


**Jammu and Kashmir  
Institute of Management, Public Administration & Rural Development  
Main Campus, Moulana Azad Road, Srinagar-190001.**

**Tender Notice for supply of Stationery Items**

Sealed tenders affixed with Rs.10/- (Rupees ten only) are hereby invited from SSI Units, Registered firms/Manufactures/authorised distributors for supply of stationery items for the year 2017-18. Tenders along with terms and conditions available with Deputy Director IMPARD Srinagar/Jammu against non-refundable cash payment of Rs.100 (Rupees hundred) only up to **25-07-2017** during office hours, subject to the production of Sales tax Registration/TIN Registration etc. The Tender documents along with specification and terms and conditions can also be downloaded from our official website: [jkimpa.nic.in](http://jkimpa.nic.in) for which the cost of tender documents in the shape of Demand Draft of Rs.100 (Rupees hundred only) non-refundable shall have to accompanied with TIN Registration number/ PAN along with CDR of Rs.20,000/= (Rupees twenty thousand only) Pledged in the name of FA/CAO IMPARD. The tenders should reach the office of Deputy Director, Jammu and Kashmir Institute of Management, Public Administration Rural Development (IMPARD), Main Campus, M.A. Road Srinagar/ IMPARD Regional Centre, Sidhra, Jammu by or before **01-08-2017** up to 2.00 P M. The tenders shall be opened on the same working day or any subsequent day in presence of Tenderer who intends to be present. Further details can be had from the Deputy Directors, IMPARD, Srinagar/Jammu during office hours whose contact numbers are 0194- 2480539 and 0191-2100298 respectively. The Tenderers shall have to provide sample pieces of each item and have to ensure warranty period as guaranteed against each item at least for one year from the date of its manufacture. The rates to be offered against the items procured are annexed as Annexure "A" with Tender documents.

  
(Tariq Ahmad Kakroo)  
Deputy Director  
IMPARD, Srinagar

NO. IMPA/Pur/S-8/2017/1570-73.  
Dated 10/07/2017

Copy to:-

1. Joint Director, IMPARD.
2. FA/Chief Accounts Officer IMPARD.
3. Deputy Director J&K IMPARD, Regional Centre, Jammu.
4. PS to VC & DG fkiio VC & Director General, J&K IMPARD
5. System Administrator, IMPARD, Srinagar, with the directives to up-load the tender notice with terms and conditions on IMPA website.
6. Concerned file.


TERMS AND CONDITIONS OF TENDER NOTICE ISSUED FOR SUPPLY OF  
STATIONERY ITEMS

1. Quotations must be endorsed in properly super scribed envelopes according to the directions given in the tender notice .The rate nit must not under any circumstances be altered and the rate must be entered in the words as well as in figures. Additions /alterations, if any must be properly initialled and cell taped.
2. Tenders should be given by the registered firms only indication C.S.T and G.S.T Nos. Copies of which should be enclosed with the tender along with a certificate from the Sales tax /IT Department to the effect that the tenderer has filled the Sales tax /IT return of last Quarter.
3. The tenderer shall be deemed to have carefully examined the conditions, specifications, size make etc. Of the material goods to be supplied .If he shall have any doubt as to the meaning of any portion of these conditions of the specifications. Size, make patent etc. he shall before filling the tender refer the same to the Deputy Director IMPAD.
4. The contractor shall not assign or sublet his contract or any part thereof to any other agency .If this is done the contract would be liable to termination and CDR forfeited and even penalty as admissible under rules imposed.
5. The Director General IMPARD or his duly authorized representative shall have at all reasonable time access to the supplier's premises and shall have the power at all reasonable times to inspect and examine the materials and workmanship of the goods.
6. The rates quoted must be F.O.R. destinations in the premises of IMPARD Srinagar/Jammu and shall include all charges/expenses/Taxes/fright etc. The Tenderer shall be responsible for the proper packing so as to avoid any damages during the transportation and delivery of the material in good conditions. No extra cost on such account shall be admissible.
7. The tenderer whose tender is accepted shall arrange supplies within a period of one week as approved samples of Department from the date of receipt of supply order according to the requirement of the department. In case it fails to supply the same ,the department reserves the right to black list the firm and forfeit its CDR.
8. The contract of supply can be repudiated at any time if the supplies are not made to satisfaction of VC & Director General IMPARD.
9. Tender must be filled in ink or ballpoint pen .Tenders filled by pencil or otherwise shall be rejected, additions and alterations in the tender should be avoided .No over writing should be done .Correction in the rates ,if any should be done clearly and properly initialled.
10. The tenderer should sign the tender form and document at each page at the end in token of the acceptance of all the terms and conditions of the tender and the agreement.






24. The supply should reach office of Deputy Director, IMPARD Srinagar/Jammu in one time not in breaks) as per supply order.
25. The CDR/FDR of unsuccessful tenderers shall be released after finalizing the rate contract with successful tenderer or period of expiry of rate contract.
26. The tenderer shall certify on the body of the bill that the rate s charged are lowest rate offered to any government department /Institutions.
27. An other terms and conditions in terms of book of financial code volume -I shall be applicable at all times.
28. The tenders quoted on the name of other firms shall not be entertained and rejected without assigning any reason.

  
Deputy Director  
IMPARD, Srinagar

Annexure "A"

S. No.	Particulars	Tentative Requirement
1.	Photostat Paper A-4 size 80 GSM	2500 Reams
2.	Executive Folder	6000 Nos.
3.	Certificate Folder as per simple (A-4 size)	4000 Nos.
4.	Slip Pad Spiral Binding	6000 Nos.
5.	Ball Pens	10000 Nos.
6.	File Cover	10000 Nos.
7.	File Flap	5000 Nos.
8.	White Board Marker	2000 Nos.
9.	Duster Cloth	4000 Nos.
10.	Flip Chart	400 Nos.
11.	White Fluid Pen	200 Nos.
12.	White Board Duster	200 Nos.
13.	Glue Stick	200 Nos.
14.	Pilot Pen(Grip V-10)	400 Nos.
15.	Blank CD	4000 Nos.
16.	File Sticks	100 Pkts.
17.	Note Sheet Pad	400 Pads
18.	Tape Roll Brown	200 Nos.
19.	Tag (Big/Small)	200 Bundle
20.	Pen Drive (4GB)	Need basis
21.	Pen Drive (8GB) & 16 GB	Need basis
22.	Pen Drive (32 GB)and 64GB HP	Need basis
23.	Photo paper 250 and 280 GSM	600 Pkts.
24.	Transparent Sheets/OHP sheets	400.Pkts
25.	CD Cover Plastic	4000.Nos.
26.	Sketch Pen sets	400. Pkts.
27.	Drawing Sheets	1000.Sheets



28.	Locks big size	100.Nos
29.	Stapler Kangaroo 24/6 & 10.Nos	100.Nos.each
30.	Stapler Pins 24/6 10, 32 Nos.	40.Boxes each
31.	Dust Bin	100.Nos.
32.	Paper Tries	100.N0s.
33.	Scissors	120.Nos.
34.	High Lighter	120 Pkts.
35.	Paper Punch	100.nos
36.	OHP Pen Sets of (07 Nos) (Permanent Marker)	400.Pen sets
37.	CDs R.W.	400.Nos
38.	DVDs 8.5 GB	600.Nos
39.	Paper Pins steel	200.Boxes
40.	Drawing Pins	100.Boxes
41.	Blank registers	200 nos.
42.	Pencil/Shapner & rubber	200 nos. each
43.	Short hand notebook	200 nos.

**computer peripherals and Photostat Tonners**

1.	Cartridges H.P. LaserJet( 88A ) and (35A)	As per need
2.	Toner Ricoh photo state Machine Mp2000L2 & MPL2003	As per need
3.	Toner for HP Laserjet Pro Colour M451dn(305A) B/W - Colour (full set)	As per need
4.	Riso EZ 200A Stencil and Ink tubes	As per need.
5.	Tonner cartridge for RICOH MPC-2003 B/W & colour full set	As per need.
6.	Toner cartridge for Xerox 3220	As per need.
7.	Toner cartridge for sharp AR 5731	As per need

  
Deputy Director

11/2/12