

**Ranbir Govt Press, Jammu**

**E-Tender Notice No : 03 of 2017**

**Dated :- 26-09-2017**

For and on behalf of the Governor of Jammu and Kashmir, e-bid is invited for the finalization of Annual Rate Contract for the Procurement of Paper & Paper Products from manufacturers, authorized dealers, registered firms/suppliers annexed to this tender notice with specifications in the schedule forming part of terms and conditions of this e-NIT. The e-tender Notice can also be downloaded/accessed on our official website [rgp.jk.in](http://rgp.jk.in)

S.No.	Name of the tender	Cost of tender fee	Earnest Money
1.	Paper & Paper Products	Rs. 100/-	Rs. 10,000/- (Rupees ten thousand only) for General  Rs. 5,000/- (Rs. Five thousand only) for SSI units of J&K

The bidding documents consisting of qualifying information, eligibility criteria, specifications, bill of quantities (B.O.Q), set of terms and conditions of contract and details can be seen/downloaded from the official website [www.jktenders.gov.in](http://www.jktenders.gov.in) as per schedule dates given below :-

01	Dated of issue of tender of bidding documents	28-09-2017 (2:00 P.M)
02	Period of downloading of bidding documents	28-09-2017 (2:00 P.M) to 20-10-2017 (4:00 P.M)
03	Bid submission start date	28-09-2017 (2:00 P.M)
04	Bid submission end date	20-10-2017 (4:00 P.M)
05	Deadline for receiving the hard copies including original DD & EMD etc.	18-10-2017 (3:00 P.M)
06	Date & time of opening technical bids	21-10-2017 (12:00 Noon)
07	Date & time of opening of financial bid (online)	To be notified after technical bid evaluation

For and on behalf of the Governor of Jammu and Kashmir

Sd/  
General Manager

**Copy to:**

1. Commissioner/Secretary to Govt. ARI & Trainings Department, Civil Secretariat, J&K Srinagar, for information.
2. General Manager, Govt. Press Srinagar for publication of e-N.I.T. in next issue of Govt. Gazette
3. Deputy Director Information Department, Jammu for favour of publicity in any two leading local daily news papers & one National News Paper for wide publicity.
4. All members of Purchase Committee
5. Notice Board.

## E-Tender Notice No :.03 of 2017

Dated :- 26-09-2017

For and on behalf of the Governor of Jammu and Kashmir, e-bid is invited for the finalization of Annual Rate Contract for the Procurement of Paper & Paper Products from manufacturers, authorized dealers, registered firms/suppliers annexed to this tender notice with specifications in the schedule forming part of terms and conditions of this e- NIT:-

S.No.	Name of the tender	Cost of tender fee	Earnest Money
1.	Paper & Paper Products	Rs. 100/-	Rs. 10,000/- (Rupees ten thousand only) for General  Rs. 5,000/- (Rs. Five thousand only) for SSI units of J&K

1. The tender document for the items can be seen from 28-09-2017(2:00 P.M) on the website <http://JKtenders.gov.in>.
2. The tender documents can be downloaded from the website <http://JKtenders.gov.in>. from 28-09-2017 (2:00 P.M) to 20-10-2017(4:00 P.M ) only.
3. The bids shall be deposited in electronic format on website <http://JKtenders.gov.in>. from 28-09-2017 (2:00 P.M) to 20-10-2017 (4:00 P.M) only.
4. The uploaded bids on the website will be opened on 21-10-2017 (12:00 Noon) in the office of the General Manager (Chairman) Purchase Committee Ranbir Govt. Press, Jammu in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
5. All the following requisite documents must be received in shape of hard copy in the office of the General Manager, Ranbir Govt. Press, Jammu on 28-09-2017 (2.00 P.M) to 18-10-2017 (3.00 P.M ) through by person/Speed Post/Registered Post/Courier. Department shall not be responsible for any delay due to any reason.
  - a) Cost of tender document (in shape of Demand Draft).
  - b) Earnest Money ( in shape of CDR/FDR) in original favoring the General Manager, Ranbir Govt. Press, Jammu.
  - c) Self attested copy of Income Tax Registration( PAN Card)
  - d) Self attested copy of Sales Tax Registration ( TIN Number)
  - e) Authority letter of the Principal Manufacturer Mill to the effect that the Manufacturer-Paper-Mill shall supply the Paper of the tendered quantity to the tenderer firm during the contract.
  - f) Latest Production Capacity/ existence Certificate from Department of Industries and Commerce for SSI Unit holders.
6. Those bidders who will qualify the technical evaluation have to be eligible for financial bid.
7. Complete bidding process will be online (Price bid not to be submitted in physical form).
8. Rates should be quoted in **Kilogram** inclusive of all taxes, freight etc, as applicable, FOR Ranbir Govt. Press, Jammu Stores.

9. Detail of items has been given in BOQ. Quantities indicated are tentative, which may be increased/decreased as per requirement and availability of funds.
10. The Rates quoted by the tenderer(s) shall remain effective for a period of one year from the date of finalization of rates contract or till fresh Rate-Contract is issued, whichever is earlier. Tenderer(s) should also furnish the certificate to the effect that they are personally responsible for the reasonability and genuineness of the rates quoted by them.
11. The Tenderer(s), who are either manufacturers or registered approved suppliers/dealers with the Commercial Taxes Department for those articles/goods, as the case may be or registered as S.S.I. Units or having DGS & D rates contract, should submit their tender along with the copy of relevant registration certificate.
12. The Purchase Committee if felt necessary may not approve all items of the NIT and may reject any or all tenders or any part thereof without assigning any reason thereto. Further, the requirement being tentative, department shall not be bound to place orders for all approved items.
13. The Purchase Committee reserves the right to relax any condition, specification of the NIT/item in the interest of Government without assigning any reason thereof to the tender(s).
14. The Purchasing Officer or his duly authorized representative at all items shall have access to the supplier's premises and also have the power at all reasonable time to inspect and examine the material and workmanship of the goods to be supplied.
15. Earnest money of the un-successful tender(s) shall be released immediately after accord of approval of rate contract by the Purchase Committee. However, CDR of 1<sup>st</sup> and the 2<sup>nd</sup> lowest tenderer shall be retained by Department till completion of Rate Contract.
16. The Successful tenderer (s) shall have to make the supplies as per ordered specifications and in accordance with the terms and condition of this NIT as per schedule given below :-
  - a) 100% supplies shall have to be supplied within 30 days from the date of issuance of supply order.
  - b) The General Manager, Ranbir Govt Press, Jammu shall be at liberty to extend the date of delivery of supplies, if satisfied with the reason of delay. However, in case the supplier fails to make the supplies in full or a part thereof, within the stipulated/extended period, General Manager, Ranbir Govt Press, Jammu may consider imposition of penalty ranging from 1% to 10% of such non-supplies items, besides, blacklisting the firm /forfeiting security deposits in favour of Government in full or part thereof.
  - c) In case supplies are rejected by the Survey Committee for not being in conformity with specifications/samples or broken/ damaged, the same shall have to be lifted back by the supplier(s) at his own cost within ten days from the date of rejection otherwise such material may be put to auction after serving ten days notice to the supplier. Amount of such auction shall be termed as revenue realization to the Government and suppliers shall have no right to such revenue realization.
17. The Successful tenderer(s) shall have to execute an Agreement with Government of Jammu and Kashmir through the General Manager, Ranbir Govt. Press, Jammu relating to the detailed terms and conditions of the contract within ten days of intimation. In case successful tenderer(s) fails to execute the said agreement within the stipulated period, the offer/supply order made, may be deemed to have been cancelled and EMD may be forfeited in favour of Government. The Department in such eventuality shall be free to make such alternate orders/agreements as it deems proper, at the cost of successful tenderer(s).

18. The Successful tenderer(s) has to deposit security to the extent of 5% value of ordered quantity along with the earnest money and total of EMD and deposited amount should be 5% of value of supply order.
19. The Successful tenderer(s) shall be bound to supply the material, if fails to supply then the department shall be at liberty to arrange the supply from lowest or from market at the risk and responsibility of the lowest tenderer(s) and balance difference amount shall be recovered from EMD/Security deposits or from the suppliers.
20. Contract of supply can be repudiated at any time, if supplies are not made to the desired satisfaction of the Government.
21. The Successful tenderer(s) at the time of making supplies shall have to furnish Lab/ Mill Test Report certificate from manufacturing Mill indicating Lot No., Bill No. and date of the supplied material duly supported by toll receipt ( GR) of Lakhanpur / Lower Munda, as the case may be to the convenor of the survey Committee. Survey Committee should ensure to make the survey Visually /Physically on receipt thereof with regard to its general overall quality etc. (as per specifications of supply order, approved sample and lab/Mill test report) of the supplied material within seven days from the date of its supplies and receipt of Lab/ Mill Test Report by the suppliers / Successful tenderer(s). Material supplied shall strictly conform to the ordered specification(s), quality and approved samples, etc. However, plus/minus tolerance/variation shall be allowed by Survey Committee as permissible under rules. In case material found, during survey, not in accordance with prescribed specifications, then Survey Committee shall send the random sample(s) from the supplies received to get it tested from Government Laboratory. Cost of testing shall be borne by the supplier(s) if its quality does not conform to the ordered specification(s) and incase same is found as per prescribed specification(s), charges will be borne by the department. Survey committee reserves the right to reject any supply, which is found below the prescribed specifications.
22. The Approved supplier(s) shall have to make supplies at the destination stores of the Ranbir Government Press, Jammu at the approved rates, inclusive of carriage, unloading and stacking, unless otherwise agreed upon contrary to it, in the approved rates, in any case. In no case, the department would release material itself from transport agency, if booked by the firm, against G.R.
23. The Successful tenderer(s) shall have to make the supplies within a period of 30 days from the date of placement of supply order, which can, however, be extended or reduced according to the circumstances.
24. The Successful tenderer(s), shall be responsible for making supplies in proper packing so as to avoid damages during the transportation till delivery of goods to the consignee at destination stores. In the event of any loss, damages, breakage, leakage, theft or any shortage in transit up to the destination, etc., found at the time of delivery/checking/inspection of the material the department shall not be responsible. It would be the responsibility of supplier(s) to get the consignment insured against damage(s) at his own level/cost.
25. The Security Deposits of successful tenderer(s) shall be released at the close of financial year by the General Manager, Ranbir Govt. Press, Jammu after successful completion of the rate contract and production of the following documents :-
  - (a) The latest Income Tax Clearance Certificate,
  - (b) The latest Commercial Tax Clearance Certificate,
  - (c) Certificate regarding successful completion of contract,

(d) The latest Sales Tax certificate whichever applicable.

However, where the General Manager, Ranbir Govt. Press Jammu is satisfied that the Department has no further requirement of a particular item during the period of the contract, security deposits may be released at the earliest as a special case for that specified item before completion of the contractual period but after fulfilment of other obligations required under rules. However, early release of security deposits shall in no case be a binding or claimed as a matter of right.

26. 100% payment may be released by DDO concerned within 30 days on receipt of supplies as per supply order in the Press Store and after proper survey by Survey Committee and entering the same in the store record duly authenticated by Competent Authority. However, 90% payment may be released for part supplies and the balance 10% may be released only after 100% supplies are received.
27. The remittance charges on payment shall be borne by the tenderer (s).
28. The Successful tenderer(s) shall not be allowed to assign or sublet the contract or any part thereof to any other agency.
29. If any dispute, doubt, question or, difference concerning the construction, effect or, meaning of any clause of tender notice of respective rights or, liabilities of parties, hereunder shall anytime hereafter arise, then every such dispute, doubt, question or ,difference shall be referred to the Administrative Secretary, ARI & Trainings Department, whose decision shall be final and binding on both the parties.
30. All legal proceedings, if unavoidable to arise, and to institute by either of the parties to the contract, shall be subject to the exclusive jurisdiction of Courts situated in Jammu and Kashmir State.

For and on behalf of Government of Jammu and Kashmir.

Sd/  
Member Secretary,  
Purchase Committee  
Ranbir Government Press, Jammu

No. RGPJ/- 3443-47 Dated 26-09-2017

Copy for information to the:

1. Commissioner/Secretary to Government, ARI & Trainings Department, Civil secretariat, J&K, Srinagar.
2. Chairman (General Manager) Purchase Committee Ranbir Government Press ,Jammu.
4. All Members of Purchase committee Ranbir Government Press ,Jammu.
5. Convener, Survey Committee, Ranbir Government Press, Jammu.

Ranbir Govt. Press, Jammu

Annexure –B

NIT No.03 of 2017 dated 26-09-2017

<b>S.No.</b>	<b>Name of the item with specification</b>	<b>Tentative Requirement</b>
1.	Mill Board 22"x28" in sheets, in different sizes 16 (ounce) & above	05 Tons

Note :-

1. Rate should be quoted per Kg.
2. Quantity mentioned above is tentative and can be increased/decreased according to the requirements/availability of funds.

Sd/  
(Member Secretary)  
Purchase Committee  
Ranbir Govt. Press, Jammu.

## **INSTRUCTION TO BIDDERS REGARDING E-TENDERING PROCESS:-**

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificate, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
6. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of document & EMD as specified in the tender documents. The original instruments in respect of cost of documents, EMD and relevant documents are submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in> , e-tendering portal to store important documents like TIN No. VAT Certificate, Sales Tax Clearance Certificate, Income Tax Certificate, Manufacturer authorization and other related documents etc., and attach these certificates to my documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the net item rate inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised not to scan their documents at 100 DPI (Dots per Inch) resolutions; with Black and White, PDF/Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>

**Digitally signed by General Manager**