



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
उपक्षेत्रीय कार्यालय,
SUB REGIONAL OFFICE,
15 बी, रघुराज आर्केड, सिविल लाईन्स, अकोला 444 001
15 B, Raghuraj Arcade, Civil Lines, AKOLA-444 001.

NO. NG/AKL/SRO/ADM/CTI/WEEDING OUT(23)/60

Date: 03/02/2012

The Scope of services and terms & conditions for DISPOSAL OF OLD RECORDS:

TENDER NOTICE

Sealed tenders are invited by Employees' Provident Fund Organisation, Sub Regional Office, Akola for weeding out old record kept in office premises on third floor. Sealed tenders will be received up to 05/03/2012 (03:00 pm) in the office of the Regional P.F. Commissioner-II, Sub Regional Office, 15B, Raghuraj Arcade, Civil Line, Akola – 444 001 and opened on 05/03/2012 at 05:00 pm in the presence of such tenders or their authorized representative as may wish to be present.

- 1) The Employees Provident Fund Organization, Sub Regional Office, Akola located at the above address will hold a weeding out of old records contained in plastic bags – 200 bags approximately.
- 2) The old records can be seen during the office hours between 02:00 to 04:00 pm in any working day with the prior intimation and permission of the undersigned.
- 3) Interested persons/firms/agencies or their representative having clearly identifiable ID are invited to submit their quotation by the following conditions.
 - a) Tenders should be submit along with the earnest money deposit of Rs.5000/- (Rs. Five thousand only) to be paid as Demand Draft Drawn in favour of The Regional Provident Fund Commissioner payable at Akola. The EMD (Demand Draft) of unsuccessful bidders will be returned without any interest.
 - b) The successful bidder should be in position with weighing scale for counting of old records. After completion of work the agency should deposit the amount as per the total calculation.
 - c) The Pulp certificate should be submitted within 7 days from the collecting of the records.
 - d) If the successful bidders fail to perform the commencement of the procedure of weeding out of old record the earnest money deposited by the tenderer will be forfeited.

- e) Photocopies of PAN card, Service Tax & VAT registration certificate should be enclosed with the quotation.
- f) The Office reserves the right to reject any tender without assigning any reason whatsoever.
- g) The charges for transportation. Loading and unloading of the records will be borne by the agency.
- h) The tender should be sealed cover super scribe and submitted to Shri J.R.Bhenda, Regional P.F. Commissioner-II/Officer-in-Charge, Sub Regional Office, 15 B Raghuraj Arcade, Civil Line, Akola – 444 001.
- i) This office reserve all the right on the conduct of weeding out of old record and the decision of the Regional PF Commissioner-II, Sub Regional Office, Akola on any issue shall be final.
- j) If tender document is download from EPF website, a Demand Draft of Rs.100/- is to be submitted in favour of The Regional Provident Fund Commissioner, payable at Akola.
- k) Tenders have to be submitted duly filled in and signed by the authorized person in ink pen or ball pen. Tenders written in pencil or erased/over-written will not be considered.
- l) The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
- m) Tenders not in the sealed cover or not accompanied by earnest money or received after the closing date and time will be rejected.
- n) The vendors should have not been blacklisted by any organization/Govt. Department. An affidavit in this respect is required to be given by the tenderer.


(J.R.BHENDA) 3/12

Regional P.F. Commissioner-II/OIC,
SRO, Akola.

FORM FOR THE TENDER OF WEEDING OUT OF THE OLD RECORD.

- 1) Name of the Agency : - _____

- 2) Address A: Regd. Office : - _____

- B: Branch, if any : - _____

- 3) Name of the owner with address : - _____
and telephone No. _____

- 4) Rates per kg for old records : - _____

- 5) PAN Card No. :- _____

- 6) VAT/ST/ No. :- _____

- 7) Any other details : - _____

- 8) EMD DD no. :- _____

Date:

(Signature of the Proprietor)
WITH OFFICE SEAL