

Government of Jammu and Kashmir
Directorate of Agriculture
Lalmandi, Srinagar

TENDER NOTICE:

Sealed Tenders affixed with revenue stamp worth **Rs. 6/=** are invited for and on behalf of the Governor of Jammu and Kashmir State from the reputed supplier, authorized Dealers Government undertakings and Registered suppliers for supply of computer stationery items/stationery items for the calendar year 2016 as per detailed below. The tenders should reach the office of the undersigned by or before **10th Feb, 2016** up to **3.30 P.M** through registered post/courier or by hand. The tender documents can be had from the office of the Accounts Officer, Directorate of Agriculture Lalmandi Srinagar against cash payment of **Rs. 300.00** on any working day up-to **09 Feb, 2016, 2.00 p.m.**

Tenders to be deposited by hand shall be put in a tender box kept in the purchase section of the Directorate 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, **10th Feb upto 3.30 PM** will not be accepted.

The tenders shall be opened by the purchase committee on **10th of Feb 2016** at **4.p.m.** or any other working day convenient to the committee 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 is as under:-

S.No.	Name of Item	Specification	Tentative quantity required during the calendar year
01	HP Laserjet Cartidge	88 "A" original brand	18 Nos
02	HP Laserjet Cartidge	12 "A" Original brand	18 Nos
03	Xerox Toner	Kyocern 122 original brand	4 Nos
04	Xerox Toner	Panasonic Toner	3 Nos
05	Xerox Toner	M.No. (5020)	1 Nos
06	Xerox Toner	Bizhub 164 Konica Minolla	2 Nos
07	Photo state paper	Superior A 4	350 Reams
08	Photo state paper	Superior Legal Size	30 Reams
09	Pen Driver	4 GB	4 Nos
10	Pen Driver	8 GB	8 Nos
11	Pen Driver	16 GB	6 Nos
12	Pen superior	v-10,	128 Nos
13	Pen superior	V-07	128 Nos
14	Pen superior	V-05	128 Nos
15	Pen	Gel/ball	200 Nos
16	File cover	Superior	500 Nos

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.




TERMS AND CONDITIONS.

1. 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.
2. 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.
3. The tenders shall be opened by the Departmental purchase committee on the same day or any other working day convenient to the DLRCFC in presence of tenderers or their representatives who may wish to remain present at the time of opening of tenders.
4. The purchase committee reserves the right to accept/reject any tender or all tenders without assigning any reason thereof.
5. Conditional tenders shall not be accepted In any case.
6. Rates shall be quoted by the tenders against each item inclusive of VAT and any other taxes etc and F.O.R stores Agriculture Department Lalmandi, Srinagar.
7. 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 Chairman Purchase committee (Agriculture Department Kashmir) in this regard shall be final and binding upon the supplier. The suppliers shall have no right to claim such refund at all.
8. 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.
9. 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 calendar year 2016.



10. The tenderer shall have to attach the copy of Sales Tax/Commercial Tax clearance certificate issued by the concerned assessing authority if applicable.
11. Rates approved by purchase committee shall remain valid for one year from the date of issue of rate contract .
12. Bank charges on account of demand draft against due payment on account of the material supplied shall be borne by the supplier.
13. *The committee members will be responsible for checking/verifying the supplied quantity of item as per the terms and conditions as laid down in the supply order. The committee members after scrutinizing and verifying the supplies shall be empowered to recommend the release of payment to the concerned agency.*
14. **The quantity required may be increased or decreased at the time of issuing supply order.**
15. 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.

No. Agri/Pur-Sec/2015-16/ 640-47
Copy to the:-

Dated: -01.01.2016.

- Director Agriculture Kashmir for favour of information.
- Director Rakhs & Farms for favour of inf.
- Dy. Director Agriculture (Central) Kashmir for favour of inf.
- Dy. Director (M & E) for favour of inf.
- Information Officer, Directorate of Agriculture Lalmandi for information and publication the notice in two leading local news papers.
- Assistant Accounts Officer Directorate of Agriculture, Lalmandi Sgr. for Inf.
- Store Purchases Officer, Srinagar.
- I/c Stationery cleric Directorate of Agriculture for infl.