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GOVERNMENT OF JAMMU AND KASHMIR
HOUSING & URBAN DEVELOPMENT DEPARTMENT
Civil Secretariat
Jammu/Srinagar

No: HUD/Nzrt/Tender/2018-19
Dated 18.07.2018

Notice inviting Tenders for supply of stationery/consumable items

Short term tenders in separate sealed covers are invited by the Housing & Urban Development Department from authorized vendors for one year, for printing and supply of stationery and consumable items **on need basis** as detailed in the enclosed list as Annexure-A which can be downloaded from the official website of Housing & urban Development Department (jkhudd.gov.in) or can manually be collected from the department during office hours.

The items mentioned in Annexure-A are to be purchased on requirement basis and the rates quoted shall remain valid from 01.08.2018 to 31.07.2019. The Stationery/Consumable items will have to be delivered to the Nazarat Section of Housing & Urban Development Department, Civil Secretariat, Srinagar/Jammu.

The Technical and Financial Bids should be sealed in separate covers and super-scribed "Bids for supply of Stationery/Consumable items" should be addressed and submitted to **Director Finance, Housing & Urban Development Department, Room No. 16, Ground Floor, Civil Secretariat, Srinagar by or before 31st July, 2018 upto 5:00 PM**. No tender will be entertained after expiry of prescribed date and time. The tenders will be opened on 01.08.2018 at 2:30 PM in the office chamber of Director Finance, Housing & Urban Development Department, Civil Secretariat, Srinagar.

Sd/-
Director Finance,
Housing &UD Deptt

Annexure – A

| S.No. | Details of Items to be supplied |
|--------------|--|
| 1. | Tonner/Drum/Developer For Xerox Photo copier AR-5019 |
| 2. | Tonner/Drum/Developer For Sharp Photo copier AR-6020N |
| 3. | Tonner Cartridges HP C388A/CF279A/CE278A/HP-18A (CF218A)/HP-19A (CF219A)/12A |
| 4. | Cartridge for Canon 328 |
| 5. | Cartridge for Richo SP 111 |
| 6. | TNP-28 (Konica Minolta) |
| 7. | HP-126a (Black/Cyan/Magenta/Yellow |
| 8. | HP 975 Black/Cyan/Magenta/Yellow (Setup H) |
| 9. | File flap |
| 10. | A4 size paper Rims |
| 11. | Legal size paper (green) rims |
| 12. | Legal size paper (white) rims |
| 13. | Slip pad (Big size) |
| 14. | Slip pad (Medium size) |
| 15. | Slip pad (small size) |
| 16. | Stapler (Big size) |
| 17. | Stapler (Medium size) |
| 18. | Calculator |
| 19. | Punch |
| 20. | Ruler |
| 21. | Colour flags |
| 22. | Sticky pad (Big size) |
| 23. | Sticky pad (Medium size) |
| 24. | Sticky pad (Size size) |
| 25. | Shorthand notebook |
| 26. | Registry |
| 27. | Tags (Big size) |
| 28. | Tags (Small size) |
| 29. | Stapler pins (Big size) |
| 30. | Stapler Pins (Small pins) |
| 31. | Paper pins |
| 32. | Glue stick |
| 33. | Ordinary pen |
| 34. | Superior pen (V7, V5, V10, Uniball, Impact) |
| 35. | Fax roll |
| 36. | Highlighter |
| 37. | Sketch pen |
| 38. | Plastic file covers/ L-folders |
| 39. | DAK Pad |

Annexure – B

TERMS AND CONDITIONS:

1. The successful bidder(s) will have to deposit ₹5,000/- as a security deposit in the shape of CDR;
2. In case the successful bidder(s) are found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In such case, security money deposited (CDR) shall be forfeited;
3. The successful bidder will have to supply the items to this Department either at civil secretariat, Jammu or Srinagar depending upon the station of offices within 10 days from the date of issue of supply order;
4. In case the successful firm fails to supply the items within specified delivery period, the material will be procured from open market at the risk and cost excess, if any, will be recovered from the firm by issuing notice. The office may take necessary action for blacklisting such firm;
5. The tendering firm must quote the rates inclusive of all taxes, however, increase/decrease in any liable taxes will be considered;
6. Prices quoted shall be valid till 31.07.2019;
7. Payment will be made within 35 days from the date of supply of items as per the order. No advance payment will be made in any circumstances;
8. The firm should have an annual turnover of ₹10.00 lakhs (rupees ten lakh only) or above constantly for last 3 years. The firms must attach supporting documents in this regard;
9. The tendering firm must submit the GST Registration Certificate and registered TIN number and Tax Clearance Certificate; otherwise the tender shall be summarily rejected;
10. All the firms participating in the tender must submit a list of their owner(s)/partners etc. along with their contact numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is lodged/pending against the firm;
11. The office of the Financial Commissioner/Director Finance, H&UDD reserves the right to reject any or all the tenders without assigning any reason thereof;
12. Incomplete or conditional tenders will not be entertained;
13. The period of contract can be extended for a further period, if required on mutually agreed terms and conditions;
14. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical bid and Financial Bid Letter (Annexure - C);
15. Technical Bid Cover shall contain the following documents along with the tender:

- a. GST Number/TIN Number;
 - b. Authorization certificate in case of authorized dealer, **including ink-signed authorization**;
 - c. Documents regarding Annual turnover of above ₹10.0 lakh (rupees ten lakh only) or above constantly during preceding three years;
 - d. Three years experience certificate in the trade with any Government Department(s);
 - e. Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions;
 - f. List of the Government Departments to which stationery items mentioned in Annexure - A, were being supplied by the firm;
16. Financial Bid cover shall contain the following documents along with the tender:
- a. Price bid containing price per unit including GST/etc. as per Annexure - A, in a separate cover.
 - b. Copy of the tendering enquiry with terms and conditions duly signed in all pages.
17. The successful tenderer shall have to enter in agreement with the Department as per terms and conditions of the Quotation enclosed as Annexure - G.

Annexure – C

FINANCIAL BID LETTER

The _____

Sir,

I/We declare:

That I/we am/are sole owner/authorized agents of

That we are equipped with the adequate infrastructure for supply of office stationery and office supplies to Housing & Urban Development Department as per requirement of H&UDD.

I/we hereby offer to provide services at the prices and rates mentioned in the financial bid in Financial Bid Format of this Quotation.

I/we do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the supply order and the quotation terms and conditions to the Bid and that we shall perform all the incidental services. The prices quoted are inclusive of all charges inclusive of all admissible taxes. I/we enclose here with the complete Financial Bid as required by you in Annexure - D. We have carefully read and understood the terms and conditions of the quotation and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

Certified that we are:

- A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

Or

- A partnership firm, and the person signing the tender is the firm and he has authority to refer a arbitration dispute concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

- A company and the person signing the tender is the constituted attorney.

Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

I/we do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written

acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between both the contracting parties.

Date:

Name of the Agency:

Full Address:

Company Seal:

Name and signature of authorized
representative

Details of enclosures:

Annexure – D

QUOTATIONH ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To

_____ /

_____ .

Sub: Acceptance of Terms & Conditions of Quotation Ref.
No. _____ dated

Sir,

I /we have downloaded/obtained the tender document(s) for the above mentioned quotation from your official website viz _____ as per your advertisement, given in the above mentioned website.

I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from page No. _____ to _____ (including all documents like annexure(s) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirely.

In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder)
With Official seal

Annexure – E

QUOTATION ACCEPTANCE LETTER

The details in respect of the company are as give below:

| Name of firm & Address | | | |
|------------------------|---|--------|----------|
| S.N. | Proforma | Yes/No | Page No. |
| 1 | The tender should be accompanied by earnest money of ₹5000/- (rupees five thousand only) in the form of Demand Draft drawn in favour of Director Finance, Housing & UDD, without which the tender will not be considered. | | |
| 2 | The firm must have annual turnover of ₹10.00 lakh with documentary proof. | | |
| 3 | The bidder should have GST registration certificate; copies of documentary proof of same must be enclosed. | | |
| 4 | Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2016-17), copies of documentary proof of same must be enclosed. | | |
| 5 | The Bidder must have PAN number, copies of documentary proof of the same must be enclosed. | | |
| 6 | The Bidder must have filed income Tax Return of last three financial years; copy of documentary proof of the same must be enclosed | | |
| 7 | The bidder must submit an undertaking on its letter head they have not been blacklisted by any State/Central Government/PSU Department in India. | | |
| 8 | The Bidder should experience of working with Government organization at least of three years. Copies of work order received from various Government Departments must be enclosed as documentary proof. | | |
| 9 | The bidder should enclose a detailed profile of firm including details of their product and services | | |
| 10 | Samples of quatoationed items should be provided to the Department complementary | | |
| 11 | All pages of the tender documents and all enclosures should be serially numbered and duly signed by the bidder | | |

Annexure – F

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING:

Subject: Authorization for attending bid opening on ----- (date)
in the quotation No.----- of HUDD dated:

Mr./Ms.-----of-----
----- is hereby authorized to attend the bid opening for
the tender mentioned above on behalf of -----(Bidder) in
order of preference given below:

Specimen signature of
person authorized to
attend bid
Signature of bidder

Or

Officer authorized to
sign the bid documents
on behalf of the bidder

Note:

1. Only one representative will be permitted to attend bid opening.
2. Permission for entry to the office chamber where bids will be opened will be refused in case authorization letter as above is not produced before the bid opening committee.

Annexure – G

Contract Agreement Form:

1. This agreement is made this daybetween(name of company), hereafter called "Contractor" the first party which expression shall include his heirs, executors and administrators and administrators/ their successors, and Housing & Urban Development Department hereafter called "HUDD", the second party, though (IT), hereafter include his successors and assignees.
2. That WHEREAS the first party shall and will supply office stationery/printing materials covered under quotation No..... dated..... at the rates quoted by Contractor vide their Financial and as per all the terms and conditions given in the aforesaid quotation which shall become part and parcel of this agreement.
3. That the first party would raise bill and the payment shall be made after scrutiny of materials supplied.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES OF THIS.....DAY OF.....TWO THOUSAND.....

Witness for contractor authorized signatory for contractor

Witness for HUDD authorized

Signatory for HUDD