

**Jammu & Kashmir Entrepreneurship Development Institute (JKEDI)**

(An organization of Government of Jammu & Kashmir)

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, PAMPORE, KASHMIR</b>	<b>Tender No.: JKEDI/U&amp;S/2017/55</b>
<b>Ref: Preferred Supplier for Office Stationery Items.</b>	<b>Date: 15.07.2017</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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## 2. TENDER NOTICE

For & on behalf of Director JKEDI, tenders are invited from interested parties to submit their proposals for supply & printing of office stationery for its offices situated at Pampore, Kashmir & JLN Udyog Bhawan, Jammu.

Sealed quotations affixed with Rs 6/- Revenue Stamp and accompanied with CDR of ₹20,000/- (Rupees Twenty Thousand Only) pledged to Director, J&KEDI, Pampore are invited from the Dealers of repute/Registered firms for the supply of office stationery items.

The tendrr document can be had from Head Estates - Utilities & Support of the Institute against a payment of Rs 1,000/- (non- refundable) which should be in the form of Demand Draft drawn in favour of Director, J&KEDI, Pampore from **July 15<sup>th</sup> 2017**. 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/- (Rupees One Thousand only) drawn in favour of Director, J&KEDI, Pampore, at the time of submission.

The Tender documents, in complete form, should reach to the office of Head, Estates- Utilities & Support of institute by or before **08<sup>th</sup> August, 2017** and shall be opened on the same day at 3 P.M. or any other day convenient to purchasing committee in presence of the bidders who wish to be present.

**Head**  
**Estates-Utilities & Support**

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### 3. General Conditions for Tender

#### 1. Tender Basis:

- All Tender Documents must be complete in all respects
- The rates approved under the contract shall be valid for a period of 24 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. The contract can however be terminated by either party on one month's notice.
- 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 CDR.
- 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 **20** days from the date of receipt of order from the Institute, failing of which a penalty of ₹200 shall be charged per day.
- The rates quoted shall be F.O.R JKEDI Sempora, Pampore & JKEDI, JLN Udyog Bhawan Jammu including all applicable taxes.
- All bids shall be made in accordance with the Tender Document 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.
- All the applicable taxes will be deducted at the time of making payments to successful bidder.
- 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 samples shall render the whole supply liable for rejection besides imposition of penalty / forfeiture of Margin Money.
- Items where brands are not specified standard quality items shall be supplied.

#### 3. Payments:

Accumulated payment on order purchase basis; after the 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.

#### 4. Mode of Payment:

Cheque or Wire Transfer within 10 working days after issuance of certificate to the effect that the supplies are satisfactory by authority designated by JKEDI in this regard.

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**5. Minimum Pre-qualification criteria:**

- The supplier should be sole proprietary concern or partnership firm and should have been in operation/ existence for more than 1 year.
- The supplier should be authorized to print & supply items as mentioned in Annexure “A”
- The tender document shall contain photocopies of PAN card, TIN certificate/ GST certificate, Experience certificate & Dealer/ Distributor authorization certificate.

**6. 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.
- Have been blacklisted by any Govt. or semi Govt. organization.
- Were declared at serious fault of implementation owing to a breach of their contractual obligations.

**7. Bid Evaluation:**

The purchase 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 purchase Committee may, at its discretion, request clarification from Vendor.

**8. 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, however, obliged to accept the lowest bid.

**9. Acceptance of Successful Tender:**

Taking into consideration the recommendation of the purchase Committee, JKEDI will make the final choice of the supplier. The intimation of the same will be sent to the successful bidder. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the rate contract with JKEDI. 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

**10. 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 institute.
- (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 Bidder \_\_\_\_\_
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  
 .....  
 .....  
 .....  
 .....
9. Bidder's bank, its address and his current account number  
 .....  
 .....
10. Bidder's PAN No. \_\_\_\_\_
11. Bidder's TIN No./ GST No. \_\_\_\_\_
12. Whether blacklisted by any Govt./ Semi Govt. Organization \_\_\_\_\_

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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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<b>ANNEXURE "A"</b>				
<b>Stationery Items</b>				
<b>S. No.</b>	<b>Item</b>	<b>Specification/Make</b>	<b>Size</b>	
1	Brochure	150gsm Multicolour	A4	/Per Page
2	Newsletter	170gsm Multicolour	A4	/Per Page
3	Certificates	Art Card-300 gsm Multicolour	A4	
4	Letter Heads	Bond paper- 110gsm Multicolour	A4	
5	DO Pads	Bond paper- 110gsm Multicolour	A4	
6	Lunch Coupons	150gsm printing Paper 1X10 per page	9"X11"	Per Book of 50 bill performs
7	Bill Books	Printing Paper 58gsm Triplicate	10"X7"	Per Book of 50 bill forms
8	Receipt Books	Printing Paper 58gsm Triplicate	10"X7"	
9	Flyer / Leaflets	100gsm Printing on both sides	170mm X 240mm	
10	Self Inking	Standard		
11	Rubber Stamps	Standard		

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12	Forms	Executed Bond Paper / 80 GSM A4 Printing on both sides with standard printed A4 envelope and card(5 Pages)	Coloured	
			Black & White	
13	Envelopes:			
	a) File Size	Yellow laminated	Standard Quality	
	b) A4 Size	Yellow laminated	Standard Quality	
	c) Letter size	Yellow laminated (11"X5")	Standard Quality	
	d) Letter size	White (11" x 5")	Standard Quality	
e) Letter size	White (9" X 4")	Standard Quality		
14	Business Cards	300-500gsm	50.8mm X 88.9mm	
15	Identity Cards with standard printed broad ribbon	Plastic	55mm x 88.9mm	
16	Product Info	120gsm	360mm X 224mm	
17	K.O.T Book	9"x11"  Each page 4"x3.6"X6	Triplicate  (As per Sample)	
18	Visitor Books	12"x10" (300 Pages)	(As per Sample)	



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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 at 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

DECLARANT

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

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

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

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