

**Tender Notice No .P- 63 dated 27/11/2015**

For & on behalf of Central Stationery Department J&K Bank Nowgam, sealed tenders are invited from reputed Printers/ Suppliers for supply of printed stationery items as per the specifications and quantity given in annexure "A<sub>1</sub>" and on Terms and Conditions given in Annexure "A<sub>2</sub>"

Tender documents along with details of specification / terms and conditions (Annexure A1 and A2) can be had from office of Executive Manager, Central Stationery Department, Nowgam Srinagar. Tender document can also be downloaded directly from bank's website [www.jkbank.net](http://www.jkbank.net).

**The rates are to be quoted as specified in Annexure A1.** In addition to the requirement of printed stationery items mentioned in Annexure A1 of this tender notice, the successful tenderers shall be required to provide these items as per any additional requirement of the bank on the quoted rates for a period of one year from the date of first supply order. The rates quoted for Srinagar/Jammu and Gurgoan shall be inclusive of all taxes, freight, octroi etc. TDS as applicable shall be deducted from all the Bills. PAN No. to be indicated in the Tender Document.

Tenders should be accompanied by Earnest Money in the shape of a CDR (of any nationalized bank/ J&K Bank Ltd) for an amount equivalent to **5 % of the total cost of the items for which the printer/ supplier shall quote the rates.** The CDR should be pledged to Executive Manager, Central Stationery Deptt, The J&K Bank, Srinagar. The sealed quotations should be addressed to **Senior President Business Support Division J&K Bank Ltd, Corporate Headquarters, Srinagar and should be delivered in his Office on or before 10.12.2015 up to 4.00 p.m.**

The tenders will be opened in presence of the tenderers or their authorized representatives who wish to remain present for which the date shall be conveyed later on.

No: JKB/CSD/CHQ/2015-P63

Dated: 27-11-2015

Sd/-

Senior President,

Business Support Division



**Annexure A1**

| S.no | Name of Item                                          | Specifications                                                                                                                                                                                                                                                                                                                                              | Qty    | Rate to be quoted |
|------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| 1    | <b>Adv 74-79 (Loan against term Deposit/ Col. Sec</b> | <p><u>Paper:</u> 80 GSM (TA White Bilt)</p> <p><u>Size:</u> 21.5 cm x 29cm (4 pages)</p> <p><u>Printing:</u> 4-color printing both sides with Tri-color band Flush-cut on top side</p>                                                                                                                                                                      | 1 lac  | Per Thousand      |
| 2    | <b>CCR/TDR Cover (Envelops)</b>                       | <p><b>Finished Size:</b> 15.5cmX21.5cm envelop with window 9cm X 16 cm having rounded edges.</p> <p><b>Paper:</b> 250 GSM Art Card for envelop.</p> <p>Window Film: 80 micron transparent technova film.</p> <p><b>Printing:</b> 4 color</p> <p>Inverted gluing with edges pasted from inside (as per sample)</p> <p><b>Presentation:</b> bundle of 200</p> | 3Lac   | Per Thousand      |
| 3    | <b>DD/ANW Payslips</b>                                | <p>Size: 29 x 10 cm</p> <p>80 GSM High Bright Map Litho TA Balarpur</p> <p>Printing: 2 Color (black + specified pantone)</p> <p>Both Sides Printing</p> <p>Machine perforation at Counterfoil</p> <p>Presentation: 100 Lvs Pad (stapled)</p>                                                                                                                | 10 Lac | Per Thousand      |

**Note:-** The rates quoted for Srinagar/Jammu and Gurgoan shall be inclusive of all taxes, freight, octroi etc. TDS as applicable shall be deducted from all the Bills. PAN No. to be indicated in the Tender Document.



Terms and conditions

**1. Delivery of Supplies:** The supply for Items has to be made F. O. R. Central Stationery Department, Nowgam Srinagar, Stationery Depot Jammu and Stationary Depot Gurgoan within 30 days from the date of order,

**2. Delay in Supplies:** Delay in supplies 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 (1st 15 days)                         | 2% of total value                                                                                             |
| Penalty for subsequent delay                                  | 5% of total value upto 2 months (from date of Supply order)                                                   |
| Penalty for delay beyond 2 months (from date of Supply order) | 10% of value of supplies received, and cancellation of remaining supply order and forfeiture of earnest money |

**3. Supply of Additional Quantity of Stationery Items:** In addition to the requirement of printed stationery items mentioned in Annexure A1 of this tender notice, the successful tenderers shall be required to provide these items as per any additional requirement of the bank on the quoted rates for a period of one year from the date of first supply order.

**4. Amount of Earnest Money:** Tenderers shall be required to deposit Earnest Money in the shape of a CDR (of any nationalized bank/ J&K Bank Ltd) for an amount equivalent to **5% of the total cost of the items for which the rates are quoted**. The CDR should be pledged to Executive Manager, Central Stationery Deptt, The Jammu & Kashmir bank ltd, Srinagar.

**5. Separate Envelope for Commercial bid & earnest money:** The EMD receipt and the commercial bid should be submitted in two separate sealed envelopes each respectively mentioning **TENDER NOTICE No P-63 Earnest Money / TENDER NOTICE No P-63 COMMERCIAL BID** on the top of the envelope. **The envelope containing EMD should also contain the total cost of the items for which the rates are quoted in the commercial bid.** The commercial bids of the tenderers who shall fail to submit the EMD for the required amount shall not be opened.

**6. Specification of Items:** Deviation from the approved samples, specifications or any other terms and conditions, shall render the whole supply order liable for rejection besides forfeiture of earnest money. Before starting full-fledged supplies, the suppliers shall be required to get the samples approved by the bank.

**7. Packaging of Supplies:** The supplies must be packed in shrink-proof polythene covered bundles duly tin-foiled. Each box must bear Carton No., Name of Printer/ Supplier, Quantity, Challan No/ GR No positively. The bank will not accept any loose supply. All bundles must contain uniform quantity of items.



**8. Payment:** The payment shall be released only after the completion of supply and no claim for part payment or advance payment shall be entertained by the Bank.

**9. Deduction of TDS etc:** The rates quoted shall be inclusive of all taxes, freight, octroi etc. TDS as applicable shall be deducted from all the Bills. PAN No. to be indicated in the Tender Document.

**10. Communication with the bank:** All tenderers shall be **NECESSARILY** required to provide a valid email address and mobile number, so that all future communications shall be done through these modes of communication.

**11. Conditional Tenders:** Conditional Tenders shall not be accepted/ entertained. Further, the bank reserves the right to reject any/ all Tenders including lowest bid without assigning any reason thereof.

**12. Disputes:** All disputes shall be within the Jurisdiction of Courts in Srinagar (J&K).

Sd/-

Senior President,

Business Support Division