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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)/ 754

Date: 13.02.2012

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. 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 28.02.2012 in sealed envelope superscribed as "**Quotation for Stationery & Printed items**". The rates quoted shall be valid for one year i.e till March-2013.

The office reserves the right to reject any quotation without assigning any reason. The interested party are requested to collect the Annexure and sample of Proformas from this office on any working day before 24.02.2012.

(Annexure-I & II are mentioned below)

Sd/-

(S. K. MEENA)

ASSISTANT P.F.COMMISSIONER (ADMN)
REGIONAL OFFICE, VADODARA

STATIONERY & STORE ITEM LIST

ANNEXURE-I

Sr No	Name of the items	UNIT	Sr.No.	Name of the items	UNIT
1	Carbon Box Blue ½ ize Kores	PKT	60	Pentek Green Gel pen	Nos.
2	Carbon Box Black ½ ize Kores	PKT	61	Gum 700 ml	Nos.
3	Pin Elephant 75 to 100 grams	PKT	62	Gum 150 ml.	Nos.
4	U pin Elephant Pointed clips 35 mm	PKT RATE FOR 10 BOXES	63	Pencil Natraj	Pkt rate for 10 Boxes .
5	U Pin Elephant round 26 mm	PKT RATE FOR 10 BOXES	64	Ruled Paper D/F/S 480 sheets	Pkt.
5	Stapler Pin No 10-1M (20X50 staples) kangaroo	PKT RATE FOR 20 BOXES	65	Un- Ruled paper D/F/S 480 sheets	Pkt.
6	Stapler Pin 24/6 (20x50)	PKT RATE FOR 20 BOXES	66	Printronix p7000 spool Box containing 6 Nos	Pkt rate for 6 Ribbons
7	Green lace good quality	1 PKT	67	RIBO-0015 Spool	Pkt rate for 6 Ribbons
8	Red tag good quality	1 PKT	68	Pen Flair Hydra Gel Green & Red	Pkt.
9	Stapler machine Kangaro HD-45 (Medium)	PKT rate for 10 Pcs.	69	Computer stationery 15x12x1, 80 gsm white paper(continuous paper)	1000
10	Stapler machine Kangaro HP-45 (Large)	1 Pc.	70	Computer stationery 15x12x2, 70 gsm white paper(continuous paper)	1000
11	Stapler No 10 Kagaroo (Small)	PKT rate for 10 Pcs.	71	Computer stationery 15x12x3, 60 gsm white paper(continuous paper)	1000
12	Computer stationery 10x12x1 ,80 gsm white paper(continuous paper)	1000	72	Computer stationery 15x12x1, 80 gsm ledger paper(continuous paper)	1000
13	Computer stationery 10x12x2, 70 gsm white paper(continuous paper)	1000	73	Computer stationery 15x12x2, 70 gsm ledger paper(continuous paper)	1000

14	Computer stationery 10x12x3, 60 gsm white paper(continuous paper)	1000	74	Computer stationery 15x12x3, 60 gsm ledger paper(continuous paper)	1000	
15	Computer stationery 10x12x1, 80 gsm ledger paper(continuous paper)	1000	75	Computer stationery 15x12x4, 60 gsm white paper(continuous paper)	1000	
16	Computer stationery 10x12x2, 70 gsm ledger paper(continuous paper)	1000	76	Printed form No 23(continuous paper) as per New sample	3000	
17	Computer stationery 10x12x3, 60 gsm ledger paper(continuous paper)	1000	77	Printed form No 24(continuous paper) as per New sample	3000	
18	Computer DATA cartridge 160 GB (one Box) HP	Pkt rate for 10 Nos.	78	Cheque Forwading hindi(continuous paper)	1000	
19	CD-R box containing 100 CD (SONY)	1 spindle	79	Dust Bin	Nos.	
20	CD-RW Sony, 100 CD rate	1 spindle	80	Poker Steel	Pkt rate for 10 Nos.	
21	DVD-R Sony Brand	Pkt rate for 10 Nos.	81	Poker Plastic	Pkt rate for 10 Nos.	
22	DVD-RW Sony Brand	PKT rate for 5 Nos.	82	Cello Tape 1inch, 0.75 inch, 0.5 inch	Nos.	
23	Kangaro Punch 280 (8cm) Small	1Nos.	83	Brown tape 1.25 inch	Nos.	
25	Kangaro Punch 700 (8cm) Big size	1 Nos.	84	Paper weight	1 No.	
26	Stamp pad small size	Pkt rate for 10 Nos.	85	Pin for notice Board	1 Pkt	
27	Stamp pad Big Size	Pkt rate for 10 Nos.	86	Numbering Ink	Nos.	
28	Erase ex fluid Kores	Pkt rate for 10 Nos.	87	Numbering Machine 12 digit for Numbering Only	1 No.	
29	Plastic Scales 30 Cms	Pkt rate for 10 Nos.	88	File cover Printed	Nos.	
30	Pin O clip	Pkr rate for 12Nos.	89	Rubber Band	Pkt.	
31	Register Ledger 200 pages	Nos.	90	Plastic Scheduled file cover	1 NO.	
32	Drafting White paper	1 Pkt	91	Fevi Stick	PKT RATE	
33	Copier Paper legal Size JK red	Pkt	92	Fevi quick	Nos.	
34	Copier Paper A/4 size, JK Red	1 Pkt	93	Fevicol(500gms)	Nos.	

35	A-4 size green ledger paper	1 Pkt	94	Phenyl Carbo 5 ltrs	Nos.	
36	Marker Pen	Pkrtrate for 10 Nos	95	Phenyl ball 100gms	PKT	
37	Board Marker Pen	Pkt rate for 10 Nos.	96	Soft Broom	Nos.	
38	Calculator 8 digits	Nos.	97	Hard Broom	Nos.	
39	Adehesive Tape small	Nos.	98	Odonil Medium Size	Nos.	
40	Ruled Register 01 quire	Nos.	99	Room Freshner	Nos.	
41	Ruled Register 02 quire	Nos.	100	Toilet Cleaner	Nos.	
42	Ruled Register 03 quire	Nos.	101	Tube Light 40 w	Nos.	
43	Ruled Register 04 quire	Nos.	102	CFL-11w	Nos.	
44	Box file Best Quatlity	1 No.	103	Wiper Good Quality	Nos.	
45	File (Blue) cover Printed for A/c's	1 No.	104	Acid Bottle	Nos.	
46	Use & through ball pen blue good quality	Nos.	105	Hand Wash Liquid	Nos.	
47	Use & through ball pen red good quality	Nos.	106	Fish Soap	Dozen rate	
48	Add gel pen Blue	Nos.	107	Potta Dori	Nos.	
49	Add gel pen green	Nos.	108	Colin	Nos.	
50	Add gel pen Black	Nos.	109	Deterzent powder	500gms	
51	Pay slip as per sample	1000	110	Check Duster	Nos.	
52	Noting Sheet green	1000	111	Spike guard Anchor	Nos.	
53	Plastic File Folder	Nos.	112	Extension Board	Nos.	
54	Confrence pad, 25 pages	Nos.	113	Chok 40W	Nos.	
55	Cello flo gel Pen	Nos.	114	Starter Philips	Nos.	
56	Raynolds Green Gel Pen	Nos.	115	Wire		
57	Form 9 Puttha	Pair	116	Plastic Kuttcha	Nos.	
58	Post it Multicolour	Pkt rate for 10 No.	117	Toilet Brush	Nos.	
59			118	Matherpat, White	100 Mtrs	

(S. K. MEENA)
ASSISTANT P.F.COMMISSIONER (ADMN)
REGIONAL OFFICE, VADODARA

PRINTING & BINDING LIST

ANNEXURE-II

Sr No	Name of the items					
		UNIT	Sr. No.	Name of the items		
			36	Appendix –E	1000	
1	Challan Form	1000	37	Claim return proforma	1000	
2	Form 12 A(Revised)	1000	38	Descriptive roll	1000	
3	Form No. 2	1000	39	Withdrawal Register 100 & 150 pages	1000	
4	Form No. 5 & 10	1000	40	Form No. 9 on ledger paper full size & back side laminated	1000	
5	Form No. 10 D (white) sets with instructions	1000	41	Work Diary with 100 Pages with numbering	1000	
6	Form No. 13 R	1000	42	Acknowledgement slip (RPAD	1000	
7	Form No. 19(Green Color) sets with instructions	1000	43	Enquiry report E.O.(as per sample)	1000	
8	Form No. 10 C (Pink color) sets with instructions	1000	44	Date of Coverage Proforma	1000	
9	Form No. 31(Green color) sets with instructions	1000	45	Visitor slip	1000	
10	Form No. 3 A	1000	46	Inward register with numbering 100 pages	1000	
11	Form No. 6 A	1000	47	VDR	1000	
12	Form No. 20, 5 IF, (Pink color) sets with instructions	1000	48	Recovery Register	1000	
13	Input Data Sheet	1000	49	Cheque recredit Proforma 200 Pages	Nos.	
14	Declaration Form A-4 size both side	1000	50	Joining Proforma	1000	
15	T A Bill Form	1000	51	Tour Dairy EO	1000	
16	D.C.B Register full size with numbering 100 pages	Nos.	52	Inspection Proforma	1000	

17	Appendix 33 (reconciliation)	1000	53	Service book in ledger Paper	Nos.		
18	Contingent bill	1000	54	Bank Confirmation Proforma	1000		
19	Enquiry report E.O.	1000	55	UCD Proforma	1000		
20	Printed Envelope Brown 11" X 5" with window & Message	1000	56	Cash Book Bank	1000		
21	Printed Envelope White 11 X 5" with window & Message	1000	57	EDP Account Forwarding	1000		
22	Printed Envelope Brown 16" X 12" with cloth cover & Message	1000	58	Hindi Certificate	1000		
23	Life Certificate	1000	59	Hindi Workshop Certificate	1000		
24	Out ward register 100 page	1000	60	MO Cheque back Slip book	1000		
25	Form No-11 for unexempted	1000	61	Specimen Signature Card	1000		
26	Leger Card for Un Ex.Estt.(Blue Color) Big Size	1000	62	Printed Proforma on ¼ size white paper both side	1000		
27	Requisition Proforma	1000	63	Printed Proforma on ¼ size white paper single side	1000		
28	Budget Register 250 pages Ledger Paper	1000	64	Printed Proforma on 1/3 size white paper both side	1000		
29	Annexure-V single side	1000	65	Form No 21	1000		
30	Proforma 41 both side	1000	66	Form 9 Puttha	PAIR		
31	Ledger Card for Exem estt, (Blue Color) small Size.	1000	67	Annual Report Magzine as per sample	Nos.		
32	Cash Book Bank	Nos.	68	Binding Charge of Cash Books	Nos.		
33	Principal Employer 7A Summons	1000	69	CL/RH/COMPEN Profoma	1000		
34	Printed Proforma on 1/3 size white paper one side	1000	70	Forwarding of list of Pension Payment proforma	1000		
35	Slip Forwarding	1000	71	D.O Letter as per Sample	100 Nos.		