



No: NIT/Admn-II/Stationery/2021-22/568

Dated: 08-03-2021

### **Tender Notice for Annual Rate Contract for supply of stationery items and IT consumables**

Sealed tenders are invited from registered and reputed agencies/suppliers for supplying stationery items and IT consumables to the Head Office Srinagar (**only Srinagar based firm**) and Branch Office in Jammu (**only Jammu based firm**) for the year **2021-22**.

Interested firms/agencies/suppliers having experience of supplying stationery items and IT consumables can download the tender documents, details of items along-with detailed terms and conditions from office website “agjk.nic.in” or can collect the same till 12.00 PM up to **22-03-2021** from Administration-II Section at Srinagar Office. The duly completed tender documents should be submitted in the drop box kept at Admn-II Section at Srinagar Office by or before 2 PM of **22-03-2021**. The tenders will be opened in presence of interested bidders who wish to be present at 4 PM on **22-03-2021** in the office chamber of Senior Deputy Accountant General (Admn) at Head Office Srinagar.

Only one rate should be quoted for one item against the items detailed in **Annexure-I(A) & I(B) for Srinagar Office and Annexure-II(A) & II(B) for Jammu Office** and should be per item for Jammu and Srinagar Offices separately and should be inclusive of all taxes and charges.

The Principal Accountant General (Audit) reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

The Tentative quantity required is indicated in **Annexure I(A), I(B) & II(A), II(B)**. The number of items to be purchased is tentative. This office does not give any guarantee of minimum purchase.

The firms/suppliers quoting rates for Srinagar/Jammu should have stores in Srinagar and Jammu, respectively.

Senior Deputy Accountant General (Admn)

### **Terms and conditions**

1. The supplier should be registered with the concerned Government Department / Organization for supply of stationery, IT items and other general store items. Registration certificates to that effect should invariably be placed with the tender document.
2. The supplier shall submit a copy of PAN card under Income Tax Act and details of registration under GST etc. with the tender documents.
3. The bidder shall submit a certificate along with the tender documents stating that all items for which the bidder has quoted the rates are genuine products and the bidder has been authorized to quote and supply the same.
4. The undertaking to the effect that the tenderer has not been blacklisted by Central / State Government / Public Sector Units / Autonomous Bodies or its contracts have not been terminated on account of poor performances be submitted with the tender documents.
5. The Rate Contract (RC) for supply of stationery and IT Consumables shall be valid for a period from 01-04-2021 to 31-03-2022. The supply orders shall be placed from time to time against the RC. This office does not give any guarantee of minimum purchase under the present RC.
6. If the successful bidder fails to fulfill his obligations under the present RC i.e. non-adherence to terms and conditions and supply of fake / counterfeit items, this office after due notice to the supplier may blacklist the firm. In such events, the contract will stand terminated and the EMD / Performance securities of the bidder shall be forfeited.
7. The supplier should have their stores available at Jammu (for supplies in respect of Jammu office) and Srinagar (for supplies in respect of Srinagar officer) to ensure timely supply of store items.
8. Supplies shall be made within 2 days from the date of receipt of the supply orders unless otherwise stipulated in the supply order. Supplies marked as "Emergency supply" shall be supplied in 24 hours. In case of delay beyond the stipulated period, a penalty of Rs.500/- per day of delay will be levied. In case of rejected / returned items, the replacement is to be made within 2 days of receipt of information regarding rejection of items, else penalty @ Rs.500/- per day will be levied.
9. In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.
10. The CDR for Rs.10,000/- drawn in favour of Pay and Accounts Officer, Office of the Principal Accountant General (A&E), Srinagar should be enclosed with the tender.
11. The Payment by the office will be made within a week of receipt of supply. All costs related to packing transportation etc. will be borne by the supplier. No extra payment will be made by the office for whatever purpose. The supplier will be solely responsible for paying all applicable taxes as per rules. In case of any penalty / tax is payable on a later stage, the supplier shall be liable to pay the same along with penalty. Advance payment will not be made by the office under any circumstances.

12. The supply of items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words for all the items given in the description of items (Annexure I-A & I-B and II-A & II-B). ***BIDS NOT QUOTED FOR ALL THE ITEMS MAY SUMMARILY BE REJECTED.***
13. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. wet-bundled price offered shall not be accepted.
14. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened.
15. In case two firms offering the lowest net bundled price evaluated prices then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms' item-wise on L1 basis.
16. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.
17. Financial Bid should contain only the duly filled Price Quotation
18. All the covers should be superscripted as "Tender for supply of Stationery, items and IT consumables".
19. Bids must be submitted in one outer envelope having two separate inner envelopes, one containing "Technical Bid" and other containing "Financial Bid". These two inners envelop should be superscripted as "Technical Bid" and "Financial Bid", respectively. Both envelopes should have name and address of the bidder.
20. The bid security of the unsuccessful bidder will be discharged/ returned at the earliest after completion of the tender process.
21. This office reserves the right to call for and inspect samples of items before entering into the RC.
22. The bidder has to furnish a certificate of declaration in Annexure - III.
23. Jurisdiction for any legal proceedings shall be Hon'ble High Court, Jammu and Kashmir at Srinagar.

Senior Deputy Accountant General (Admn)

**Annexure I(A) Stationery Items for Srinagar Office**

<b>Sl.</b>	<b>Name of items</b>	<b>Brand Name</b>	<b>Tentative Requirement</b>	<b>Rate Per Item</b>
1.	Awls	Venus/Volga	100 No's	
2.	Ordinary Pen	Pentak office/Lexi	1200 No's	
3.	High Pen (V5)	Pilot/ Luxury	600 No's	
4.	Jotter Pen with Refil	Jotter	100 No's	
5.	Pencil	Natraj/Apsara	400 No's	
6.	Sharpener	Natraj/Apsara	400 No's	
7.	Rubber	Natraj/Apsara	400 No's	
8.	Thread Ball	Modi	200 No's	
9.	Needles	Poni	50 No's	
10.	Scale	Natraj/Apsara	100 No's	
11.	Sealing Wax	Standard Lac	50 Box	
12.	Sutli	Nylon	20 KG	
13.	Candles	Aftab Brand	50 Box	
14.	Duster	Cotton	800 No's	
15.	Khader Cloth	Superior	50 mtrs	
16.	Board Duster	Superior	10 No's	
17.	Carbon Blue	Kangaroo/Kores	20 Box	
18.	Gum Bottle (Small)	Kores	60 No's	
19.	Gum Bottle (Big)	Kores	10 No's	
20.	Tag	Nylon	50 bundle	
21.	Long Lase Tag	Nylon	30 bundle	
22.	Paper Pin	Libra/Globe	150 Box	
23.	Note Sheet. (Big)	Green	500 Pads	
24.	File Cover	Normal	1500 No's	
25.	File Flap	Superior	300 No's	
26.	Type Paper	Chinar	75 No's	
27.	Stamp Pad (Medium)	Kores/Ashoka	40 No's	
28.	Stamp Pad (Big)	Kores/Ashoka	20 No's	
29.	Photostat Paper (A3)	Image/Spectra	40 Ream	
30.	Photostat Paper (Fs)	Image/Sepectra	40 Ream	
31.	Photostat Paper(A4)	Image / Sepectra,75gsm	1000 Ream	
32.	Stapler Big Type (Bank Type)	Kangro	03 No's	
33.	Calculator (12 Digit Small)	Casio	50 No's	
34.	Calculator (14 Digit Big)	Casio	20 No's	
35.	Clip FOLDER (SPECIAL)	Superior	150 No's	
36.	Ring FOLDER (SPECIAL)	Superior	150 No's	
37.	"L" Folder (Special)	Superior	300 No's	
38.	Folder Special	Leather	50 No's	
39.	Pen V-7 Grip	Pilot	150 No's	
40.	Slip Book No.33	Superior	300 No's	
41.	Slip Book No.22	Superior	300 No's	
42.	Register 2 Qrs	Superior	50 No's	
43.	Register 4qrs	Superior	300 No's	
44.	Register 8 Qrs	Superior	50 No's	
45.	Register 10 Qrs	Superior	20 No's	
46.	Stapler Small 10 No	Kangroo/Kores	75 No's	

47.	Stapler (Hd 45)	Kangroo/Kores	25 No's	
48.	Stapler Pin 10 No	Kangroo/Kores	350 Box	
49.	Stapler Pin 24 No	Kangroo/Kores	50 Box	
50.	Stapler Pins 23/7	Kangroo/Kores	30 Box	
51.	Permanent Marker	Kores/Add	400 No's	
52.	White Board Marker	Kores/Add	30 No's	
53.	Scissor	Ruby	30 No's	
54.	Glue Stick	Kores	350 No's	
55.	Post It Flap Colour	Oddy	400 No's	
56.	Stamp Pad Ink (Bottle)	Ashoka	30 No's	
57.	Envelop White 9*4	Taj	1000 No's	
58.	Envelop White 11*5	Taj/Sano (Per 1000)	10000 No's	
59.	Envelop 10*12	Laminated Yellow	1000 No's	
60.	Envelop 12*16	Phoenix	6000 No's	
61.	Punching Machine Single	Kangaroo	90 No's	
62.	Table Top 18*22	Superior	05 No's	
63.	Pen Stand Ordinary	Special 9/10	05 No's	
64.	Pen Stand (Special)	Deli 9/10	05 No's	
65.	File Cover	Special Cobra	1000 No's	
66.	Dak Pad Special	Superior	15 No's	
67.	Tape Roll (White)	Premier 1/2	75 No's	
68.	Tape Roll (Brown)	Wonder	150 No's	
69.	Paper Cutter	Superior	40 No's	
70.	Dub Pad	2 Sided Gummed	10 No's	
71.	Dumper	Kores	10 No's	
72.	Correction Fluid Pen	Kores	350 No's	
73.	Tonner (Koysera) 1800	Koysera	09 No's	
74.	Tonner Ricoh 2500	Ricoh	09 No's	
75.	Tonner Ricoh 1230-D	Ricoh	09 No's	
76.	High Lighter	Kores	400 No's	
77.	Table Mirror, 2'3'	Superior	50 No's	
78.	Sketch Pen	Luxury	100 pockets	
79.	Pen Stand (Glass Type)	Superior	100 No's	
80.	Paper Weight	Superior	50 No's	
81.	Pen (V-10)	Pilot/ Luxury	100 No's	
82.	Uni Ball Pen		100 No's	
83.	Oddy Sticker (1'2')	Oddy	100 Pockets	
84.	Oddy Sticker (2'3')	Oddy	100 Pockets	
85.	Dust Bin (Big)	Superior	100 No's	
86.	Dust Bin (Small)	Superior	100 No's	
87.	Highlighter	Kores	200 No's	

Senior Audit officer (Admn)

**Annexure I (B) IT consumable items for Srinagar Office**

<b>S. No.</b>	<b>Particulars</b>	<b>Brand Name</b>	<b>Tentative requirement for one year on required basis</b>	<b>Rate per unit</b>
1	Keyboard (Multimedia) (USB Type)	HP Original	8	
2	Mouse (Optical) (USB Type)	HP Original	8	
3	Pen Drive (64 Gb)	Hp Original	8	
4	Pen Drive (32 Gb)	Hp Original	8	
5	Pen Drive (16 Gb)	Hp Original	8	
6	External Hard Disk (1tb)	Wd	2	
7	External Hard Disk (2tb)	Wd	2	
8	Internal Hard Disk for Desktop (1 TB)	WD	1	
9	Internal Hard Disk for Desktop (500 GB)	WD	1	
10	Internal Hard Disk for Laptop (1 TB)	WD	1	
11	Internal Hard Disk for Laptop (500 GB)	WD	1	
12	Power Cable For CPU/Monitor	-	5	
13	Cd (Recordable)	Moserbear	50	
14	Cd (Re-Writable)	Moserbear	50	
15	DVD (Recordable)	Moserbear	50	
16	CD Pouch (Big Size) (50 Cd/Dvd Capacity)	Original Leather	2	
17	CD/DVD Mailer with Easy Lock	-	50	
18	CD/DVD Cover	Plastic	10	
19	CD Marker (Pen Type)	Luxor	10	
20	UPS Batteries 12v 7.5ah	Exide Powersafe	30	
21	UPS Batteries 12v 17ah	Exide Powersafe	10	
22	UPS Batteries 12v 26ah	Exide Powersafe	12	
23	UPS Batteries 12v 42ah	Exide Powersafe	12	
24	Tonner For Kyocera Printer FS1124FP (TK1104)	Original Kysocera	4	
25	Drum Unit for Kysocera FS 1124MFP	Original Kysocera	1	
26	Drum for Kysocera FS 1124MFP	Original Kysocera	2	
27	Drum/Drum Unit for Ecosys Printer FS1124FP	Kyocera Original	2	
28	Tonner for Ecosys Printer FS C5150DN- TK-584K	Kyocera Original	1	
29	Tonner for Ecosys Printer FS C5150DN -TK-584M	Kyocera Original	1	
30	Tonner for Ecosys Printer FS C5150DN - TK-584C	Kyocera Original	1	
31	Tonner for Ecosys Printer FS C5150DN - TK-584Y	Kyocera Original	1	
32	Tonner for Printer 88A	HP Original	46	
33	Tonner 78A For Printer	HP Original	18	
34	Tonner 49A For Printer	HP Original	2	
35	Tonner 12A For Printer	HP Original	8	
36	Tonner for Ricoh SP300	Ricoh Original	4	
37	Tonner for Panasonic KBX1500	Panasonic Original	4	

38	Tonner for HP 1025 Printer (Complete Set 4 Tonners) (126A)	HP Original	4	
39	Drum for HP LaserJet 1025 Printer	HP Original	1	
40	Tonner for Kyocera 1020TK Printer	Kyocera Original	2	
41	Cartridge for HP Deskjet 1050 Printer (Combo Pack)	HP Original	4	
42	Cartridge for HP Deskjet PSC F4488 Printer (Combo Pack)	HP Original	2	
43	Tonner for Xerox Photocopier 5021	Xerox Original	2	
44	Tonner for Canon LBP351X Printer (039)	Canon Original	6	
45	Ink for Epson M200 Printer	Epson Original	5	
46	Laptop Battery (Sony/Hp)	Original	2	
47	UPS 1000va	Intex Gamma	8	
48	Laptop Battery (Apple MacBook)	Original	1	
49	Computer Duster Full Kit	-	10	
50	USB Cable for Printer	-	2	
51	Cat6 Patch Card 3 Mtr	Dlink	4	
52	Tonner for Photocopies Xerox 5020DN	Xerox Original	4	
53	Drum for Photocopies Xerox 5020DN	Xerox Original	1	
54	Tonner for Photocopier Xerox 5325	Xerox Original	4	
55	Drum for Photocopies Xerox 5325DN	Xerox Original	1	
56	Cartridge Ribbon Tally 6600 Series	Tally Original	6	
57	Colin Bottle (Cleaner)	-	5	
58	Computer Duster	Heavy	5	
59	Cemos Battery	-	5	
60	Extension Card (Handmade) (3 Pin 3 Nos Sockets With 1 Big Size Switch)	Anchor Wood	10	
61	Tonner TN-2365 Brother HI-2321d	Brother HI-2321 D	30	
62	79-A Tonner for HP Laser Jet Printer M-12 W	HP Laser Jet	8	
63	Tonner 057 For Canon LBP 226dw	Canon LBP	12	
64	Laptop Battery For Dell	Dell Laptop	2	

Senior Audit Officer (Admn)

### Annexure II(A) Stationery Items for Jammu Office

Sl.	Name of items with brand	Tentative Requirement	Rate Per Item
1	Stapler Pin 10 No. Kangaroo	200	
2	Single Punch Kangaroo	100	
3	Stapler Pin 24/6 Kangaroo	100	
4	Plastic Sutli Ball Type Fresh (in kg)	25	
5	Photostat Paper Bilt copy Power A4 Spectra	1000	
6	Photostat Paper Bilt Copy Power FS	50	
7	Photostat Paper Bilt Copy Power A3	10	
8	Dumper Paper Bilt Copy Power A3	50	
9	Flap Superior	500	
10	Note Sheet Pad 100 Sheet	200	
11	File cover printerdd as per sample	5000	
12	File ordinary	2500	
13	File Plastic Superior L Shape	200	
14	Permanent Marker Raynold	100	
15	White board Marker	200	
16	U Pin Plastic	100	
17	Scissors Big	50	
18	Sticky Pads 3"x4"	20	
19	Sticky Pads 75mm x 75mm	50	
20	Register Class mate 236 pages	1200	
21	Register 500 sheets superior	100	
22	Slip Pad A5 Desmat	500	
23	Calulator 12-digit Casio	50	
24	Paper Pin Card	200	
25	Envelope Manjushah 11x5 white	10000	
26	Fluid pen ordinary	200	
27	Tape Brown 2inch 65mtr	100	
28	Fevistick/ Glue Stick 15gm	600	
29	Stapler HD 45 Kangaroo	100	
30	Pencil Natraj HP	500	
31	Rubber Non-Dust Apsara	500	
32	Sharpner Natraj	500	
33	Pen Luxor V5	500	
34	Pen Luxor V7	400	
35	Cello Tape 1/2, 1", 1.5"	100	
36	Cloth Khadder Per mtr	50	
37	Tag white (bundle of 40 tags)	500	
38	Thread white	50	
39	Gum Flag Coloured	600	
40	Scale Plastic Fibre	100	
41	Paper Cutter Small	50	
42	Stamp Pad Big	100	
43	Dak Pad	20	
44	Awal Steel	50	
45	Highlighter Pen	200	
46	Pen Ordinary	2000	
47	Pad Ordinary	1000	



48	Tag Big Bundle (Nilion)	100	
49	Computer Paper 804	200	
50	Computer Paper 801	200	
51	Duster Cloth	500	

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**Annexure II (B) IT consumable items for Jammu Office**

<b>S. No</b>	<b>Name of item</b>	<b>Quantity</b>	<b>Rate per unit</b>
1	Mouse Optical Normal Ordinary	70	
2	Key Board	70	
3	USB Cable Printer	10	
4	Pen Drive 8 GB	50	
5	Pen Drive 16 GB	50	
6	Pen Drive 32 GB	20	
7	Pen Drive 64 GB	20	
8	Cartridge / Toner 78A	50	
9	Cartridge/ Toner 505 Black	50	
10	Cartridge / Toner 2612 A	50	
11	Cartridge 88A	75	
12	Dot-Matrix Ribbon 2175	200	
13	Drum (AG Sectt) 123	2	
14	Toner (AG Sectt)	5	
15	Drum Report Section 5024	2	
16	Toner Report Section 5024	5	
17	Drum (Admn-I) 5335	2	
18	Toner (Admn-I) 5335	5	
19	Drum (Admn-II)5021	2	
20	Toner (Admn-II) 5021	5	
21	Xerox/ Drum 5020 ICT	2	
22	Xerox/ Toner 5020 ICT	5	
23	Cartridge / Toner 18A	10	
24	Tonne TN-2365 Brother HL-2321 D	25	
25	79-A Tonner for HP Laser Jet Printer M-12 W	5	
26	Tonner 057 for canon LBP 226dw	8	
27	Laptop Battery for Dell	3	
28	Power cable for CPU / Monitor	5	
29	UPS Batteries 12V 7.5 AH	30	
30	UPS Batteries 12V 17 AH	10	
31	UPS Batteries 12V 26 AH	12	
32	UPS Batteries 12V 42 AH	12	
33	Laptop Battery for Sony / HP / Dell	5	
34	UPS 1000 VA	8	
35	Laptop Batter Apple / MacBook	2	
36	Extension Cord (Hand Made) 3 Pin 3 No Socket with 1 big size switch	10	

Senior Audit Officer (Admn)

**CERTIFICATE OF DECLARATION**

I \_\_\_\_\_ Son / Daughter / Wife of \_\_\_\_\_  
R/o \_\_\_\_\_ hereby confirm and declare that my / our firm / company  
M/s \_\_\_\_\_ is not blacklisted / delisted or debarred or on holiday list  
with any company of Private / Public Ltd. or Government Company / Government Department  
from participating in the tender as on date. In case at any stage, it is found that the information  
given by me is false / incorrect, Principal Accountant General (Audit) Jammu & Kashmir and  
Ladakh shall have the absolute right to take any action as deemed fit / without any prior intimation  
to me.

Sign: For and on behalf of the Bidder

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_