

OFFICE OF THE SUPERINTENDENT SUB JAIL HIRANGAR

THE SHORT TERM QUOTATION FOR SUPPLY OF STATIONERY ITEMS TO SUB JAIL HIRANGAR FOR THE YEAR 2019-20

SHORT TERM QUOTATION NO: 03 OF 2019

DATED: 26-04-2019

Sealed Tenders affixed with revenue stamps for an amount of Rs. 6/- on behalf of Governor of Jammu and Kashmir State are invited from the reputed firms / suppliers **FOR SUPPLY OF STATIONERY ITEMS TO SUB JAIL HIRANGAR FOR THE YEAR 2019-20**, as per Annexure "A" of the Notice Inviting Tender (NIT). The intending tenderer/s shall have to attach earnest money in the shape of CDR/FDR to the tune of Rs. 5,000/- (rupees five thousand only) from any Nationalized/Scheduled Bank to be pledged to the Superintendent Sub Jail Hiranagar for the year 2019-20

The tender form is available at the office of undersigned and the interested parties can get against cash payment of Rs. 100/- (Rupees one hundred only) non-refundable on all working days till **11.05.2019 up to 1400 hours. The complete tender documents shall also be seen on our official website www.jkprison.org.**

The last date of receipt of sealed quotations has been fixed as **14.05.2019 upto 1400 hours** in the office of Superintendent Sub Jail Hiranagar. In case **14.05.2019** is declared a Government holiday the sealed tender/s shall be received on next working day upto **1400 hours**. The sealed tender box containing quotations shall be opened on **16.05.2019** by the Committee at **1200 hours** in the office chambers of the Sr. Superintendent Sub Jail Hiranagar. In case there is any change of date / time in the opening of tenders same will be notified in the News paper. The tenderes or their authorized representatives can remain present on the date of opening of quotations if they desire so.


Superintendent
Sub Jail Hiranagar

Dated:-

NO:-Accts/SJM/134-137
Copy to the:-

1. Director General of Police, Prisons Department, J&K Srinagar for kind information.
2. Joint Director Information Department Jammu for information and n/a with the request to get the Short Term Quotation published in two local dailies in Jammu for wide publicity.
3. M/S Plus Automation, 328-New Plot (Near Krishna Building) Jammu for information and with the request to upload the short term quotation in the Prisons Department website.
4. Notice Board

OFFICE OF THE SUPERINTENDENT SUB JAIL HIRANAGAR

N I I

1. Sealed tenders affixed with revenue stamp amounting to Rs. 6/- on behalf of Governor of Jammu and Kashmir State are invited from the reputed Firms / suppliers / Authorized dealers **for supply of Stationery items FOR THE YEAR 2019-20** as specified in the Annexure **Annexure A**, to this Short term Quotations Notice.
2. The tender documents can be had from the office of the Superintendent Sub Jail Hiranagar on all working days up to **11.05.2019 upto 1400** hours against cash payment of Rs. 100/- (Rupees one hundred) only which shall be non-refundable.
3. The last date of receipt of sealed tender/s has been fixed as **14.05.2019 _ upto 1400 hours** in the office of Superintendent Sub Jail Hiranagar. The sealed tender box containing short term quotation shall be opened on **16.05.2019** by the Departmental Committee at **1200 hours** in the office chambers of the Superintendent Sub Jail Hiranagar . In case there is any change of date / time in the opening of tenders same will be notified in the News paper. The tenders or their authorized representatives can remain present on the date of opening of tenderer(s) if they desire. The department shall not be responsible for any late postal delivery at any cost.
4. In case **14.05.2019** is declared a Government holiday, the sealed tenders shall be received till next working day up to **1400 hours**
5. The rates tendered for should be quoted both in words and in figures and should be inclusive of all taxes including GST if any.
6. Tenders should be filled-in clearly and with same ink with rates written both in figures and words. No additions / alterations/ overwriting etc of any sort be made in tender. Correction if any done in tender should be made clearly and properly authenticated by the tenderer/s under his seal and signature.
7. The item shall be delivered / supplied at F.O.R. Sub Jail Hiranagar .
8. No conditional quotations will be accepted / entertained.
9. The successful tenderer/s shall have to make an agreement with the Department soon after the allotment of contract is made in their favour.
10. Payment shall be made by the department against each consignment delivered, inspected, accepted and properly surveyed and material brought on stock in the concerned stock register of the Department. No advance payment shall be made.

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11. Remittance charges / Bank Commission on payments to be made to the firm will be borne by the Suppliers.
12. The approved supplier shall be deemed to have fully understood the conditions, specifications, size, pattern, make etc. of the articles to be supplied.
13. In case of any dispute, the decision of the Superintendent Sub Jail Hiranagar shall be final and binding upon both parties. However in case the decision of Superintendent Sub Jail Hiranagar is not acceptable to the tenderer, the legal proceeding could be initiated only in courts situated within city of Jammu.
14. The successful tenderer/s shall arrange supplies within the period mentioned in the supply order. The period of delivery and validity can however be extended if mutually agreed to.
15. The contract / supply order can be cancelled any time if the supplies are not made according to satisfaction of the Department.
16. In case any tenderer, if charges higher rates for any item (Items) more than MRP, the action like forfeiture of earnest money / security deposits / Bank guarantee and legal action shall be taken against him / firm.
17. The supply order will be placed only after availability of funds.
18. The quotations / tenders bid of un-registered Firm i.e. not having GST number shall be outrightly rejected.
19. The samples of the required quality / size / specification etc should be sent along with the tender / offer. Tenders without samples shall not be entertained and shall straight way be rejected.
20. The rates accepted shall remain in force for one Year from the date of entering into the agreement or till the finalization of the new Rate Contract whichever is earlier.
21. As soon as the acceptance of the tender is communicated to the successful tenderer/s, the contract shall be final and binding on him. The earnest money in the shape of CDR / FDR of the tenderer/s who back out or withdraws tender/s or fail to abide by it after acceptance shall be forfeited besides other remedies that may be available to the Government of J&K state under the prevalent law/s in force in the State of J&K shall be applied
22. The tenderer should be registered as GST dealer quoting GST No. and should append with the tender documents.
23. The tenderer should also appended the latest Income tax clearance certificate with the tender documents


Superintendent
Sub Jail Hiranagar
26-4-2019
Dated: 26-4-2019

NO:-Accts/SH/138
Copy to the-

1. Director General of Police, Prisons Department, J&K, Srinagar for kind information.

ANNEXURE A

S.No.	Name of the items	Rate of the item
1	HP Laserjet toner 88A	
2.	Register Big size (300 pages)	
3.	Register Medium (150 pages)	
4.	Pen V-7 & V-5	
5.	Photo glassy paper	
6.	Pen ordinary	
7	Photostat paper A4 Size (80 GSM)	
8	Photostat Paper FS Size (80 GSM)	
9.	Fax Roll	
10.	File cover superior	
11	Tag Big size	
12	Stapler Big size Make Kangroo	
13	Stapler small size make Kangroo	
14	Stapler pin big size	
15	Stapler pin small	
16	White fluid	
17	Type paper	
18	Copy (100 pages)	
19.	Highlighter pen	
20	Marker pen	
21	Stamp Pad big size	
22	Attendance register	
23	Paper pin	
24	Register Big size (500 pages)	
25	Pencil	
26	Eraser	
27	Shapner	
28.	White Chalk	
29	Stock register (500 pages)	
30	Ladgre (500 pages)	
31	Table Bell	
33.	Pin cushion	
34	Table pen stand	
33	Calculator	
34	Pen drive 16GB	
35	Writing pad	
36	Page Market slip (colours)	
37	Strip file cover plastic	
38	Pen Drive 04 GB	
39	Ink computer Printer Brother (DCP-T700W) (BT 6000BK, BT 5000 CMY)	
40	Tonner Photocopier Make Konica Motala Model Bizhub-206	
41	"Mouse Pad	
42	CD & DVD	


 Superintendent
 Sub Jail Hiranagar
 20/9/2019

DOCUMENTS REQUIRED WITH THE TENDER DOCUMENTS FAILING WHICH THE TENDER SHALL BE STRAIGHT WAY REJECTED.

1. CDR
2. Latest Income tax clearance certificate
3. GST Registration Certificate

Superintendent
Sub Jail Hiranagar
20.4.2019

Office of the Superintendent sub Jail Hiranagar

1. Particular of the tender SHORT TERM QUOTATION FOR SUPPLY OF STATIONERY ITEMS TO SUB JAIL HIRANGAR FOR THE YEAR 2019-20
NIT NO 03 OF 2019 DATED: 26.4.2019)
2. Cost of tender Form Rs. 100/- (Non-refundable)
- 3 Date of sale of tender form 11.05.2019 upto 1400 hours
- 4 Last date of receipt of sealed tender 14.05.2019 upto 1400hours
- 5 Date of opening of sealed tender 16.05.2019 upto 1200 hours in the office chamber of Superintendent sub Jail Hiranagar
- 6 Amount of CDR/ FDR Rs. 10,000/- of any Nationalized Bank, pledged to Superintendent Sub Jail Hiranagar.


SUPERINTENDENT
SUB JAIL HIRANGAR

27-4-2019