

Location: JKEDI, PAMPORE, KASHMIR	Tender No.: JKEDI/CMAE/Advt./17/33
Ref: Preferred Supplier for Office Stationery Items.	Date: 23.05.2017

1. Tender Document Receipt

CONTRACTOR	
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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

FULL NAME:	
SIGNATURE:	
DATE & TIME:	
CONTACT NUMBER/ ADDRESS	
EMAIL:	
WEBSITE:	

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2. TENDER NOTICE

JKEDI, hereby invites interested parties to submit their proposals for Supply 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/FDR of Rs.30,000/- (Rupees Thirty Thousand Only) pledged to Director, J&KEDI, Pampore are invited from the Dealers of repute/Registered firms for the supply of office stationery items.

Interested parties may collect the detailed Tender Document 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 Estates- Utilities & Support department of the Institute during office hours from May, 25th 2017. The Tender Document can also be downloaded from the official website of JKEDI, www.jkedi.org. Tender documents, thus downloaded from the website shall be accompanied by a Demand Draft for Rs 1,000/- 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 June, 10th 2017, upto 2 P.M. 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 Rs. 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 quoted.

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.

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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.

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 3 year.
- The supplier should be authorized dealer of the items mentioned in Annexure "A"
- The tender document shall contain photocopies of PAN card, TIN 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.

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(An organization of Government of Jammu & Kashmir)

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Leh, Ladakh-194101, Contact: Kashmir: 01933-224362/65/67: Jammu: 0191-2474512, 2477327/329

Website: www.jkedi.org

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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).

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8. Name of Bidder/Proprietor/Partners/Directors

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.....
.....

9. Bidder's bank, its address and his current account number

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.....

10. Bidder's PAN No. _____

11. Bidder's TIN No. _____

12. Whether blacklisted by any Govt./ Semi Govt. Organization _____

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"

Stationery Items

S.No	Item	Specification/Make	Unit	Rate Quoted
1	Photo paper	A4-180GSM (JK/BILT/Oddy)	Per Ream (30 Sheets)	
2	Paper Photostat	A4-80GSM (Power/Trident)	Per Ream(500 Sheets)	
3	Paper	FS-80 GSM (Power/Trident)	Per Ream(500 Sheets)	
4	Paper Sheet Green	FS-90 GSM (JK/Power/Bilt) FS -70 GSM((JK/Power/Bilt))	Per Ream	
5	File Folders with Flaps	Standard	Per Pc	
6	Permanent Marker	Faber Castle/Luxor/Reynold/Cello- 1222 (Big)	Per Pc	
7	Correction Fluid	Pen Type/Liquid Type Kangroo15 ml.	Per pc	
8	Register Blank (Jindal/ Classmate) Hard bound	Long - 200 pages	Per pc	
		- 300 pages	Per pc	
		- 500 pages	Per pc	
9	Temporary Marker	Cello/Cores/Faber Castle White Board Marker (Big) 10 Pens Per Box	Per Box	
10	Rewritable DVD's	Moserbear/Sony/Samsung	Per pc.	
11	Blank DVD's	Moserbear/Sony/Samsung .	Per pc.	
12	Pen Drive	HP/Moserbaer/Sandisk, Samsung(8GB/16GB) . USB 3.0	Per pc.	
13	Calculator	12 Digit-Casio/Citizen/Orpat .	Per pc.	

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14	Ball Pen	Cello/Luxor/Pentek/montex/Reynolds 0.5 (Red/Green/Black/Blue)	Per Pkt. (10 pcs)	
15	Ball Pen	Blue with Print JKEDI & Logo	Per pc	
16	Gel Pen	Cello/Luxor/Pentek/montex/Reynolds (Red/Green/Black/Blue).	Per Pkt. (10 pcs)	
17	Pilot Pen	Luxor V5 (Red/Green/Black/Blue) .	Per pkt. (12 pcs)	
		Luxor V7 (Red/Green/Black/Blue) .	Per pkt. (12 pcs)	
18	File Tags	Short (White) Superior .	Per Bundle	
19	File Tags	Long (Green) Superior .	Per Bundle	
20	Stapler Big	Heavy Duty HD-23517 Kangaroo .	Per pc.	
21	Stapler pins	Heavy Duty (HD-23517) Kangaroo .	Per box	
22	Stapler Small	Kangaroo 10A .	Per Pc.	
		Kangaroo HD-10D .	Per pc.	
		Kangaroo Trendy-35 .	Per pc.	
23	Stapler pin	Kangaroo No 10.	Per Box	
		Kangaroo 24x6 .	Per Box	
24	Paper Flag	Multicolor	Per Pkt.	
25	Removable Self Adhesive Notes	75x75 mm, 100 sheets.	Per Pkt	

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26	Glue Stick	Kores/Pidilite 15 gms.	Per pc.	
27	Executive Pads	Bilt Matrix, /Classmate 75 GSM 100 pages/50 Pages	Per pc	
28	Remote Bell	Musical (Different Frequencies) .	Per pc.	
29	Paper Cutter	Prestige, Saya(Medium) .	Per pc.	
30	Dak Pad	Standard	Per Pc	
31	Pencil	HB Nataraj/Faber Castell 10 Pencils Box	Per Box	
32	Pencil Shorthand	Shorthand 10 Pencils Box	Per Box	
33	Pin Cushion	Superior type	Per pc.	
34	Highlighter	Luxor /Faber Castle .	Per Pkt.	
35	Punch Machine	Kangaroo DP800 .	Per pc.	
		Kangaroo DP500 .	Per pc.	
		Kangaroo DP600 .	Per pc.	
		Kangaroo DP700 .	Per pc.	
36	Index File A to Z	Superior Quality (as per sample) .	Per pc.	
37	Eraser (Rubber)	Standard (Non-Dust)	Per pc.	
38	Drawing Pin	Standard	Per box	
39	Stamp Pad	Supreme (Small, Medium & Big) .	Per pc.	
40	Sketch pen	Luxor/Camlin (Multicolour/Black) 10 pens each packet.	Per pkt.	
41	Scale	30 cm, 45 cm (Plastic & Steel)	Per pc.	
42	Binder Clip	Omega/Corporate Binder Clips - 19 mm & 25 mm .	Per pkt.	
43	Paper Tray	Plastic (4 Trays)	Per pc.	

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44	Paper Clip	Omega/Zen 33 mm size 28 (Steel) .	Per pkt.	
45	Bond paper	A4 size Executive.	Per Ream	
46	Wet Soab	Standard Quality	Per Pc	
47	Carbon Paper	Kangaroo/Kores A4 Size .	Per Ream	
48	Attendance Register	Standard 3 Q	Per pc.	
49	Adhesive Tape	Brown Large Size 2" of 30 meters each	Per pc.	
50	Adhesive Tape	Transparent Large Size 2" of 30 meters each	Per pc.	
51	Adhesive Tape	Small	Per pc.	
52	Poker/Ari	Stainless Steel	Per pc.	
53	Scissors	Big & Medium (Standard Make)	Per pc.	
54	Writing pad	Matrix 95 GSM 50 Pages & 100 pages with print.	Per dozen	
55	Writing Pad	Shorthand Standard	Per dozen	
56	Diary	Hard cover executive normal size	Per pc.	
57	Card folders	Standard	Per pc.	
58	USB Hub	4 ports of Standard Brand Quantum/Iball etc	Per Pc	
59	Wall Clock	Ajanta/Orpat Silent Type Round White Background. ()	Per pc.	
60	Ledger Files	Full Cloth Binding 12 Q & 10 Q	Per pc.	
61	Cash Book Cloth Binding (Bank Column)	Full Cloth Binding 12 Q & 10 Q	Per pc.	
62	Pencil Sharpener	Natraj/Faber Castell .	Per pc.	
63	Battery	AAA, AA of Standard Quality	Per pc.	

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		9volt (Original Duracell)		
64	Tape Dispenser	2 inches with Superior Quality	Per pc.	
65	File Folders	Leather with Printing	Per pc.	
66	Paper Pin	Standard	Per box	
67	Paper weight	Standard	Per pc.	
68	File Covers	Paper Made (Brown) with printing, 1.5mm thickness, Having One White Tag (Short Tag) on upper corner and One Green Tag (Long Tag) in the center.	Per pc	
69	File Folders	Transparent Plastic with printing	Per pc	
70	Slip Pads/ Note pad	Standard with print (20 pages)	Per pc	
71	CD Pouch	Large Size (100 CD capacity)	Per pkt	
72	Magazine Holder	Standard Type	Per no	
73	Photo Album	Large Size (300 capacity)	Per no	
74	Stamps	Self Inking Round/Flat	Per no	
		Per Line Stamp with Handle	Per Line	
		Adjustable Date Stamp	Per No	
75	Labels	Laserjet (99mm x 34 mm)	per sheet	
76	Name Plates	Standard 12 inch	per box (20 pc)	
77	Water Glasses	(Glass make) for Drinking water 200 ml Standard Type	per dozen	
78	Executive Pads	Spiral binding, ruled, bond paper including print	per pc	
79	Thread	Nylon	per ball	

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80	Tape	Electric (ISI Standardized)	per pc	
81	Peon Book	Standard make	per book	
82	Car Log Books	Standard make Big Size	per book	
83	Pen Holder	Small Size	per no	
		Medium Size	per no	
		Large Size	per no	
		Special Quality with Digital Watch		
84	Permanent Marker / DVD Marker	Pen type for DVD	per box of 10 pc	
85	Table Top	Flat	Per no	
		Raised	Per no	
86	Stock Register	Cloth Binding 12 Q & 10 Q Hard Binding: 2Q & 4Q	Per pc.	
87	Dispatch Register	Hard Binding 4 Q Swarasti/Jindal	Per pc.	
88	Spiral Binding Sheets	Standard	Per Set (200 sheets)	
89	Spiral Binding Wire	Standard, 8mm and 12 mm	Per Kg	
90	Asset Register	Hard Binding 7 Q	Per Kg	
91	Driver Log Book	Standard, Ledger Paper: 100 Pages	Per book	
92	Flip Charts	Standard	Per Pc	
93	Flip Chart Stands (Easel)	Stainless Steel of Standard Brand	Per Pc	
94	Brown Sheets	Standard	Per Sheet	

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95	Paper Tape/Mask Tape (Medical)	1 inch Standard 10 meters/ 30 meters	Per Pc	
96	Plastic Dusters	Standard	Per Pc	
97	Stapler Medium	HP 45 (Kangaroo)	Per Pc	
98	I Card Pouch with Rope	A3, Transparent Polythene Make	Per Pc	
99	Drawing Sheets	Standard	Per Pc	
100	Flip Chart Clips	Big Size, Stainless Steel	Per Pc	
101	File Folder	Plastic Made with Handle	Per Pc	
101	Hard Disc 2TB GB	Seagate, Samsung, Transcend/ Standard Brand... USB 3.0	Per Pc	
102	Wet Tissue	Wet Facial Tissue with fragrance 100 tissues per packet	Per Pkt	
103	Parker Pens	Gel/Fountain	Per Pc	
104	Parker Refills/ Ink	Refill/inkpot of above quoted Parker Pens	Per Pc	
105	Card Reader	5 in one Card Reader for SD/Micro Cards	Per Pc	
106	White Marker Boards	Two Sided 6x4	Per Pc	
107	Combination Board	Standard with size 4x2	Per Pc	
108	Cush Ball	Soft Rubber as per sample	Per Pc	
109	Football	Made of Rubber as per sample	Per Pc	

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110	Rattle	Made of unbreakable Plastic used as toy	Per Pc	
111	Double Side Foam Tape	Oddy/standard Brand 1 inch 5 meter	Per pc	
112	Visiting/ Business Card	180 GSM Mat Paper Multicolor 100 cards per box	Per Box	
113	Envelopes	Laminated and Printed Letter Size 11x5 White/Brown Letter Size 9x4 White/Brown A4 Size File Size	As per Sample Per Pc	
114	Dustbin	Plastic Made Unbreakable as per sample (Bucket Type without lid)	Per Pc	
115	Ring File Cover	Standard Type Superior	Per Pc	
116	Paper Photostat	Colored 95 gsm (Pink, Yellow, Green, Blue)	Per Ream (500 sheets)	
117	File Movement Register	Hard Binding 6 Q	Per Pc	
118	Visitor Register	Hard Binding 12 Q	Per Pc	
119	Rubber Bands	Rainbow	Per PKT	
120	Notice Boards	Wooden with lock & Glass front 4'X3' & 5'X3'	Per Sq FT	
121	Notice Board Pins	Pony/ Infinity	Per PKT	
122	File Covers	Paper Made laminated with printing, 1.5mm thickness, Having One White Tag (Short Tag) on upper corner and One Green Tag (Long Tag) in the center.	Per pc	

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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*)