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EMPLOYEES' PROVIDENT FUND ORGANISATION
(MINISTRY OF LABOUR-GOVT OF INDIA)

REGIONAL OFFICE, VADODARA, GUJARAT STATE

BHAVISHYA NIDHI BHAVAN, AKOTA STADIUM ROAD, AKOTA, VADODARA, GUJARAT -390 020

No.GJ/BRD/RPFC/Store/File(01)/588

Date:11.05.2011

Tender Notice

EPFO, Regional office, Vadodara invites sealed quotations from Govt Agencies/Semi Govt Agencies for providing Stationery/computer Stationery and Printed items mentioned in Annexure-I & Annexure-II. Both Annexure should be collected from this office or downloaded from this office website i.e. www.epfovadodara.com. The articles should be of good quality and of reputed brand.

Quotation should indicate the Maximum Retail Price (**MRP**) & **Offer rate**, where applicable of the articles mentioned in Annexure-I & II and it should reach to undersigned by 27.05.11 in sealed envelope super scribed as "**Quotation for stationery & Printed Items**". The rates quoted shall be valid for one year i.e till March-2012.

Sealed quotation will be opened on 30.05.11. The office reserves the right to reject any quotation without assigning any reason. The interested party may collect the Annexure and sample of Proformas from this office on any working day before 24.05.11.

Sd/-

(GOVIND SHARMA)

ASSISTANT P.F.COMMISSIONER (ADMN)

REGIONAL OFFICE, VADODARA

Stationery and Store (Annexure-I)

| Sr No | Name of the items | Sr. No. | Name of the items |
|-------|---|---------|---|
| 1. | Carbon Box Blue ½ ize Kores | 40 | Use & through ball pen blue good quality |
| 2. | Carbon Box Black ½ ize Kores | 41. | Use & through ball pen red good quality |
| 3. | Pin Elephant 75 to 100 grams | 42. | Add gel pen Blue |
| 4. | U Pin | 43. | Add gel pen green |
| 5. | Stapler Pin No 10 (20X1) | 44. | Add gel pen Black |
| 6. | Stapler Pin 24 x6 (20x1) | 45. | Pentek Green Gel pen |
| 7. | Green lace good quality | 46. | Gum Bottle 700 ml |
| 8. | Red tag | 47. | Gum Bottle 150 ml. |
| 9. | Stapler machine Kangaroo | 48. | Pencil Natraj |
| 10. | Stapler No 10 Kagaroo | 49. | Ruled Paper D/F/S 480 sheets |
| 11. | Computer stationery 10x12x1 ,80 gsm white paper(continuous paper) | 50. | Un- Ruled paper D/F/S 480 sheets |
| 12. | Computer stationery 10x12x2, 70 gsm white paper(continuous paper) | 51. | Printronic P7000 Spool Box containing 6 Nos. |
| 13. | Computer stationery 10x12x3, 60 gsm white paper(continuous paper) | 52. | Pen Flair Hydra Gel Green & Red |
| 14. | Computer stationery 10x12x1, 80 gsm ledger paper(continuous paper) | 53. | Computer stationery 15x12x1, 80 gsm white paper(continuous paper) |
| 15. | Computer stationery 10x12x2, 70 gsm ledger paper(continuous paper) | 54. | Computer stationery 15x12x2, 70 gsm white paper(continuous paper) |
| 16. | Computer stationery 10x12x3, 60 gsm ledger paper(continuous paper) | 55. | Computer stationery 15x12x3, 60 gsm white paper(continuous paper) |
| 17. | Computer DATA cartridge 160GB One Box containing 10 Nos. | 56. | Computer stationery 15x12x1, 80 gsm ledger paper(continuous paper) |
| 18. | CD box containing 100 CD | 57. | Computer stationery 15x12x2, 70 gsm ledger paper(continuous paper) |
| 19. | Stapler Big Kangaroo | 58. | Computer stationery 15x12x3, 60 gsm ledger paper(continuous paper) |
| 20. | Punch Machine big size | 59. | Computer stationery 15x12x4, 60 gsm white paper(continuous paper) |
| 21. | Stamp pad small size | 60. | Printed form No 23 as per New Sample |
| 22. | Stamp pad Big Size | 61. | Printed form No 24(continuous paper) |
| 23. | Erase ex fluid Kores | 62. | Cheque Forwading hindi(continuous paper) |
| 24. | Plastic Scales | 63. | Dust Bin |
| 25. | Pin Cushion Plastic | 64. | Poker |
| 26. | Copier Paper A/4 size, JK Red | 65. | Cello Tape 1inch, 0.75 inch, 0.5 inch |
| 27. | Drafting Whit paper | 66. | Brown tape 1.25 inch |
| 28. | Duplication roto paper | 67. | Paper weight |
| 29. | Duplication ink kores | 68. | Pin for notice Board |
| 30. | Marker Pen Blue | 69. | Numbering Ink |
| 31. | Marker Pen Red | 70. | Numbering Machine |
| 32. | Marker Pen Black | 71. | File cover Printed |
| 33. | Adehesive Tape small | 72. | Rubber Band |
| 34. | Ruled Register 01 quire | 73. | Plastic Scheduled file cover |
| 35. | Ruled Register 02 quire | 74. | Fevi Stick |
| 36. | Ruled Register 03 quire | 75. | Fevi quick |
| 37. | Ruled Register 04 quire | 76. | Fevicol |
| 38. | Box file Best Quatlity | 77. | Pin cushion |
| 39. | File cover with printing & I-lets c/p | 78. | Copier Paper legal Size J.K red |

Stationery and Store (Annexure-I)

| Sr No | Name of the items | Sr. No. | Name of the items |
|-------|------------------------|---------|-------------------------|
| 79. | Phenyl Carbo 5 ltrs. | 86. | Tube Light 40w Box |
| 80. | Phenyl Ball 100gms pkt | 87 | CFL 11W |
| 81. | Soft Broom | 88 | Wiper Good Quality |
| 82. | Hard Broom | 89 | Acid Bottle |
| 83. | Odonil Medium size | 90 | Hand wash liquid Bottle |
| 84. | Room Freshner | 91. | Fish Soap |
| 85 | Toilet Cleaner | 92. | Potta Dori |

Printing & Binding (Annexure-II)

| Sr No | Name of the items | Sr. No. | Name of the items |
|-------|--|---------|--|
| 1. | Challan Form | 35 | Slip Forwarding |
| 2. | Form 12 A(Revised) | 36 | Appendix –E |
| 3. | Form No. 2 | 37 | Claim return proforma |
| 4. | Form No. 5 & 10 | 38 | Descriptive roll |
| 5. | Form No. 10 D (white) sets with instructions | 39 | Withdrawal Register 100 & 150 pages |
| 6. | Form No. 13 R | 40 | Form No. 9 on ledger paper full size |
| 7. | Form No. 19(Green Color) sets with instructions | 41 | Work Diary with 100 Pages with numbering |
| 8. | Form No. 10 C (Pink color) sets with instructions | 42 | Acknowledgement slip (RPAD |
| 9. | Form No. 31(Green color) sets with instructions | 43 | Enquiry Report as per sample |
| 10. | Form No. 3 A | 44 | Date of Coverage Proforma |
| 11. | Form No. 6 A | 45 | Visitor slip |
| 12. | Form No. 20, 5 IF, (Pink color) sets with instructions | 46 | Inward register with numbering 100 pages |
| 13. | Input Data Sheet | 47 | VDR |
| 14. | Declaration Form A-4 size both side | 48 | Recovery Register |
| 15. | T A Bill Form | 49 | Pay slip |
| 16. | D.C.B Register full size with numbering 100 pages | 50 | Joining Proforma |
| 17. | Appendix 33 (reconciliation) | 51 | Tour Dairy EO |
| 18. | Contingent bill | 52 | Inspection Proforma |
| 19. | Enquiry report E.O. | 53 | Investigation Proforma |
| 20. | Printed Envelope Brown 11 X 5" with window | 54 | Form -23 |
| 21. | Printed Envelope White 11 X 5" with window | 55 | Form -24 |
| 22. | Printed Envelope Brown 16 X 12" with cloth cover | 56 | Cash Book Bank |
| 23. | Life Certificate | 57 | EDP Account Forwarding |
| 24. | Out ward register 100 page | 58 | Hindi Certificate |
| 25. | Cheque forwarding Hindi | 59 | Hindi Workshop Certificate |
| 26. | Leger Card for Un Ex.Estt.(Blue Color) Big Size | 60 | MO Cheque back Slip book |
| 27. | Requisition Proforma | 61 | Specimen Signature Card |
| 28. | Budget Register 250 pages Ledger Paper | 62 | Printed Proforma on ¼ size white paper both side |

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| 29. | Annexure-V | 63 | Printed Proforma on ¼ size white paper single side |
| 30. | Proforma 41 | 64 | Printed Proforma on 1/3 size white paper both side |
| 31. | Ledger Card for Exem estt, (Blue Color) small Size. | 65. | Form No 21 Proforma |
| 32. | Blue Book Ledger Paper | 66. | Form-9 Puttha Pair |
| 33. | Principal Employer 7A Summons | 67. | Form 24 Puttha Pair. |
| 34. | Printed Proforma on 1/3 size white paper one side | 68 | Noting sheet Green Per 1000 |