



EMPLOYEES' PROVIDENT FUND ORGANISATION
Ministry of Labour, Govt. of India, Regional Office, Kerala
Bhavishya Nidhi Bhavan, Pattam, Thiruvananthapuram
Pin - 695 004 Website: www.epfkerala.in

No.KR/Adm.II(5)/Qtn./2016-17.

Dated 08-04-2016

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from eligible local suppliers for the supply of stationery articles including Computer Paper and other papers for the year 2016-17. Conditions and list of articles required can be obtained from Regional Office, Employees' Provident Fund Organisation, Pattam, Thiruvananthapuram-4 during office hours or from the website <http://www.epfkerala.in>. Last date for submission of the quotation is 28/04/2016, 3.00 PM. The quotation will be opened at 4.00 PM on 28/04/2016 in the presence of those tenderers who may be present.

Conditions:-

1. Separate quotations should be submitted for stationery articles and computer paper and other papers.
2. Rates should be inclusive of sale tax/vat and all other charges per each unit.
3. Sealed sample item quoted should be forwarded along with the Quotation submitted. The samples will be returned if the quotation submitted is rejected. Quotations submitted without samples will not be accepted.
4. The quantity specified in the list is the likely annual requirement. However, actual supply orders will be placed for minimum quantity as per immediate requirement from time to time and payment will be made only for the quantity actually ordered and delivered in good condition.
5. Accepted rates will be valid from 01/04/2016 to 31/03/2017.
6. The articles should be delivered at the office of the undersigned by the successful tenderers at his own cost and risk within 03 (three) working days of receipt of supply order.
7. The undersigned reserves the right to cancel wholly, increase or decrease the quantity of any item at any time. Further the under signed is not bound to accept lowest rates and conditions of the tenderer.
8. The undersigned also reserves the right to reject any or all quotations without assigning any reason thereof.

9. Every bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.1000.00 by Demand Draft payable in favor of the Regional Provident Fund Commissioner. Tender without EMD is liable to be rejected. EMD will be returned on finalization of bids.

10. The successful bidder should execute an agreement with the Undersigned and furnish a Bank Guarantee for an amount equivalent to 5% of the estimated annual cost for the quantity required. The Bank Guarantee shall be valid for 60 days after the agreement period is over.

LIST OF STATIONERY ARTICLES REQUIRED FOR THE YEAR 2016-17.

SLNo	Name of articles	Qty. likely to be required during the year
1	1 Qr. Register (F.S. size, 70gsm paper)	200 bundles
2	2 Qr. Register (V.S. size, 70 gsm paper)	50 bundles
3	3 Qr. Register (F.S. size, 70 gsm paper)	50 bundles
4	4 Qr. Register (F.S. size, 70 gsm paper)	50 bundles
5	Add gel Achiever pen (Black)	200
6	Add gel Achiever pen (Blue)	200
7	Add gel Achiever pen (Green)	150
8	Add gel Achiever pen (Red)	100
9	Add gel Achiever Refill (Black)	100
10	Add gel Achiever Refill (Blue)	100
11	Add gel Achiever Refill (Green)	100
12	Add gel Achiever Refill (Red)	100
13	Max writer Ball pen (Black)	400
14	Max writer Ball pen (Blue)	400
15	Max writer Ball pen (Green)	50
16	Max writer Ball pen (Red)	100
17	Max writer Ball pen Refill (Black)	250
18	Max writer Ball pen Refill (Blue)	300
19	Max writer Ball pen Refill (Green)	200
20	Max writer Ball pen Refill (Red)	100
21	Gum tube	100
22	Gum 300 ml bottle (Kores/Camlin)	100
23	Gum 700 ml bottle (Kores/Camlin)	25
24	Glue Stick (M)	25
25	Permanent Marker Pen	25
26	Bold Marker Pen (sqr tip)	100
27	White Board Marker Pen	20
28	CD Marker Pen	50
29	Sketch Pen (Blue,Black,Green,Red)	500
30	Uni-ball eye pen	25
31	Highlighter pen	50
32	Correction pen	50
33	Pencils (HB dark)	25pkt
34	Eraser	25
35	Sharpener	25
36	Paper cutter	20
37	Scissors	25
38	Shorthand note book	25

39	Scribbling pad	100
40	Stamp pad (L)	10
41	Stamp pad (S)	50
42	Stapler (S) HD 18 Kangaroo	100
43	Stapler pin(S) HD 18 Kangaroo	500
44	Stapler (M)	25
45	Stapler pin (M)	100
46	Stic flag	20 box
47	Stic Note Pad (3*2")	5box
48	Stic Note Pad (4*3")	10 box
49	Tag	500 bundles
50	Country Twine (B)	150 bundles
51	Country Twine (S)	150
52	Knife	10
53	White twine	200 bundles
54	Officers Note pad	50
55	Kora Cloth	20 metres
56	Pen Stand	10
57	Cello Tape (White) 1/4"	50
58	Cello Tape (White) 1"	50
59	Cello Tape (White) 2"	25
60	Cello Tape (Brown) 1"	25
61	Cello Tape (Brown) 2"	25
62	Desk Calendar Stand	5
63	White Board Duster	20
64	Plastic File Folder (Khadi) 14x10	200
65	Pad Ink	10
66	Damper	20
67	Paper Pin	100 pkt
68	Gem clip	250 pkt
69	Paper binderClip (Steel)	200 pkt
70	Paper binderClip (Plastic)	5 pkt
71	Punch (Single Hole)	35
72	Punch (Double Hole)	5
73	Carbon Paper (L)	500 nos
74	Carbon Paper (S)	2000 nos
75	Scale (L) Plastic	100
76	Scale (L) Steel	25
77	Paper weight (Rubber)	50
78	Paper weight (crystal)	25
79	White Cover (10.5 x 4.5)	1000
80	White Cover (5 x 3)	500
81	Brown Cover (Window) with printing	10000
82	Cloth lined Cover (A0 Size)	50
83	Cloth lined Cover (A1 Size)	50
84	Cloth lined Cover (A2 Size)	200
85	Cloth lined Cover (A3 Size)	200
86	Cloth lined Cover (A4 Size)	200
87	File Cover with printing	10000
88	File Board with printing	10000
89	Sealing Wax	5 pkt
90	Match Box	5 pkt
91	Candles	5 pkt
92	Pin Holder	10
93	Thread	5 bundles
94	Needle	5

95	L Folder	250
96	White paper (TNPL 60/65 gsm)	100 pkt
97	Xerox A4 Paper (75 gsm)	1000 pkt
98	Brown Paper	500 nos
99	Xerox FS paper (75gsm)	250 pkt
100	Computer paper - 15 x 12 x 1 (75 gsm)	250 bundles
101	Computer paper - 15 x 12 x 2 (70 gsm)	25 bundles
102	Computer paper - 15 x 12 x 3 (65 gsm)	25 bundles
103	Computer paper - 10 x 12 x 1 (75 gsm)	100 bundles
104	Computer paper - 10 x 12 x 2 (70 gsm)	50 bundles
105	Computer paper - 10 x 12 x 3 (65 gsm)	50 bundles
106	A3 Printing Paper (75 gsm)	25 pkt
107	Ledger Paper (Green) 90 gsm	25 pkt
108	Duplicating Paper FS 75 gsm	100 pkt
109	Rubber band	10 kg

1/11/16

REGIONAL PF COMMISSIONER(ADMIN)

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- (2) Notice board