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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

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