f. Shall have been at least 04 Crore turn over yearly for last three year.
g. Agency must have been located in Delhi/NCR.
h. Any dispute arising in the matter shall be resolved within the jurisdiction of Delhi court located in the Delhi/New Delhi..

iii. The price quoted should be exclusive of all taxes.

iv. The tender validity period is 60 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 60 days or till the date finalization of tender, whichever is later.

v. Printing order, after due completion of all formalities, will be placed to the selected printer/supplier to effect the supply of annual report.

vi. Printing/Supply should normally be made during the office hours on any working day. The Organisation will have the authority to place order for printing/supply of annual report beyond office hours and on holidays, for which no additional payment will be made.

vii. In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidder for whole price of the respective books to be printed.

viii. The Organisation reserves the right to reject any /all offer(s) without assigning any reason thereof . Any enquiry after submission the tender will not be entertained.

Annexure-II

PROFORMA FOR TECHNICAL BID

1. Name of the firm & Owner (With Tel. /Mob. Nos.) :
2. Office Address with (Tel./ Fax/Mob. Nos.) :
3. Press Address with (Tel./ Fax/Mob. Nos) :
4. Contact Person(s)Name (Tel./ Fax/Mob. Nos) :
5. Annual Turnover : 2014-15} 2015-16} Enclose copies of balance sheet. 2016-17}
6. Make/Model of printing Machines available :
7. Pan No. /TIN No./VAT/ Regn. No. /service tax No. :
8. Past experience with Govt. Departments- Name and Period to whom service Provided (Attach at least3 Certificates) :
9. Total staff strength of Service provider :
10. Whether sample paper Of each item provided :
11. Whether Terms & conditions Issued by EPFO are acceptable to the Firm? :
12. Self certification by the firm that the firm has not been Blacklisted by any Govt. Deppt. :
13. Other details , if any

(signature of Owner /Authorized Representative)

Annexure-III

FINANACIAL BID

Items	Specifications	Price
Outer / Cover page (jacket Cover)	170 GSM imported Art card Paper with lamination, Multi color offset printing	
Text page	A-4 Size Art Paper ,130 GSM MAT Imported , colour offset printing	
Printing	Four Colour	
Binding	Rexene binding	
Pages	382 approx (Black & White)	
Cover page colour	Multi colour offset printing	
Graphs & Photo	11 pages (approx) in Multi colour offset printing, 130 GSM MAT Imported	
Cost per book (containing 382 pages and11 graph page/Photo approx. and Rexene binding with jacket cover as per specification mentioned above)		

Signatures of the bidder

Seal of bidder