

Tender Notice No. (P-58) dated 26.08.2015

For & on behalf of Central Stationery Department J&K Bank Nowgam, sealed tenders are invited from Stationers/Suppliers/printers for supply of Computer paper as per the specifications and quantity given in annexure "A1" to this notice (also available at bank's website).

The rates are to be quoted per ream (500 sheets) of paper for each of the items. The sealed quotations should be addressed to the President, Business Support Division. The J & K Bank Ltd, Corporate Headquarters, Srinagar and should reach his office on or before 07.09.2015 up to 4 p.m. The hard copy of tender document is also available in the office of Executive Manager, Central Stationery Department, Nowgam, Srinagar. It can also be downloaded from Bank's website www.jkbank.net. The tenders will be opened in presence of the tenderers or their representatives who wish to remain present, for which the date shall be conveyed later on.

Sd/-
President,
Business Support Division.
Corporate Headquarters Srinagar.

No: JKB/CSD/CHQ/2014/P-58
Dated: 26.08.2015

Annexure-A1

<u>Name of the Item & Specifications</u>	<u>Quantity</u>
<u>Computer Paper 132 Column 1 ply</u>	<u>6500 reams (500 Sheets per ream)</u>
Paper: 80 GSM Century Paper Mills	
Printing: Single colour Bank logo, Bank name to be printed on each page	
Finishing: Length-wise perforation	
<u>Computer Paper 80 Column 1 ply</u>	<u>6500 reams (500 Sheets per ream)</u>
Paper: 80 GSM Century Paper Mills	
Printing: Single colour Bank logo, Bank name to be printed on each page	
Finishing: Length-wise perforation	

Annexure A2

Terms and conditions

1. The supply has to be made F. O. R. Central Stationery Department, Nowgam, Srinagar, Stationery Deptt, Jammu **and** Stationery Depot Gurgoan
2. **Earnest money** of Rs 2.00 lakhs pledged to **Executive Manager, Central Stationery Department, The J&K Bank Ltd.** must accompany the tender in the shape of CDR/FDR of any Nationalized Scheduled commercial Bank. The sealed envelope containing the commercial bid and earnest money should mention **“TENDER P-58 for COMPUTER PAPER” and be addressed to President BSD, Corporate Headquarters CHQ..**
3. The supply has to be made within 30 days from the date of receipt of supply order/ art work from the Central Stationery Department. The rates quoted shall be inclusive of all taxes, freight, octroi etc
4. Delay in supplies /deviation from the approved samples, specifications or any other terms and conditions, shall render the whole supply order liable for rejection besides imposition of penalty / forfeiture of earnest money as mentioned below.

Period of supply	:	30 days from the date of supply order
Commencement of supply		15 days from the date of supply order
Penalty rates for delay (Ist 15 days)		2% of total value
Penalty for subsequent delay		5% of total value upto 2 months
Penalty for delay beyond 2 months		10% of value of supplies received, and cancellation of remaining supply order and forfeiture of earnest money

5. TDS as applicable shall be deducted from all the Bills. PAN No. to be indicated in the quotations.
6. The supplies must be packed in cardboard boxes duly tin-foiled. The bank will not accept any loose supply. All bundles must contain uniform quantity of items. Each bundle / box must bear box no., Name of Supplier, Quantity, Challan No/ G.R. No.
7. The payment shall be released only after the completion of supply and no part payment or advance payment shall be made / released by the Bank.
8. Conditional Tenders shall not be accepted/ entertained. Further, the bank reserves the right to accept / reject any/ all Tenders without assigning any reason thereto.
9. The vendor shall supply the above mentioned items at the quoted rates as and when required by the Bank for a period of one year from the date of issue of first supply order.
10. The successful bidder shall produce the original bill from the paper manufacturing company regarding the supply of computer paper after completion of the full supplies.
11. Sample of the computer paper to be got approved from the Central Stationery Department, Srinagar, before starting the supply of the item.
12. Any shortage noticed in the boxes during the random checking will have the effect on the whole supplies.
13. All disputes regarding the tender notice or supply order will be within the jurisdiction of court in Srinagar only.
14. The bidders must mention their email address and contact details in their bids so that all future communication will be made through these modes only.

Sd/

President,
(Business Support Division)
Corporate Headquarters Srinagar.