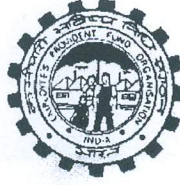


താര : 'भविष्यनिधि'
0474-2767645
फैक्स : 0474-2762017
कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय, भारत सरकार)
उप क्षेत्रीय कार्यालय,
पोन्नम्मा चेंबर - I, परमेश्वर नगर,
कोल्लम - 691001



FAX : 0474-2764980
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എംപ്രൊവൈഡന്റ് ഫണ്ട് ഓർഗനൈസേഷൻ
(തൊഴിൽ മന്ത്രാലയം ഭാരത സർക്കാർ)ഉപ
മേഖലാ കാര്യാലയം,
പൊന്നമ ചേമ്പേഴ്സ്-1 പരമേശ്വര നഗർ
കൊല്ലം-691 001

EMPLOYEES' PROVIDENT FUND ORGANISATION
(MINISTRY OF LABOUR, GOVT. OF INDIA)
SUB REGIONAL OFFICE PONNAMMA CHAMBERS- I
PARAMESWAR NAGAR OPP: ARCHANA ARADHANA THEATRE
KOLLAM – 691 001
E-mail : sro.kollam@epfindia.gov.in

KR/KLM/Adm-II/CT/Stationery/2017

DATED: -03-2017

To
M/s.....

.....

.....

Sub: Supply of Stationery articles-reg

Sir,

Sealed quotations are invited from eligible tenderers for the supply of stationery articles to this office for the year 2017-18 as per the terms and conditions enclosed. List of items required can be collected from this office on any working day. Sealed quotations super scribing „Quotations for supply of stationery articles“ alongwith the undertaking should reach the undersigned latest by 28 March 2017. The quotations will be opened at 4.00p.m. on the day in the presence of those tenderers who may be present.

Yours faithfully,

(Manoj Yadav)

Regional P.F.Commissioner-II

6/3/17 613

SUPPLY OF STATIONERY ITEMS

TERMS AND CONDITIONS

1. Quotations will be accepted only from deputed firms dealing in the particular class of goods and not from general order suppliers or commission agents who do not store the articles for sale or act purely as intermediaries
2. The rates are to be quoted for supplying the items at the Sub Regional Office, EPFO, Kollam
3. The rate should include freight charges, loading/unloading charges, Excise duties, Sales Tax or any other taxes or levies as applicable.
4. Any correction in the quotation should be attested by the authorised official, failing which the quotation will be rejected.
5. RPFC, SRO EPFO Kollam reserves the right to accept the or reject all or any quotation without assigning any reasons.
6. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. RPFC, SRO, Kollam reserves the right to cancel the contract at any point of time without assigning any reasons.
7. If the person/persons whose quotation is accepted, (herein after called the contractor) fails to supply the articles within the time stipulated in the supply order, the RPFC, SRO, Kollam will be at liberty to purchase the articles from local market and the difference in price shall be recovered from the contractor.
8. The period of contract will from 01-04-2016 to 31-03-2017, and the contractor shall be liable to supply the item at the quoted price during the period of contract. No request for increase in the rate of items during the period of execution of the contract will be accepted. If at any time during the said period, the Maximum Retail Price (MRP) falls below the quoted price, the contractor shall be liable to supply the item at the revised MRP. The frequency of purchase and quantity of articles required will vary according to requirement.
9. The contractor should supply the exact brand and quality as specified in the quotation. The articles supplied should be good quality. The quotations which do not comply with the above conditions are liable to be rejected.
10. These terms and conditions of quotations are to be signed by the contractor and returned with the quotation. Those quotations without the said specific undertaking will be rejected.
11. No advance payment shall be made. The bills for the articles supplied are to be submitted in duplicate at the time of supply itself and the payment shall be released after receiving the entire articles as per the supply order.

UNDERTAKING

All the terms and conditions are accepted by me/us.

**Name and Signature
Name of the firm**

