



**J&K INSTITUTE OF MANAGEMENT PUBLIC ADMINISTRATION &  
RURAL DEVELOPMENT**

Main Campus, M.A. Road, Srinagar  
Regional Centre, Sidra, Jammu

<b>Location: JKIMPARD, Srinagar/ Jammu</b>	<b>Tender No.: IMPARD/Sty/S-53/18</b>
<b>Ref: Supply of Stationery Items</b>	<b>Date: 21-12-2018</b>

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**Name of the Supply: Supply of Stationery Items**

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**INVITATION OF e-BID**

**Tender Notice No: IMPARD/Sty/S-53/18**

**Dated:-21-12-2018**

E-tenders are invited for Supply of Stationery Items at JKIMPARD, Srinagar/ Jammu from the Firms/ Authorized Suppliers.

S.No	Name of Supply	Estimated Cost of supply (Amount in Rs)	Earnest Money (Amount in Rs)	Tender document fee (Amount in Rs)	Time of Completion
1.	Supply of Stationery Items	` 18.00 lacs	` 0.36 lacs	`1000/-	24 days

Detailed Tender Documents along with Bill of Quantities (BOQ) and terms & conditions etc. can be downloaded from [www.jktenders.gov.in](http://www.jktenders.gov.in) as per the schedule given below:

1. Date of Issue of Tender Notice: 21/12/2018
2. Date of uploading of Tender Document: 21/12/2018
3. Bid Submission Start Date: 25/12/2018 (1000 hrs)
4. Bid Submission End Date: 15/01/2019 (1800 hrs)
5. Receiving hard copy of all prescribed documents & Original DD & EMD: Upto 15/01/2019.
6. Bid Opening Date: 17/01/2019

The bid must be accompanied with cost of tender documents in shape of non-refundable DD of (Rupees only) drawn in favour of FA/CAO, JKIMPARD, J&K.



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Earnest money in the shape of CDR/FDR for the above amount shall be pledged to the FA/CAO, JKIMPARD, J&K.

Hard copies of prescribed documents received after the scheduled date shall not be entertained.

-Sd-  
Deputy Director  
J&K IMPARD, Jammu



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**Cover – A (Technical/ Pre-Qualification Bid)**

This Envelope shall contain the following:

- A. Scanned copies of all the pages of NIT (Pages) dully page marked at bottom centre of each page signed and stamped by the Tenderers in token of having understood and accepted all the terms and conditions of NIT and specification of the items for which tenders are offered. Tenderer should also furnish (on the covering letter) full name, address and phone.
- B. It is essential that scanned copy of each page of the TENDER DOCUMENT DULY completed and signed by the tenderer is UPLOADED WITH YOUR OFFER in a sequential manner and not haphazardly.
- C. A covering letter signed and stamped by the Tenderer clearly mentioning the name of items against which Tenders are offered
- D. Appendix-I duly filled up, signed and stamped as per the prescribed format.
- E. Scanned copy of Call Deposit Receipt/FDR as Earnest Money Deposit must be placed in separate PDF file.
- F. Scanned copy of bank voucher Deposit Receipt as Tender fee must be placed in separate PDF
- G. Appendix-II duly signed and stamped by the Tenderer in token of acceptance of delivery of items within the stipulated delivery period.
- H. Appendix-III duly signed and stamped by the Tender in token of acceptance of furnishing guarantee/warrantee of the item.



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- I. Tenderers are advised not to upload any irrelevant/un-necessary document against e-NITs.
- J. No duplicate documents/pages shall be uploaded by the bidders,
- K. Tenderer should submit the detail of samples with regards to its brand and the name of the concern manufacturer/ mill for tendered items.



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**Cover – B (Financial Bid/ Price Bid) – (Online only)**

This Price shall include the following:

- A. Rates quoted should be in Indian Rupees.
- B. Rates quoted shall be valid till the validity of the contract i.e up to 30.04.2020.
- C. a) Note: - On due date of opening of tender i.e. 17.01.2019 at 1100 hours. Only technical bids shall be opened and the technical evaluation process will start. Those who qualify in the technical evaluation will be informed online.
- b) Note: - Before opening of financial bids, samples of technically qualified bidders may be further physically evaluated/assessed.



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**DELIVERY OF GOODS, INSPECTION THEREOF AND PAYMENT.**

1. As soon as the acceptance of the tender offer is communicated to the successful tenderer online, the contract shall be binding on him. The earnest money of the tenderer who backs out or withdraws his tender or fails to abide by it after acceptance thereof is communicated/posted to him, shall be forfeited besides other penal remedies that may be available to the Department under the law for the time being in force in the State of J&K shall be taken recourse to.
2. The successful tender will have to execute an agreement in prescribed proforma as per annexure III (immediately after the issue of supply order) with the Department for due performance of the contract which shall be furnished within 10 days of date of issue of supply order.
3. The successful tenderers will have to supply the stationary articles strictly as per the specifications/ qualities, approved samples.
4. Goods shall be delivered as per supply order at JKIMPARD Srinagar/ Jammu duly packed in perfect condition. The supplier ,who so desires, may insure the goods against loss or theft, destruction, damage by exposure to weather or otherwise
5. Successful tenderer shall have to make supplies within the stipulated delivery period of Supply order.



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**GENERAL TERMS AND CONDITIONS**

1. The bidder shall be deemed to have fully understood the terms and conditions of the tender, specification, size, patterns, make/model etc. of the articles to be supplied and in case of any doubt bidder may seek clarification within 15 days only from the publication of this tender online.
2. A conditional tender shall be summarily rejected. No condition other than those mentioned in the tender document will be entertained.
3. Complete bidding process will be online. Before submission of online bids, the bidders must ensure that all the necessary documents have been uploaded.
4. The tenderers shall furnish samples in triplicate which should conform to the standards/ specification as asked for and be submitted properly in sealed cover and signed with complete details recorded on it. The tenderer who fails to submit the sample shall not be entertained even if his offer is lowest.
5. Purchaser reserves the right to get the manufacturing capacity of all or any of the firms re-verified irrespective of the registration status or any other document/ information provided by the bidder.
6. Purchaser reserves the right to increase or decrease the quantity of items allotted to successful bidder.
7. Purchaser reserves the right to cancel/ reject or scrap any tender offer or part of it or all the tenders without assigning any reason with no consequential liability.
8. If at any stage of the tender process two or more bidders are found in collision between/ among themselves with intent to reduce competition , set price, share technical expertise, share business information/decision, control/ share production and / or distribution of products and raise price, all such tenders shall be out rightly rejected.





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9. If at any stage of tender process, any bidder(s) is/are found influencing any government servant associated with or handling the tender process and supplies thereof, bid of such tenderers shall be rejected besides invoking any other provision available under rules.
  
10. Bids submitted online shall only be accepted and manual bids shall be rejected and no document other than those mentioned in the NIT shall be accepted manually.
  
11. J&K IMPARD may call any bidder at any stage of the tender process for seeking any clarification.
  
12. Quantity mentioned in the tender is tentative and will be increased/decreased based on real time requirement.
  
13. The detailed NIT and BOQ is available on J&K State e-Procurement Portal: [www.jktenders.gov.in](http://www.jktenders.gov.in). In case of any clarification, please contact on Phone Nos. 9596886023, 7006552492
  
14. The successful tenderer shall not be allowed to assign or sublet the contract or any part thereof to any other person/ party.
  
15. All legal proceedings if unavoidable to arise and to institute by either of the parties to the contract, the same shall be lodged in courts situated in Jammu and Kashmir State only and not elsewhere.



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**APPENDIX-I**

**MANUFACTURER'S AUTHORIZATION LETTER/CERTIFICATE**

The FA/ CAO  
J&K IMPARD, Srinagar/ Jammu.

Subject:- \_\_\_\_\_

Sir,

Please refer to your e-tendering enquiry (NIT) No. \_\_\_\_\_ dated \_\_\_\_\_

1. We \_\_\_\_\_ who are proven and reputable Manufacturers of \_\_\_\_\_ (name and description of the goods offered in the tender) having factories at \_\_\_\_\_ hereby authorize M/S \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above said goods manufactured by us.
2. We further confirm that no supplier or firm or individual other than M/S \_\_\_\_\_ (name and address of the above agent/dealer) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above said goods manufactured by us.
3. We also hereby extend our full warranty, CMS support as per the conditions of contract, read with modifications, if any, in the special conditions of contract for the goods and services offered for supply by the above firm against this Tender document.

Yours faith fully

Signature with date, name and designation

For and on behalf of M/S \_\_\_\_\_



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(Name and address of the Manufacturers)

Note:-

1. This letter should be on the letter head of the manufacturing firm and should be signed by the person who is competent having the power of attorney.
2. Scan copy of the original letter must be attached with tender documents.

SIGNATURE OF THE TENDERER



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**APPENDIX-II**

Performance statement for last two years.

Name of the Firm	
Description of Stores	
Quantity of order	
Value	
Original D.P	
Quantity supplied within original D.P	
Final Ext. D.P	
Last supply position.	
Reasons for delay in supplies (if any)	
Past performance in % age up to 2 crores	
Past performance in % age above 2 crores	

SIGNATURE OF THE TENDERER



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**APPENDIX-III**

Reference e NIT No. \_\_\_\_\_ of 2018 dated \_\_\_\_\_.12.2018

The FA/ CAO  
JK IMPARD, Srinagar/ Jammu.

Sir,

I \_\_\_\_\_ hereby declare that goods, stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particular contained/mentioned in the contract. The contractor hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of acceptance of supplies by the purchaser. If during the aforesaid period of 12 months, the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and purchaser shall be be entitled to call upon the contractor to rectify/replace the goods/stores/articles or such portion thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/articles/stores rectified/replaced from the date of rectification/replacement thereof. In case of failure of the contractor to rectify or replace with the goods etc. within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores by the available means.

Yours faith fully

Signature with date, name and designation

For and on behalf of M/S \_\_\_\_\_

(Name and address of the Manufacturers)



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Note:-

This undertaking should be on the letter head of the manufacturing firm and should be signed in person by the manufacturer.

Scan copy of the original letter must be attached with tender documents.

SIGNATURE OF THE TENDERER



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Description of Items

Annexure "A"

S.No.	Item Description	Tentative Quantity (Srinagar & Jammu)
1	2	3
1.00	Photostat Paper A-4 size 80 GSM JK Sparkle/ JK Paper	4000
2.00	Executive Folder as per sample	12000
3.00	Certificate Folder as per sample (A-4 size) with IMPA Logo	12000
4.00	Slip Pad Spiral Binding ( Forty leaves) with IMPA Logo	12000
5.00	Ball Pens	15000
6.00	File Cover	4000
7.00	File Flap	2000
8.00	White Board Marker	2400
9.00	Duster Cloth	1000
10.00	Flip Chart	200
11.00	White Fluid Pen	200



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12.00	White Board Duster	200
13.00	Glue Stick	200
14.00	Pilot Pen(Grip V-10)/V-7/V-5	400
15.00	Blank CD	400
16.00	File Sticks	400
17.00	Note Sheet Pad	400
18.00	Tape Roll Brown 2"—4"	400
	Adhesive Tape Roll	200
19.00	Tag (Big/Small	400
20.00	Pen Drive (4GB),8GB,16GB	Need basis
21.00	Photo paper 250 and 280 GSM(Decimate)	400 pkts
22.00	Transparent Sheets/OHP sheets	200
23.00	CD Cover Plastic	2400
24.00	Sketch Pen sets	400
25.00	Drawing Sheets	2000
26.00	Locks big size	60





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<b>27.00</b>	<b>Stapler Kangaroo 24/6 &amp; 10.Nos</b>	<b>100</b>
<b>28.00</b>	<b>Stapler Pins 24/6 &amp; 10 Nos.</b>	<b>100 Boxes</b>
<b>29.00</b>	<b>Dust Bin for waste paper</b>	<b>60</b>
<b>30.00</b>	<b>Paper Trays</b>	<b>30</b>
<b>31.00</b>	<b>Scissors</b>	<b>20</b>
<b>32.00</b>	<b>High Lighter</b>	<b>100</b>
<b>33.00</b>	<b>Paper Punch</b>	<b>40</b>
<b>34.00</b>	<b>OHP Pen Sets of (07 Nos) (Permanent Marker)</b>	<b>200</b>
<b>35.00</b>	<b>CDs R.W.</b>	<b>Need basis</b>
<b>36.00</b>	<b>DVDs 8.5 GB</b>	<b>Need basis</b>
<b>37.00</b>	<b>Paper Pins steel</b>	<b>Need basis</b>
<b>38.00</b>	<b>Drawing Pins</b>	<b>Need basis</b>
<b>39.00</b>	<b>Blank register</b>	<b>Need basis</b>
<b>40.00</b>	<b>Pencil, Sharpener&amp; rubber</b>	<b>Need basis</b>
<b>41.00</b>	<b>Executive Bags</b>	<b>Need basis</b>



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<b>42.00</b>	<b>Executive Folder as per sample</b>	<b>As per need</b>
<b>43.00</b>	<b>Cartridges H.P. LaserJet( 88A ) and LaserJet Pro M203d</b>	<b>As per need</b>
	<b>Toner HP LaserJet 78 A</b>	<b>As per need</b>
	<b>Toner HP LaserJet 12 A</b>	<b>As per need</b>
	<b>Ink bottle set of 04 colour &amp; b/w for canon G4010</b>	<b>As per need</b>
	<b>Panasonic KX FAT411E Black Toner</b>	<b>As per need</b>
<b>44.00</b>	<b>Toner Ricoh photostat Machine Mp2000L2&amp;MPL2003</b>	<b>As per need</b>
<b>45.00</b>	<b>Toner for HP LaserJet pro colour M 451 DN (3058) B/W colour full set</b>	<b>As per need.</b>
<b>46.00</b>	<b>Riso EZ 200A Stencil and Ink tubes</b>	<b>As per need</b>
<b>47.00</b>	<b>Toner cartridge for RICOH MPV -2003 B/W &amp; colour full set</b>	<b>As per need</b>
<b>48.00</b>	<b>Toner cartridge for Xerox 3220</b>	<b>As per need</b>
<b>49.00</b>	<b>Toner cartridge for sharp AR 5731</b>	<b>As per need</b>
<b>50.00</b>	<b>Name Plates</b>	<b>100</b>
<b>51.00</b>	<b>Board Pins</b>	<b>100</b>
<b>52.00</b>	<b>Mini White Board</b>	<b>12</b>



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The quantity above mentioned items against each items is purely tentative is subject to increase or decrease or may be deleted depending upon the budgetary provisions/ requirements at the time of place of order.

-Sd-

Deputy Director  
J&K IMPARD, Jammu