

**GOVERNMENT OF JAMMU & KASHMIR**  
**OFFICE OF GENERAL MANAGER RANBIR GOVT PRESS, JAMMU.**

**E-Tender Notice No : 02 of 2017**

**Dated :- 28-08-2017**

For and on behalf of the Governor of Jammu and Kashmir, e-bid is invited for the finalization of Annual Rate Contract for the Press Material 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.	Press Material items	Rs.100/- General	Rs.20,000/- or equivalent to 2% of their tendered cost subject to minimum of Rs. 5,000/-SSI Units are required to furnish 50% of the prescribed earnest money subject to minimum of Rs.5,000/-

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 :-

Dated of issue of tender of bidding documents	29-08-2017 (10:00 A.M)
Period of downloading of bidding documents	30-08-2017 (10:00 A.M) to 25-09-2017 (2:00 P.M)
Bid submission start date	30-08-2017 (10:00 A.M)
Bid submission end date	25-09-2017 (2:00 P.M)
Deadline for receiving the hard copies including original DD & EMD etc.	26-09-2017 (2:00 P.M)
Date & time of opening technical bids	27-09-2017 (10:00 A.M)
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 N.I.T. in next issue of Govt. Gazette
3. Deputy Director Information Department, Jammu for favour of publication in any two leading local daily news papers & one National News Paper for wide publicity.
4. All members of Purchase Committee
5. Notice Board.

**GOVERNMENT OF JAMMU & KASHMIR  
OFFICE OF GENERAL MANAGER RANBIR GOVT PRESS, JAMMU.**

**E-Tender Notice No : 02 of 2017**

**Dated :- 28-08-2017**

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 Press Material item from manufacturers, authorized dealers, registered firms/suppliers annexed to this e-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.	Press Material Items	Rs. 100/-	Rs. 20,000/- or equivalent to 2% of their Tendered Cost subject to minimum of Rs. 5,000/-. However, the registered SSI Units are required to furnish 50% of the prescribed earnest money subject to minimum of Rs. 5,000/-

1. The tender document for the items can be seen from 29-08-2017 (10:00 A.M) on the website <http://JKtenders.gov.in>.
2. The tender documents can be downloaded from the website <http://JKtenders.gov.in> from 30-08-2017 (10:00 A.M) to 25-09-2017 (2:00 pm) only.
3. The bids shall be deposited in electronic format on website <http://JKtenders.gov.in> from 30-08-2017 (10:00 A.M) to 25-09-2017 (2:00 pm) only.
4. The uploaded bids on the website will be opened on 27-09-2017 (10:00 A.M) in the office of General Manager (chairman) Unit 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 30-08-2017 (10:00 A.M) to 26-09-2017 (2:00 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 GST registration.
  - e) The tenderer(s) should submit the sample of those items only indicating these in the annexure " A" bearing hand and seal of the tenderer(s). Each sample should also bear the description and item no. of the annexure. "A"

6. Those bidder who will qualify the technical evaluation have to be eligible for financial bid.
7. Complete bidding process will be on line (price bid not to be submitted in physical form).
8. The rates should be quoted inclusive of all taxes, and freight etc, if any applicable FOR Press Store.
9. The detail of items has been given in BOQ. The 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 or till fresh Rate-Contract is issued, whichever is earlier. The tenderers 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 Sales Tax Department for those articles/goods, as the case may be or registered as S.S.I. Units or having DGS & D/ GeM 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 e-NIT and may reject any or all tenders or any part thereof without assigning any reason thereto. Further, the requirement being tentative, the 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 e-NIT/item in the interest of Government without assigning any reason thereof to the tenderer(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 times to inspect and examine the material and workmanship of the goods to be supplied.
15. The earnest money deposit of the un-successful tender(s) shall be released immediately after the approval of rates by the Purchase Committee. However, the CDR of the 1<sup>st</sup> and 2<sup>nd</sup> Lowest tenderer(s) shall be retained by the department till completion of the 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 e- 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, the General Manager, Ranbir Govt Press, Jammu may consider imposition of penalty ranging from 1% to 10% of such non-supplies/blacklist the firm/foreit the security deposit in favour of the Government in full or part thereof.
  - c) In case the supplies are rejected by the Survey Committee for not being in conformity with the specifications/samples or broken, 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. The amount of such auction shall be termed as revenue realization to the Government and the supplier shall have no right to such realization.

17. The successful tenderer(s) shall have to execute an Agreement with the Government of Jammu and Kashmir through General Manager, Ranbir Govt. Press, Jammu relating to the detailed terms and conditions of the contract within ten days of intimation. In case the successful tenderer fails to execute the said agreement within the stipulated period, the offer made may be deemed to have been cancelled and EMD may be forfeited in favour of the Government. The Department in such eventuality shall be free to make such alternate orders/agreement 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 the supply order
19. The successful tenderer(s) shall be bound to supply the material, if fails then the department shall be at liberty to arrange the supply from the 2<sup>nd</sup> lowest or from the market at the risk and responsibility of the successful tenderer(s) and balance difference amount shall be recovered from EMD/Security deposit as from the successful tenderer(s).
20. The contract of supply can be repudiated at any time, if the supplies are not made to the desired satisfaction of the Government.
21. The material to be supplied should strictly conform to the ordered specification(s), quality and approved sample if any 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, the 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 the supplies at the destination stores of 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 approved suppliers shall be responsible to deliver the material at the destination in good condition and proper packing. In the event of any loss, damage, breakage, leakage or shortage in transit up to the destination, the department shall not be responsible. It would be the responsibility of the supplier(s) to get the consignment insured against damage at his own cost.
24. The successful tenderer shall have to make the supplies within the period of one month from the date of placement of supply order which can however be extended or reduced according to the circumstances.
25. The quantity shown against each item in BOQ to this tender notice is purely tentative and can be changed at the time of placement of supply order, subject to availability of funds as well as actual requirement of the department.

26. The security deposit 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 GST clearance certificate.
  - c) 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 deposit may be released at the earliest as a special case for that specified item before completion of the contractual period but after fulfillment of other obligation required under rules. However early release of security deposit, shall in no case be a binding or claimed as a matter of right.
27. 100% payment may be released on receipt of full supplies by the concerned DDO, on the acceptance of goods by the respective Survey Committee after verifying that the supplies received are in accordance with the approved sample (if any), ordered specifications mentioned in the e-NIT/Supply order and entering the same in the store record duly authenticated by competent authority. The Survey Committee may if felt necessary, get the supplies checked/verified from the relevant laboratories. However 90% payment may be released for part supplies and balance 10% may be released only after 100% supplies are received.
28. The remittance charges on payment shall be borne by the tenderer (s).
29. The successful tenderer shall not be allowed to assign or sublet the contract or any part thereof to any other agency.
30. If any dispute, doubt, question or difference concerning the construction, effect or meaning of any clause of the tender notice of the respective rights or liabilities of parties hereunder shall any time 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.
31. All legal proceedings if unavoidable to arise and to institute by either of the parties to the contract, shall be exclusive jurisdiction of the courts situated in Jammu and Kashmir State.

For and on behalf of Government of Jammu and Kashmir.

Sd/  
Manager,  
Member Secretary Purchase Committee

**Copy for information to the:**

1. Commissioner/Secretary to Govt. ARI & Trainings Department, Civil Sectt., J&K Srinagar, for kind information.
2. Chairman Purchase committee (General Manager) Ranbir Government Press Jammu
3. All members of Purchase Committee Ranbir Government Press Jammu.
4. All members of the survey committee Ranbir Government Press Jammu.
5. Notice Board.

## **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 process 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 contract 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 as Non Statutory 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>

**Digital signed by the General Manager**