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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)/Vol.II/

Date: 11.04.2014

Tender Notice

EPFO, Regional office, Vadodara invites sealed quotations from Govt Agencies/Semi Govt Agencies/Co-operative 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 28.04.2014 in sealed envelope superscribed as "**Quotation for Stationery & Printed items**". The rates quoted shall be valid for one year i.e till **March-2015**.

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 24.04.2014 and can also be downloaded from our website www.epfovadodara.com.

(Annexure-I & II are mentioned below)

Sd/-

(K.D.ASARI)

REGIONAL 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 Kangaroo HD-45 (Medium) | PKT rate for 10 Pcs. | 69 | Computer stationery 15x12x1, 80 gsm white paper(continuous paper) | 1000 |
| 10 | Stapler machine Kangaroo 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 |

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|----|---|----------------------|----|---|----------------------|
| 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 | Air Wick Refill | Nos. |
| 34 | Copier Paper A/4 size, JK Red | 1 Pkt | 93 | Fevicol(500gms) | Nos. |

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|----|--|----------------------|-----|---------------------|------------|--|
| 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 | Computer Mouse | Nos. | 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 | Post it Multicolour | Pkt rate for 10 No. | 116 | Plastic Kuttcha | Nos. | |
| 58 | Eraser | Pkt rate for 10 Nos. | 117 | Toilet Brush | Nos. | |
| 59 | Fevi quick | Nos. | 118 | Matherpat, White | 100 Mtrs | |

(K.D.ASARI)
REGIONAL P.F.COMMISSIONER (ADMN)
REGIONAL OFFICE, VADODARA

PRINTING & BINDING LIST

ANNEXURE-II

| Sr | Name of the items | | |
|----|-------------------|--|--|
|----|-------------------|--|--|

| No | | UNIT | Sr. No. | Name of the items | | | |
|----|--|--------|---------|--|---------|--|--|
| 1 | Form No. 2 | 1000 | 37 | Date of Coverage Proforma | 1000 | | |
| 2 | Form No. 5 & 10 | 1000 | 38 | Visitor slip colour perforated book | 50 Nos. | | |
| 3 | Form No. 10 D (white) sets with instructions | 1000 | 39 | Inward register with numbering 100 pages | 1000 | | |
| 4 | Form No. 13 R(New) | 1000 | 40 | VDR | 1000 | | |
| 5 | Form No. 19(Green Color) sets with instructions | 1000 | 41 | Recovery Register | 1000 | | |
| 6 | Form No. 10 C (Pink color) sets with instructions | 1000 | 42 | Cheque recredit Proforma 200 Pages | 1000 | | |
| 7 | Form No. 31(Green color) sets with instructions | 1000 | 43 | Joining Proforma | 1000 | | |
| 8 | Form No. 9 on ledger paper full size & back side laminated | 1000 | 44 | Tour Dairy EO | 1000 | | |
| 9 | Acknowledgement slip (RPAD) | 1000 | 45 | Service book in ledger Paper | 1000 | | |
| 10 | Form No. 20, 5 IF, (Pink color) sets with instructions | 1000 | 46 | Bank Confirmation Proforma | 1000 | | |
| 11 | White Vistor slip with logo | 1000 | 47 | UCD Proforma | 1000 | | |
| 12 | Declaration Form A-4 size both side | 50 pad | 48 | Hindi Certificate | 100 | | |
| 13 | T A Bill Form | 1000 | 49 | Hindi Workshop Certificate | 100 | | |
| 14 | Enquiry report E.O.(as per sample) | 1000 | 50 | MO Cheque back Slip book | Nos. | | |
| 15 | Appendix 33 (reconciliation) | 1000 | 51 | Specimen Signature Card | 1000 | | |
| 16 | Contingent bill | 1000 | 52 | Printed Proforma on ¼ size white paper both side | 1000 | | |
| 17 | Inspection Proforma | 1000 | 53 | Printed Proforma on ¼ size white paper single side | 1000 | | |
| 18 | Printed Envelope Brown 11" X 5" with window & Message | 1000 | 54 | Printed Proforma on 1/3 size white paper both side | Nos. | | |

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|-----|---|----------|----|--|------|--|--|
| 19 | Printed Envelope White 11 X 5" with window & Message | 1000 | 55 | Form 9 Puttha | 1000 | | |
| 20 | Printed Envelope Brown 16" X 12" with cloth cover & Message | 1000 | 56 | Annual Report Magazine as per sample | Nos. | | |
| 21 | Life Certificate | 1000 | 57 | Binding Charge of Cash Books | Nos. | | |
| 22 | Out ward register 100 page | 1000 | 58 | CL/RH/COMPEN Profoma | 1000 | | |
| 23 | Form No-11 for un-exempted | 1000 | 59 | Forwarding of list of Pension Payment proforma | 1000 | | |
| 24 | Spot Memo Book perforated | 1000 | 60 | D.O Letter as per Sample | 1000 | | |
| 25 | Requisition Proforma | 50 Books | 61 | Pay Slip(As per sample) | 1000 | | |
| 26 | Budget Register 250 pages Ledger Paper | 1000 | 62 | Staff PF Annual Slip | 100 | | |
| 27 | Annexure-V single side | 1000 | 63 | Form 9 Puttha | PAIR | | |
| 28 | EDP Account Forwarding | 1000 | | | | | |
| 29 | Form 24 Puttha Pair | PAIR | | | | | |
| 30 | Cash Book Bank | Nos. | | | | | |
| 31 | Principal Employer 7A Summons | 1000 | | | | | |
| 32 | Printed Proforma on 1/3 size white paper one side | 1000 | | | | | |
| 33 | Appendix -E | 1000 | | | | | |
| 34 | Pre printed Claim return Proforma for Dot Matrix Printer(As per sample) | 1000 | | | | | |
| 35 | Pre printed Claim return Proforma in A4 for Laser Printer(As per sample) | 1000 | | | | | |
| 36. | Descriptive roll | 1000 | | | | | |

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