



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)

क्षेत्रीय कार्यालय / REGIONAL OFFICE  
भविष्य निधि भवन, एन.जी.ओ. 'बी' कॉलोनी, तिरुनेलवेली - 627 007.  
Bhavishya Nidhi Bhawan, N.G.O. 'B' Colony, Tiruvelveli - 627 007.  
(Ph:0462-2554602 to 2554611, Fax:0462-2554600, E-mail:sro.tirunelveli@epfindia.gov.in)

सं:तना/तिरु/क्षे.का/प्रशा-11/वार्षिक कोटेशन/2017

दिनांक:13:04.2017

### निविदा सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, तिरुनेलवेली - 627 007, वर्ष 2017-2018 हेतु, निम्नलिखित मदों में चाहे कोई भी मद के मुहरबंद निविदाएँ / कोटेशनों को आमंत्रित करता है।

1. लेखन सामग्री।
2. मुद्रण एवं बाइंडिंग।
3. कंप्यूटर स्टेशनरी।
4. कंप्यूटर उपभोग्य सामग्रियाँ और टोनर कार्ट्रिजों को फिर से भरना।

नियम और शर्तें वाले निविदा दस्तावजों को कर्मचारी भविष्य निधि संगठन की वेब-साइट [www.epfo.gov.in](http://www.epfo.gov.in) से डाउनलोड किया जा सकता है। और भौतिक सत्यापन के लिए कार्यालय के दिनों में पूर्वाह्न 10.00 बजे से अपराह्न 5.00 बजे के बीच इस कार्यालय में आ सकता है।

मुहरबंद निविदा युक्त लिफाफे पर 'वर्ष:2017-2018 के लिए ..... के लिए निविदा' लिखा होना चाहिए। प्रत्येक इकाई के लिए अलग-अलग कोटेशन जमा करना चाहिए और कोई संयुक्त कोटेशन नहीं होना चाहिए।

किसी भी अधिक जानकारी और नियम एवं शर्तें के लिए कर्मचारी भविष्य निधि संगठन की वेब-साइट देख सकते हैं। मुहरबंद निविदाएँ जमा करने की अंतिम तिथि 25.04.2017 को अपराह्न 04.00 बजे तक होगा। और प्राप्त कोटेशनों अगले दिन अपराह्न 03.00 बजे को उपलब्ध विक्रेताओं यदि कोई हो की उपस्थिति में खोले जाएंगे।

(के. रमेश)

सहायक भविष्य निधि आयुक्त(प्रशा.)



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No. TN/TNY/R.O/Adm.II/AnnI Quot/2017

Dt.13.04.2017

### INVITING TENDERS

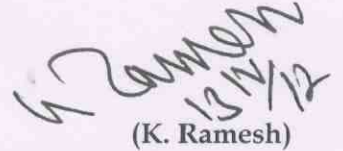
The Regional Office, Employees' Provident Fund Organisation, Tirunelveli, 627007 intends to call the sealed tenders/quotations for the year 2017 - 2018 in respect of the following items:-

1. Stationery Items
2. Printing & Binding
3. Computer Stationeries and
4. Computer Consumables & Refilling of Toner Cartridges.

The Tender Documents containing the terms & conditions can be downloaded from the website [www.epfo.gov.in](http://www.epfo.gov.in) and for physical verification, may visit this Office during working days between 10.00a.m to 5.00p.m.

The cover containing the Tender should be super scribed as "TENDER FOR ..... for the year 2017 - 18." Separate quotations should be submitted for each entity and no combined quotations.

FOR TERMS & CONDITIONS, please refer to the epfo web site. The last date for the submission of the sealed tender is 25.04.2017 by 4.00p.m. Further the received quotations will be opened on the next day itself by 3.00 P.M. in the presence of the available vendor(s) if any.

  
(K. Ramesh)

Assistant P F Commissioner(Adm)



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### EXPRESSION OF INTEREST

The EPFO, Regional Office, Tirunelveli is inviting the sealed quotations *separately for each Items*, for the financial year 2017 – 2018 in respect of the following items.:

#### Stationery Items :

Different types of Pens, First Quality Registers, Carbon Box, Cello Tapes, Tin Tags, Staplers, Pins, other Stationery Items.

#### Computer Consumables & Refilling of Toner Cartridge:-

Different type of Consumables, Cartridges, Pen drives, Blank CD with covers, and refilling of Toner Cartridges.

#### Computer Stationery:-

Different types of Computer Printing Papers with GSM 60, 70, & 80 and A4 Xerox Paper(80GSM) with EPFO Logo.

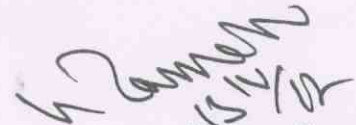
#### Printing & Binding :-

Different types of bilingual/trilingual Forms, Composite Forms ( Aadhar, Non Aadhar & Death), Different types of Proformas, Different types of Registers, etc.,

For complete details please visit our web site [www.epfindia.gov.in](http://www.epfindia.gov.in) for further details under Tender/Auctions and also the vendors may visit this Office "G" section, Adm. II during the working days from 10.00 AM to 5.00 PM and can obtain the list of items and may physically verify the items that are to be printed.

Those who are willing to submit their quotations has to submit the duly signed (all pages) quotations and superscribing the sealed cover as " **Quotations for..... for the financial year 2017 – 2018**". The sealed covers are to be addressed to the Regional P F Commissioner - I, EPFO, Regional office, Tirunelveli 627 007. The last date for the receipt of the sealed quotation is **25.04.2017 by 4.00 P.M.** The received quotations will be opened on the next day by 3.00 P.M in the presence of Vendor(s), if any.

**The authority reserves the right to accept or reject of any quotation or all the quotations, without assigning any reason.**

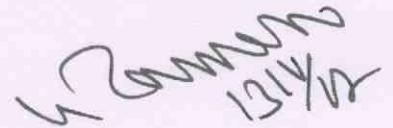


(K.Ramesh)

Assistant P F Commissioner(Adm).

**TERMS & CONDITIONS.**

1. The Quotation Covers are properly sealed and superscribed with "Quotation for .....2017 – 2018"
2. All the papers inside the covers including the samples if any should be signed by the Vendor.
3. ***The rates quoted are valid for a period of One Year. At no time the vendor should not say or request to change/modify the rates.***
4. All the items should be delivered to this Office within 7(seven) days from the date of receipt of the Purchase Order by the Vendor at his own cost alongwith the bills/invoice in duplicate.
5. If the vendor is not able to supply Good Quality Items, he has to take back the items at his own cost and the payment cannot be claimed.
6. Separate Quotations should be given for each item.
7. The authority has the Rights to Accept or to Reject any tender/quotation or all the quotations with out assigning any reason.

  
13/4/12

Assistant P F Commissioner(Adm)

**Printing & Binding Items for the Year 2017 – 2018\***

<b>Sl No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>To be printed in</b>
1	Form 19	15000 Nos	Bilingual/Trilingual
2	Form 10 C	15000 Nos	Bilingual/Trilingual
3	Form 31 & Declaration Form	5000 Nos	Bilingual/Trilingual
4	Form 13	5000 Nos.	Bilingual/Trilingual
5	Form 20, Form 5-IF (Set)	2000 Nos.	Bilingual/Trilingual
6	Form 10D	10000 Nos.	Bilingual/Trilingual
7	Return / Rejection Form	300 pad	
8	Break in service particular	300 pad	Bilingual/Trilingual
10	Note sheets	200 pads	
11	Box size cover (big)	2000 Nos	Bilingual
12	White Colour Window covers 27cm x11cm message printed in multicolour on the reverse side of the cover	50000 Nos	Bilingual
13	Long Size Cover 16.5 X 36.5 Cm with message printed	2000 nos	Bilingual
14	Office cover (ordinary cover) White colour	10000 Nos	Bilingual
15	File cover (Specifying thickness of the cover <b>with sample</b> ) Thick Covers in different Colour	6000 Nos	Bilingual
16	File board	300 Nos	Bilingual
17	EL application form	50 pads	Bilingual
18	Contingent bill	15 pads	Bilingual
19	Sanction memo	15 pads	Bilingual
20	Cheque forwarding (cashier/Adm)	15 pads	Bilingual
21	Transfer forwarding to other regions	50 pads	
22	Guest house reservation proforma	5 pads	Bilingual
23	Form 5 & 10	100 pads	Bilingual
24	MO/Cheque intimation proforma (Ee & Er)	50 pads	
25	Enquiry proceedings conclusion u/s 7A proforma	5 books	
26	Proceedings of the Regional Provident Fund Commissioner, Tirunelveli	20 books	
27	ID sheet for printing 14B and 7Q proceedings	20 books	
28	Coverage proforma u/s 2A	1000 Nos	
29	Coverage proforma u/s 1(3)(b)	1000 Nos	
30	Establishment profile - input data sheet	10 books	
31	Penal notice (non-remittance)	20 books	
32	Penal notice (non-submission of returns)	20 books	
33	Dues report (EPF 12A details) (Proforma A)	20 books	
34	Notice to Estt u/s 13	20 books	
35	Life certificate	75000 Nos	Bilingual
36	Cheque issuing form to bank	1000 Nos	

Sl No.	Particulars	Quantity	To be printed in
37	Cheque issuing form to banks	1000 Nos	
38	Payment authority form to bank	1000 Nos	
39	Forwarding of PPO to banks	2000 Nos	
40	Transfer of pension from bank	2000 Nos	
41	Letter for calling for the documents(Pen)	2000 Nos	
42	Letter for payment of widow /children (Pen)	1000 Nos	
43	Letter for calling both halves of PPO	2000 Nos	Bilingual
44	Monthly return for reconciliation of monthly pension amount paid to the bank	200 Nos s	
45	Scheme certificate re-transmission form	1000 copies	
46	Proforma for issue of duplicate scheme certificate	1000 Nos	Bilingual
47	Proforma for rectifying the defects(pension)	1000 Nos	
48	Proforma for F-12A details	20 nos	
50	Form 9 25 folios	100	Bilingual
51	Form 9 50 folios	100	Bilingual
54	M.O. return book	10 pads	
55	Return / Rejection Form	20 books	
56	MO/ Cheque return intimation	20 pads	
57	Pension Scroll Book	5 nos	
58	Cash Book (Cash) Register	5 nos	Bilingual
59	Cash Book (Bank) Register A/c No.2	2 nos	Bilingual
60	VDR Register 200 Folio	15 nos	Bilingual
61	Subsidiary Cash Book A/c. No.1.	2 nos	Bilingual
62	Subsidiary Cash Book A/c. No.2- 100 Folio	2 nos	Bilingual
63	Subsidiary Cash Book A/c. No.10- 100 Folio	2 nos	Bilingual
64	Subsidiary Cash Book A/c. .No.21- 100 Folio	2 nos	Bilingual
65	Un-encashed Cash Book A/c.No.1- 100 Folio	2 nos	Bilingual
66	Un-encashed Cash Book A/c.No.10- 100 Folio	2 nos	Bilingual
67	Form of Inspection Report - Part I	5000 sets	
68	Form of Inspection Report - Part II	50 pads	
69	Application for claiming LTC	5 pads	Bilingual
70	Application for claiming LTC Advance	5 pads	Bilingual
71	Application for encashment of leave	5 pads	Bilingual
72	Bill for advance for TA on tour/ transfer/LTC	5 pads	Bilingual
73	LTC bill	5 pads	Bilingual
74	File Flap	2000 Nos.	Bilingual
75	Broad Sheet	5000 Nos.	Bilingual
76	Form 5A	50 pads	Bilingual
77	Application for advance from SPF	10 pads	Bilingual
78	Application for withdrawal from SPF	10 pads	Bilingual
80	SR Forwarding letter	10 pads	Bilingual

Sl No.	Particulars	Quantity	To be printed in
81	TA-DA sanction memo	10 pads	Bilingual
82	Inquiry card(Red Colour)	1000 Nos.	Bilingual
84	Application for TA on transfer	10 pads	Bilingual
86	TA-DA Bill	10 pads	Bilingual
87	Forwardg letter of return to Inward Section	10 pads	Bilingual
88	Forwarding of PPO to Bank	10 pads	Bilingual
99	Holiday home	10 pads	Bilingual
90	Income Tax Form	500 Nos.	Bilingual
91	Children Education Allowance Form	10Pads	
92	UCD Form	100 Pads	
93	Acknowledgement Card	5000 Nos	
94	CL/CH/RH Register Forms	10 Pads	
95	Inquiry card(Green Colour)	1000 No	
96	Composite Claim Form with Instruction (Aadhar)	5000Nos	Bilingual/Trilingual
97	Composite Claim Form with Instruction(Non - Aadhar)	5000Nos	Bilingual/Trilingual
98	Composite Claim Form with Instruction(Death)	5000Nos	Bilingual/Trilingual

**\*Rate for both Bilingual & Trilingual should be quoted separately.**

### Computer Stationery 2017 – 2018\*

Sl. No.	Description
1	10 x 12 x 1 (60 GSM)
2	10 x 12 x 1 (70 GSM)
3	10 x 12 x 1 (80 GSM)
4	10 x 12 x 2 (60 GSM)
5	10 x 12 x 2 (70 GSM)
6	10 x 12 x 2 (80 GSM)
7	10 x 12 x 3 (60 GSM)
8	10 x 12 x 3 (70 GSM)
9	10 x 12 x 3 (80 GSM)
10	10 x 12 x 4 (60 GSM)
11	10 x 12 x 4 (70 GSM)
12	10 x 12 x 4 (80 GSM)
13	10 x 12 x 1 - 6 H.P. (60 GSM)
14	10 x 12 x 1 - 6 H.P. (70 GSM)
15	10 x 12 x 1 - 6 H.P. (80 GSM)
16	10 x 12 x 2 - 6 H.P. (60 GSM)
17	15 x 12 x 1 (60 GSM)
18	15 x 12 x 1 (70 GSM)
19	15 x 12 x 1 (80 GSM)
20	15 x 12 x 2 (60 GSM)
21	15 x 12 x 2 (70 GSM)
22	15 x 12 x 2 (80 GSM)
23	15 x 12 x 3 (60 GSM)
24	15 x 12 x 3 (70 GSM)
25	15 x 12 x 3 (80 GSM)
26	15 x 12 x 4 (60 GSM)
27	15 x 12 x 4 (70 GSM)
28	15 x 12 x 4 (80 GSM)
29	Form 23 (15x12x1 - 70 GSM)
30	FORM24 (15x12x1 - 70 GSM)
31	A4 Xerox paper (80GSM)

\* with EPFO logo printed



**COMPUTER CONSUMABLES & PERIPHERALS : 2017-18**

<b>SL. NO.</b>	<b>ITEM</b>	<b>MRP</b>	<b>Rate quoted</b>
1	Lipi Ribbon Cartridge (No.T.6090/T.6100)		
2	Lipi printer Ribbon (25.4 x 42 mtrs.)		
3	Ribbon Cartridge – TVSE-355		
4	Ribbon Cartridge -- WEP HQ 1070 DX		
5	Blank C.D. with Cover		
6	Cartridge for HP LaserJet M1005 (12A)		
7	Cartridge for Laser Printer (HP 2015DN) 53A		
8	Cartridge for Laser Printer M128 (88A)		
9	Pen Drive (Transcend - 16 GB)		
10	2GB DDR – 3 RAM		
11	Optical Mouse (Dell)		
12	Mouse (Logitech) Wireless (Dell)		
13	TVS Champ Key Board		
14	Mouse Pad Good Quality		
15	Catridge for CP1025 Colour & Black (126A)		

<b>Sl. No.</b>	<b>HP Laser Printer Model No.</b>	<b>Refill (Rs.)</b>	<b>Refill &amp; Reconditioning ( drum &amp; Blade Change (Rs.))</b>
1.	M 1005 - 12A		
2.	HPQ 7553A - 53A		
3.	M128 - 88A		

**QUOTATION FOR STATIONERY 2017 – 18\***

<b>Sl. No.</b>	<b>Particulars</b>	<b>Sl. No.</b>	<b>Particulars</b>
1	Carbon Kores Blue 100 sheets	36	Rubber band Nylon 3 inches (1 <sup>st</sup> quality) - 1 Kg (Appu)
2 a	Cello Tape (12 pieces in each box) 50 metres length (1/2 inch)	37	Sealing wax (8 Stick big)
2 b	Cello Tape (12 pieces in each box) 50 metres length (1 inch ,2 inches)	38	Scribbling pad Essar No. 3
2 c	Cello Tape (12 pieces in each box) 50 metres length (2 inches)	39	Scribbling pad Essar No. 2
3	Correcting fluid (kores-white) Pen type-Reynolds	40	Sketch Pen (Camel big size)
4	Country twine	41	Shorthand note book
5	Eraser (Apsara, Camel)	42	3 Quire Leather Bounded Register
6	Cello/Linc Executive Gel Pen ( Green) Rs10.00	43	Stapler pin Kangaroo No. 10 mm/Max1 0
7	Uni-ball Pen all color	44	Tin Tag 8 inch Good Quality
8	Refill Pen First Quality Rs.5.00	45	Thread roll (Simco) – size 100
9	Refill Pen First Quality Rs10.00	46	Thread roll (Simco) – size 200
10	Good Quality Gel Pen Rs.5.00	47	White paper (TNPL) easy writing - Per Ream
11	Good Quality Gel Pen Rs10.00	48	White paper pad (100 Sheets)
12	Finger grip (Kores)	49	Wrapper sheet (brown) - without lamination
13	Gem clip (26mm)	50	Water sponge / Damper
14	Gem clip ( 35mm)	51	Stapler pin Kangaroo(Big) 24 6mmx2mm
15	Gum bottle camel - 150 ml	52	Stamp Pad (Big)
16	Gum bottle camel - 700 ml	53	Stamp Pad (Medium) Both pink & red
17	Packet Paste Sun(Blue) 500gm	54	Punch plier
18	Gum tube (per piece) Camel	55	Conquire paper 500 sheets (Mill pack)
19	Insured cover (cloth type) 40 x 30	56	Xerox paper TNPL A4 (80 GSM)
20	Insured cover (cloth type) 40 x 15	57	Xerox paper TNPL FS
21	Marker pen pik bold Reynolds/Pik	58	Xerox paper TNPL A3
22	White board marker (Camel, Reynolds)	59	Stamp Pad (Small)
23	Needle (medium size) 10 pieces	60	Candle Medium Size
24	Pencil – Natraj	61	Stamp Pad Ink 100 ml
25	Pencil – Apsara	62	Stamp Pad Ink 200 ml
26	Pencil – Zoom	63	Punching Machine (small / single)
27	Paper weight (Glass)	64	Stick on Flag Pocket
28	Paper weight (Rubber)	65	Trimax Clip File (A4 size plastic)
29	Pin box (Bell pin) 26mm	66	FS Trio Plastic Clip File

<b>Sl. No.</b>	<b>Particulars</b>	<b>Sl. No.</b>	<b>Particulars</b>
30	Pin box (Bell pin) 36mm	67	CD Marker Pen
31	Register One quire 1 <sup>st</sup> quality	68	Fevi Stic 8g
32	Register Two quire 1 <sup>st</sup> quality	69	Double Punch Plier
33	Register Three quire 1 <sup>st</sup> quality	70	Scribbling Pad (Ruled) 40Pages
34	Register One quire 1 <sup>st</sup> quality (Chitta)	71	Punch Plier Heavy Duty
35	1 Quire Chitta Register (Accounting) 1 <sup>st</sup> quality	72	Trimax Clip File (F S size)

\*Mention MRP without fail