

OFFICE OF THE SUPERINTENDENT DISTRICT JAIL JAMMU

THE SHORT TERM QUOTATION FOR SUPPLY OF STATIONERY ITEMS TO DISTRICT JAIL JAMMU (LOCATED AT AMBPHELLA JAMMU) FOR THE YEAR 2019-20

SHORT TERM QUOTATION NO: 05 OF 2019

DATED: 04-07-2019

Sealed Tenders affixed with revenue stamps for an amount of Rs. 5/- on behalf of Governor of Jammu and Kashmir State are invited from the reputed firms / suppliers **FOR SUPPLY OF STATIONERY ITEMS TO DISTRICT JAIL JAMMU (LOCATED AT AMBPHELLA JAMMU) FOR THE YEAR 2019-20**, as per **Annexure "A"** of the Notice Inviting Tender (NIT).

The tender form is available at the office of Superintendent District Jail Jammu and the interested parties can get against cash payment of Rs. 100/- (Rupees one hundred only) non-refundable on all working days till 24.07.2019 **up to 1400 hours and the** tender documents can also be downloaded from the Departmental website **www.jkprison.org**. Any bidder submitting the tender by downloading the documents shall have to deposit the cost of tender documents in the form of Bank draft drawn in favour of Accounts Officer, District Jail Jammu payable at Jammu in separate envelop.

The last date of receipt of sealed quotations has been fixed as 25.07.2019 **upto 1400 hours** in the office of Superintendent District Jail Jammu located at, Ambphalla jammu In case 25.07.2019 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 27.07.2019 by the Committee at **1100 hours** in the office chambers of the Superintendent District Jail Jammu located at, Ambphalla. 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.


**Accounts Officer
District Jail Jammu**

Dated:- 04-07-2019

NO:-Accts/DJJ/ 2669-71
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

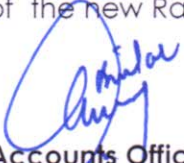
OFFICE OF THE SUPERINTENDENT DISTRICT JAIL JAMMU

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 District Jail Jammu (located at Ambphalla on all working days up to 24.07.2019 **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 25.07.2019 **upto 1400 hours** in the office of Superintendent District Jail Jammu located at Ambphalla . The sealed tender box containing short term quotation shall be opened on **27.07.2019** by the Departmental Committee at **1100 hours** in the office chambers of the Superintendent District Jail Jammu located at, Ambphalla . 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 25.07.2019 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. District Jail Jammu.
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 Sr. Superintendent District Jail Jammu shall be final and binding upon both parties. However in case the decision of Sr. Superintendent District Jail Jammu 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 out-rightly 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.


Accounts Officer
District Jail Jammu

NO:-Acctts/DJJ/2672

Dated: 04-07-2019

Annexure "A"
SYPLY OF STATIONERY ITEMS

S.No.	Name of the items	Rate to be quoted by Tenderer / supplier
1	HP Laserjet toner 88A	
2.	Register Big size (200 pages)	
3.	Register Medium (150 pages)	
4.	Pen V-7	
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	


 Accounts Officer,
 District Jail Jammu