

# Jammu & Kashmir Entrepreneurship Development Institute (J&KEDI)

(An organization of Government of Jammu & Kashmir)

Sampora, Pampore (Kashmir)-191101 (P.O: Pantha Chowk)/ JLN Udyog Bhawan Jammu -180012/ Industrial Estate Leh, Ladakh-194101, Contact: Kashmir: 01933-224362/65/67: Jammu: 0191-2474512, 2477327/329

Website: [www.jkedi.org](http://www.jkedi.org)

<b>Location: JKEDI, SEMPORA PAMPORE</b>	<b>Tender No.: No: JKEDI/CMAE/Advt/17/17</b>
<b>Ref: Preferred Supplier for Consumable Items for Printers.</b>	<b>Date:06.04.2017</b>

## 1. Tender Document Receipt

<b>CONTRACTOR</b>	
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I hereby acknowledge receipt of one set of tender documentation for the above project.

1. Tender Document Receipt
2. Tender Notice
3. General Conditions for Tender.
4. Bidder's Profile.
5. Annexure "A" (Specifications of Items)
6. Declaration of Eligibility

<b>FULL NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE &amp; TIME:</b>	
<b>CONTACT NUMBER/ ADDRESS</b>	
<b>EMAIL:</b>	
<b>WEBSITE:</b>	

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## **RE-TENDER NOTICE**

Sealed quotations affixed with Rs 6/- Revenue Stamp and accompanied with Earnest Money in the shape CDR of Rs 15,000/- Pledged to Director, J&KEDI, Sempora Pampore are invited from the Dealers of repute/ Registered Firms dealing with supplying of Toners/Cartridges.

Interested parties may collect the detailed Tender Document from **07.04.2017** against the payment of Rs 1,000/- (non- refundable) which should be in the form of Demand Draft drawn in favour of Director, J&KEDI, Sempora Pampore, from our office at JKEDI Sempora Pampore/JLN Udyog Bhawan, Rail Head Complex, Jammu. The Tender Document can also be downloaded from the official website of JKEDI, [www.jkedi.org](http://www.jkedi.org). Tender documents, thus downloaded from the website shall be accompanied by a Demand Draft for Rs 1,000/- (One Thousand only) drawn in favour of Director, J&KEDI, Sempora Pampore, at the time of submission.

The Tender documents in complete form should reach to the office of Institute by or before **17<sup>th</sup> April, 2017** upto 2 P.M. and shall be opened on the same day at 3 P.M. or any other convenient day in presence of the bidder's who wish to be present.

**Sd/-**  
**Head**  
**Estates- Utilities & Support**

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## 3. General Conditions for Tender

### 1. Tender Basis:

- All Tender Documents must be completed in full.
- The rates approved under the contract shall be valid for a period of 12 months from the date of award of the contract; however the contract may be extended by mutual consent for a further period of one year at the same rates.
- No variation in rates shall be entertained during the contract period and failure to supply the items on the agreed rates shall result in penalty / forfeiture of Margin Money.
- The successful bidder shall have to supply the items as per supply order placed by the Institute from time to time.
- The supply has to be made within the **07** days from the date of receipt of order from the Institute.
- The rates quoted shall be F.O.R JKEDI Sempora, Pampore/ JLN Udyog Bhawan Jammu including all applicable Taxes.
- All bids shall be made in accordance with the Tender Documents including Annexure "A".
- All Applicants will receive identical documents. No applicant should add, omit, or change any item, term or condition on original papers.
- Each applicant may make one bid only.
- TDS as applicable shall be deducted from bills.
- The Bidder shall sign all the Tender documents including documents supplied by the Bidder.
- The Indenting officer reserves the right to reject any or all the tenders without assigning any reason thereof.

### 2. Items to be supplied:

- The supplies are to be made in accordance with **Annexure "A"**
- Any variation to our specification or approved sample shall render the whole supply liable for rejection besides imposition of penalty / forfeiture of Margin Money.

### 3. Payments:

Accumulated payment on order purchase basis; after official, designated by JKEDI shall inspect the stationary items/printed material. The authority thus designated for the final inspection shall be required to issue a certificate to the effect that the items are satisfactory.

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## 4. Mode of Payment:

Cheque or wire Transfer deposited within 10 working days after issuance of certificate to the effect that the work is satisfactory by authority designated by JKEDI in this regard.

## 5. Tender Documents:

All tender documents included in this package are listed on the tender document receipt form, signed by each recipient.

## 6. Minimum Pre-qualification criteria:

- The supplier should be Sole proprietary concern or partnership firm and should have been in operation/ existence for more than 5 years.
- The supplier shall be authorized dealer of the items mentioned in Annexure "A"
- The tender document shall contain photocopies of PAN card, TIN certificate, Latest Tax clearance certificates, Experience certificate & Dealer/ Distributor authorization certificate.

## 7. Eligibility of Applicants: Applicants cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Were declared at serious fault of implementation owing to a breach of their contractual obligations.

## 8. Bid Evaluation:

The Tender committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from Vendor.

## 9. Selection of Tender:

Selection of the successful applicant will be based on the ranking of the Sole Proprietary concern or Partnership firm according to financial and technical criteria, as well as any other criteria suggested by the Tender Committee. Based on this, the Tender Committee will then make its recommendations. JKEDI, is not obliged to accept the lowest bid.

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## 10. Acceptance of Successful Tender:

Taking into consideration the recommendation of the Tender Committee, JKEDI will make the final choice of the awarded firm. The intimation of the same will be sent to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the preferred supplier agreement with JKEDI Pampore. Any amendment to the awarded tender will be documented as an "Annexure" to the contract and will be determined and agreed by both the parties

## 11. Repudiation of Agreement:

JKEDI reserves the right to terminate the said agreement in the following event(s):

- (i) If the supplier fails to provide adequate and timely supplies to the institution.
- (ii) If the supplier is involved in any grave professional misconduct.
- (iii) If the supplier is found guilty of any serious misrepresentation in supplying information, or
- (iv) Any activity overt or covert which amounts to breach of terms and conditions of the agreement.

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## **4. BIDDER'S PROFILE**

### **General:**

1. Name of the Bidder/ firm \_\_\_\_\_

2. Name of the person submitting the Bid Mr. /Mrs./Ms.

\_\_\_\_\_

3. Address of the Bidder/firm.....

.....

.....

4. Address for correspondence:

.....

.....

.....

5. Tel no. with STD code (O)..... (Fax)..... (R).....

6. Mobile no. ....

**7. Registration & incorporation particulars of the firm: *(Tick whichever is applicable)***

i) Proprietorship

ii) Partnership

iii) Private Limited

iv) Public Limited

**Or**

v) Individual.

***(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law if applicable).***

8. Name of Bidder/Proprietor/Partners/Directors

.....

.....

.....

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## 9. Bidder's Bank Details:

(i) Name of Bank: \_\_\_\_\_

(ii) Branch: \_\_\_\_\_

(iii) Account No. \_\_\_\_\_

(iv) IFSC Code: \_\_\_\_\_

10. Bidder's PAN No. \_\_\_\_\_

11. Bidder's TIN No. \_\_\_\_\_

**I/We hereby declare that the information furnished above is true and correct.**

**Place: .....**

**Date: .....**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

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## 5. ANNEXURE "A"

### Specification of items to be supplied

S. NO.	PARTICULARS	RATE PER UNIT
1.	HP Laser Toner 88A(Black)	
2.	HP Laser Toner 12A(Black)	
3.	HP Laser Toner 05A(Black)	
4.	Canon NPG 57	
5.	Canon 337	
6.	Canon 328	
7.	Samsung - 4521	
8.	Panasonic - KXMB1530	
9.	Toshiba E- Studio 455	
10.	Toshiba E- Studio 306	
11.	Toshiba E- Studio 457	
12.	Ricoh SP 200	



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## 6. Declaration of Eligibility

\_\_\_\_\_  
I, the undersigned (*Name and address of representative*)  
Representative of

\_\_\_\_\_  
(*Name and address of company*)

Declare that the following conditions are applicable to us;

- ❖ We are registered.
- ❖ We are not bankrupt or in the process of going bankrupt.
- ❖ We have not been convicted for an offense concerning professional conduct.
- ❖ We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- ❖ We have fulfilled obligations related to payment of taxes.
- ❖ We are not guilty of serious misinterpretation in supplying information.
- ❖ We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on tender committee).
- ❖ We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
- ❖ We do not employ personnel below the legal working age.
- ❖ We provide basic social rights and fair working conditions to our employees.

WITNESSES

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name, Address)

DECLARANT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Location, date)