

**Government of Jammu and Kashmir**  
**Directorate of Agriculture**  
**Lalmandi, Srinagar**

Notice Inviting Tender NO:- 102 /Agri of 2019  
Dated: 103/07/2019

Sealed Tenders affixed with revenue stamp worth Rs. 10/= are invited for and on behalf of the Governor of Jammu and Kashmir State from the authorized Dealers of brand, Government undertakings and Registered suppliers for supply of computer stationery/ Stationery items detailed below on rate contract basis for the financial year 2019-20. The tenders should reach the office of the undersigned by or before 11<sup>th</sup> July 2019 up to 2.30 P.M through registered post/courier or by hand. The tender documents can be had from the office of the undersigned, against cash payment of Rs. 500.00 on any working day up-to 10<sup>th</sup> July 2019, 3.00 p.m.

Tenders to be deposited by hand shall be put in a tender box kept in the purchase section of the Directorate of Agriculture Lalmandi upto scheduled date and time. Tenders received through speed Posts/Courier shall be accepted within Scheduled date and time. Any tender whether by post/courier or by hand received after the scheduled date & time i.e, 11<sup>th</sup> July 2019 up to 2.30 P.M will not be accepted.

The tenders shall be opened by the purchase committee on 11<sup>th</sup> July 2019 up to 3.00 P.M in case of the strike, tenders shall be opened on next working day in presence of tenderers or their representatives who may wish to remain present at the time of opening of tenders.

The specifications of the required items are as under:-

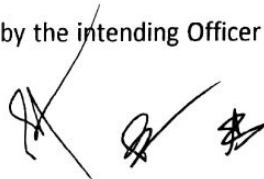
S.No.	Name of Item	Specification	Tentative quantity required during the financial year 2019-20
1	Photo state paper	Superior A 4 (Original)	300 Reams
2	Photo state paper	Legal Size power/image (Original)	50 Reams
3	Pen superior	(V-10), (V-7),(V-5) Luxor/Pilot (Original brand)	24 Dozen
4	Pen ordinary	Official pen Flair Ball point (MRP Rs 10/-)	500 No's
5	File Cover	Superior	500 No's
6	File Cover	Transparent	100 No's
7	Pen drive	16 GB/32GB (HP)	20 No's
8	Marker Pen	Permanent ink (Cello)	50 No's
9	V-Sign Pen	Pilot (SW-VSP)	50 No's
10	DAK Pad	-	100 No's
11	Blank Register	Large/Medium/small size	50 No's each
12	File Flap	-	500 No's
13	Syenthtic Gum	Kores (200/500 ml)	50 Bottles
14	Highlighter	Luxor	20 No's
15	Tags	Small/Long (Superior)	1000 No's each
16	Stapler	Small/Big (Kangaroo)	20 No's
17	Stapler Pins	Kangaroo	10 Box
18	Correction Pen	(Kores)	100 No's
19	USB Hub	-	20 No's
20	Calculator	Citizen/Casio (12- Digital) (Bold Figures)	20 No's
21	Steel Owl	(Superior)	50 No's
22	Slip Pads	Medium/Small (Superior)	100 No's Each
23	Note Sheets	(Green) Superior	10 Reams

Note:- The rate should be quoted of branded items only i.e avoid replica and recycle item rate.



**TERMS AND CONDITIONS.**

1. Tenderers should be authorized dealer of the quoted items for which companies' authorization letter must be attached with quotations.
2. The tenders should be accompanied with CDR of Rs. 2% of cost drawn on any scheduled Bank and pledged to the Accounts Officer, Directorate of Agriculture Lalmandi, and Srinagar.
3. In case the last date of receipt for tenders happens to be Gazetted holiday, the next working day shall be treated as the last date for receipt of tenders.
4. The tenders should be neatly written in ink/computer typed. Any Cutting /over writing on quoted rates shall disqualify the tenderer for qualifications. The rates should be written both in words and figures against each item per unit by the tenderers, & cello tapes be affixed on the rates quoted by the tenderers.
5. The tenders shall be opened by the Departmental purchase committee on the same day or next working day in case of strike in presence of tenderers or their representatives who may wish to remain present at the time of opening of tenders.
6. The committee reserves the right to accept/reject any tender or all tenders without assigning any reason thereof.
7. Conditional tenders shall not be accepted in any case.
8. Rates shall be quoted by the tenders against each item inclusive of GST and any other taxes etc and F.O.R stores Agriculture Department Lalmandi, Srinagar.
9. In case the tenderer fails to make the supply in time, the Department shall be at liberty to arrange the material from other dealers/ suppliers at the risk and cost of successful tenderer, besides initiating proceedings against him as warranted under rules. The extra cost involved shall be recovered from the CDR amount of defaulter. The decision of the Director Agriculture Kashmir in this regard shall be final and binding upon the supplier. The suppliers shall have no right to claim such refund at all.
10. The supplier should be responsible for proper transportation of material and to ensure delivery of material in good conditions to the consignee at the destination. In the event of any damage, breakage or shortage the tenderer /suppliers shall be liable to make good such loss at the time of checking/inspection of the material by the consignee. No extra cost shall be admissible on such account. In case the supplied material is damaged or defective, the tenderer shall have to lift back the same at his own risk and cost. Payment shall be made only after receipt, verification of material and successful execution of contract by the supplier.
11. The successful tenderer will have to enter into an agreement on judicial stamp paper of Rs. 20/= with intending Officer prior to placement of supply order is issued in his/ her favour for affecting supplies by the intending Officer for the financial year 2019-20.



12. The tenderer shall have to attach the copy of Sales Tax/Commercial Tax clearance certificate issued by the concerned assessing authority if applicable.
13. Rates approved by committee shall remain valid for financial year 2019-20 from the date of issue of rate contract.
14. Bank charges on account of demand draft against due payment on account of the material supplied shall be borne by the supplier.
15. The under estimate cost of the items especially for cartridge as per prevail market rate, if observed by committee will be rejected.
16. The quantity required may be increased or decreased at the time of issuing supply order.
17. All other terms and conditions laid down in the J & K Financial Code regarding supplies/procurement of stores in Govt. Department shall remain applicable.

All the Terms and conditions shall be applicable in this case which is in vogue as per rules and law and also as applicable to Govt. Department (State/ Central/ Semi- Govt./ Autonomous bodies etc.)

Accounts Officer

Directorate of Agriculture  
Lalmandi, Srinagar

Dated: - 03 07 2019

No. Agri/Pur-Sec/2019-20/1206-12

Copy to the:-

- Director Agriculture Kashmir for favour of information.
- Director Finance Agriculture Production Department Civil Secretariat Srinagar for favour of information. Further, he is requested to kindly depute a representative on scheduled date & time.
- Jt. Director Agriculture (Inputs) Kashmir, Lalmandi for information.
- Dy. Director Agriculture (Central) Kashmir Lalmandi for favour of information.
- Joint Director, Industries Bemina for information. Further, he is requested to kindly depute a representative on scheduled date & time.
- Information Officer, Directorate of Agriculture Lalmandi for information with the request to publish the notice in two leading local news papers.
- I/c Stationery cleric Directorate of Agriculture for information.
- ✓ I/c I.T. Section, Directorate of Agriculture for information.