

भारतीय लेखा तथा लेखापरीक्षा विभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

कार्यालय प्रधान महालेखाकार (लेखा परीक्षा), जम्मू एवं कश्मीर, श्रीनगर-190 001
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), JAMMU & KASHMIR, SRINAGAR

No: NIT/ Admn-III/ Stationery/2018-19/590

Dated:- 28-02-2018

Tender Notice for Annual Rate Contract for supply of stationery items and IT consumables

Sealed tenders are invited from registered and reputed agencies/suppliers for supplying stationery items and IT consumables to the head Office Srinagar and Branch Office in Jammu for the year 2018-19.

Interested firms/agencies/suppliers having experience of supplying stationery items and IT consumables can download the tender documents, details of items along-with detailed terms and conditions from office website "agjk.cag.gov.in" or can collect the same till 12.00 pm up to 10/03/2018 From Administration-III section at Srinagar Office. The duly completed tender documents should be submitted in the drop box kept at Admn-III section at Srinagar office by or before 3 pm of 12/03/2018. The tenders will be opened in presence of all the interested bidders who wish to be present at 4 pm on 14/03/2018 in the office chamber of Sr. Dy. Accountant General (Admn), at Head Office Srinagar.

The rates should be quoted against the items detailed in **Annexure-I(A),I(B) for Srinagar Office) & Annexure-II(A),II(B) for Jammu Office** and should be per item for Jammu and Srinagar Offices separately and should be inclusive of all taxes and charges.

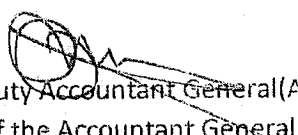
The Accountant General (Audit) reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

The Tentative quantity required is indicated in **Annexure 1(a),1(b) & 2(a),2(b)**. The number of items to be purchased is tentative. This office does not give any guarantee of minimum purchase.

Terms and conditions:

1. The supplier should be registered with the concerned Government department/Organization for supply of stationery, IT items and other general store items. Registration certificates to that effect should invariably be placed with the tender documents.
2. The supplier shall submit a copy of PAN card No. under Income Tax Act and details of registration under GST etc with the tender documents.
3. The bidder shall submit a certificate along with the tender documents stating that all the items for which the bidder has quoted the rates are genuine products and the bidder has been authorized to quote and supply the same.
4. The undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performances will also be submitted with the tender documents.
5. The Rate Contract (RC) for supply of stationery and IT Consumables Items shall be valid for a period from 01/04/2018 to 31/03/2019. The supply Orders shall be placed from time to time against the RC. This office does not give any guarantee of minimum purchase under the present RC.

6. If the successful bidder fails to fulfill his obligations under the present RC i.e., non adherence to terms and conditions and supply of fake/counterfeit items, this office after due notice to the supplier may blacklist the firm. In such events, the contract will stand terminated and the EMD/Performance securities of the bidder shall be forfeited.
7. The supplier should have their stores available at Jammu and Srinagar to ensure timely supply of store items.
8. Supplies will be made within 2 days from the receipt of the supply orders unless otherwise stipulated in the supply order. Supplies marked as "Emergency supply" will be supplied in 24 hours. In case of delay beyond the stipulated period, a penalty of Rs. 500/- per day of delay will be levied. In case of rejected/returned items, the replacement is to be made within 2 days of receipt of information regarding rejection of items. Else, penalty @ Rs. 500/- per day will be levied.
9. In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.
10. The CDR for Rs. 10,000/- should be drawn in favour of PAY and Accounts Officer, Office of the Accountant General (A&E) Srinagar should be enclosed with the tender.
11. The Payment by the office will be made within a week of the receipt of supply. All costs related to packing transportation etc will be borne by the supplier. No extra payment will be made by the Office for whatever purpose. The supplier will be solely responsible for paying all applicable taxes as per rule. In case of any penalty/tax is payable on a later stage, the supplier shall be liable to pay the same along with penalty. Advance payment will not be made by the office under any circumstances.
12. This office reserves the right to call for and inspect samples of items before entering into the RC.
13. Jurisdiction for any legal proceedings shall be Hon'ble High court, Jammu and Kashmir at Srinagar.


Sr. Deputy Accountant General(Admn)
Office of the Accountant General (Audit)
Jammu and Kashmir Srinagar.

Annexure-I(A): Stationery Items for Srinagar Office

Sl.	Name of items	Brand Name	Tentative Requirement	Rate Per Item
1	Alw,s	VENUS/VOLGA	100 No,s	
2	ORDINARY PEN	PENTAKOFFICE/LEXI	1200 No,s	
3	HIGH PEN (V5)	Pilot/ Luxury	600 No,s	
4	Jotter PEN WITH REFIL	Jotter	100 No,s	
5	PENCIL	Natraj/Apsara	400 No,s	
6	SHARPENER	Natraj/Apsara	400 No,s	
7	RUBBER	Natraj/Apsara	400 No,s	
8	THERAD BALL	MODI	200 No,s	
9	NEEDLES	PONI	50 No,s	
10	CHALPARK INK	CHALPARK/CAMEL		
11	SCALE	Natraj/Apsara	100 No's	
12	SEALING WAX	STANDARD LAC	50 Box	
13	SUTLI	Nylon	20 KG	
14	CANDLES	AFTAB BRAND	50 Box	
15	DUSTER	COTTON	800 No,s	
16	KHADER CLOTH	SUPERIOR	50 mtrs	
17	BOARD DUSTER	SUPERIOR	10 No,s	
18	CARBON BLUE	KANGAROO/KORES	20 Box	
19	GUM BOTTLE (SMALL)	KORES	60 No,s	
20	GUM BOTTLE (BIG)	KORES	10 No,s	
21	TAG	Nylon	50 bundle	
22	LONG LASE TAG	Nylon	30 bundle	
23	PAPER PIN	LIBRA/GLOBE	150 Box	
24	NOTE SHEET. (BIG)	GREEN	500 Pads	
25	FILE COVER	NORMAL	1500 No,s	
26	FILE FLAP	SUPERIOR	300 No,s	
27	TYPE PAPER	CHINAR	75 No,s	
28	STAMP PAD (MEDIUM)	KORES/ASHOKA	40 No,s	
29	STAMP PAD (BIG)	KORES/ASHOKA	20 No,s	
30	PHOTOSTATE PAPER (A3)	Image/Spectra	40 Ream	
31	PHOTOSTATE PAPER (FS)	Image/Sepectra	40 Ream	
32	PHOTOASTATE PAPER(A4)	Image/Sepectra,75GSM	1000 Ream	
33	STAPLER BIG TYPE (BANK TYPE)	KANGROO	03 No's	
34	CALCULATOR(12 Digit Small)	CASIO	50 No,s	
35	CALCULATOR(14 Digit Big)	CASIO	20 No,s	
36	Clip FOLDER (SPECIAL)	SUPERIOR	150 No,s	
37	Ring FOLDER (SPECIAL)	SUPERIOR	150 No,s	
38	"L" FOLDER (SPECIAL)	SUPERIOR	300 No,s	
39	FOLDER SPECIAL	LEATHER	50 No,s	
40	PEN V-7 Grip	Pilot	150 No,s	
41	SLIP BOOK No.33	SUPERIOR	300 No,s	
42	SLIP BOOK No.22	SUPERIOR	300 No,s	
43	REGISTER 2 Qrs	SUPERIOR	50 No,s	
44	REGISTER 4Qrs	SUPERIOR	300 No,s	
45	REGISTER 8 Qrs	SUPERIOR	50 No,s	
46	REGISTER 10 Qrs	SUPERIOR	20 No,s	
47	STAPLER SMALL 10 NO	KANGROO/KORES	75 No,s	
48	STAPLER (HD 45)	KANGROO/KORES	25 No,s	
49	STAPLER PIN 10 NO	KANGROO/KORES	350 Box	
50	STAPLER PIN 24 NO	KANGROO/KORES	50 Box	

52	PERMENET MARKER	KORES/ADD	400 No,s	
53	WHITE BOARD MARKER	KORES/ADD	30 No,s	
54	SCISSOR	RUBY	30 No,s	
55	GLUE STICK	Kores	350 No,s	
56	POST IT FLAP COLOUR	ODDY	400 No,s	
57	STAMP PAD INK(Bottle)	ASHOKA	30 No,s	
58	ENVELOP WHITE 9*4	Taj	1000 No,s	
59	ENVELOP WHITE 11*5	TAJ/SANO (Per 1000)	10000 No,s	
60	ENVELOP 10*12	LAMINATED YELLOW	1000 No,s	
61	ENVELOP 12*16	PHOENIX	6000 No,s	
62	PUNCHING MACHINE SINGLE	KANGAROO	90 No,s	
63	TABLE TOP 18*22	SUPERIOR	05 No,s	
64	PEN STAND ORDINARY	Special 9/10	05 No,s	
65	PEN STAND (Special)	DELI 9/10	05 No,s	
66	FILE COVER	SPECIAL COBRA	1000 No,s	
67	DAK PAD SPECIAL	SUPERIOR	15 No,s	
68	TAPE ROLL (White)	PREMIER 1/2	75 No,s	
69	TAPE ROLL (BROWN)	WONDER	150 No,s	
70	PAPER CUTTER	SUPERIOR	40 No,s	
71	DUB PAD	2 SIDED GUMMED	10 No,s	
72	DUMPER	KORES	10 No,s	
73	COMPUTER PAPER 132-1-80MG	PRINPACK/NICE	-	
74	COMPUTER PAPER 132-2-80MG	PRINPACK/NICE	-	
75	COMPUTER PAPER 132-3-80MG	PRINPACK/NICE	-	
76	COMPUTER PAPER 80 -1-80MG	PRINPACK/NICE	60 Ream	
77	CORRECTION FLUID Pen	KORES	350 No,s	
78	Tonner (koysera) 1800	Koysera	09 No,s	
79	Tonner Ricoh 2500	Ricoh	09 No,s	
80	Tonner Ricoh 1230-D	Ricoh	09 No,s	
81	High lighter	Kores	400 No's	
82	Table Mirror,2'/3'	Superior	50 No's	
83	Sketch Pen	Luxury	100 pockets	
84	Pen stand (Glass Type)	Superior	100 No's	
85	Paper Weight	Superior	50 No's	
86	Pen (V-10)	Pilot/ Luxury	100 No's	
87	Uni Ball Pen		100 No's	
88	Oddy sticker(1'/2')	Oddy	100 Poctekts	
89	Oddy sticker(2'/3')	Oddy	100 Poctekts	
90	Dust Bin(Big)	Superior	100 No's	
91	Dust Bin(Small)	Superior	100 No's	


 Sr. Audit Officer(Admn)

Annexure-I(B): IT Consumable Items for Srinagar Office

Sl.	Particulars	Brand Name	Tentative quantity required	Rate Per Item
1	Keyboard (Multimedia)	HP	20	
2	Mouse (Optical)	HP	20	
3	Pen Drive (16 GB)	HP/Sony/Moserbear	50	
4	External Hard Disk (1TB)	Seagate/WD	20	
5	CD (Recordable)	Moserbear	500	
6	DVD (Recordable)	Moserbear	100	
7	CD Pouch (Big Size) Leather	-	5	
8	CD/DVD Mailer with easy Lock	-	500	
9	CD/DVD plastic Cover	Plastic	100	
10	CD Marker (Pen Type)	Luxor	50	
11	UPS Batteries 12V 7.5AH	Exide	30	
12	UPS Batteries 12V 26AH	Exide	12	
13	Tonner for Ecosys Printer FS1124FP TK1104	Kyocera	20	
14	Drum/Drum Unit for Ecosys Printer FS1124FP	Kyocera	4	
15	Tonner for Ecosys Printer FS C5150DN- TK-584K	Kyocera	4	
16	Tonner for Ecosys Printer FS C5150DN - TK-584M	Kyocera	4	
17	Tonner for Ecosys Printer FS C5150DN - TK-584C	Kyocera	4	
18	Tonner for Ecosys Printer FS C5150DN - TK-584Y	Kyocera	4	
19	Tonner for Printer 88A	HP	150	
20	Tonner 78A for printer	HP	80	
21	Tonner49A for printer	HP	6	
22	Tonner12A for printer	HP	6	
23	Tonner for Ricoh SP300	Ricoh	6	
24	Tonner for Panosonic KBX1500	Panasonic	6	
25	Tonner for HP 1025 Complete Set (4 Tonners)	HP	6	
26	Tonner for Kyocera 1020 printer	Kyocera	6	
27	Cartridge for HP DeskJet 1050 Printer Combo	HP	20	
28	Cartridge for HP DeskJet PSC 1608 Printer Combo	HP	6	
29	Photocopies Ricoh Tonner/Drum5020DN	Ricoh	10	
30	Photocopier Tonner Ricoh 2015	Ricoh	10	
31	Cartridge Ribbon HP 6600 Series	HP	05	
32	Tonner for Xerox 5021	Xerox	12	
33	Laptop Bag Leather	-	20	
34	Laptop Battery (Sony/HP)	Sony/HP	12	
35	Extension Card (Handmade) 16 Amp	-	50	
36	Computer Duster full kit	-	60	
37	Colin Bottle (cleaner)	Colin	60	
38	Tonner (35-A)		20	

39	Xerox Photostate Tonner(5335)		10	
40	Cardiage (36-A)		10	
41	Ribbon(L-1310 Series)		20	
42	Wire less Key Board/Mouse		50	
43	USB/Hub		10	
44	80 colum paper A4 size Single ply		100	
45	80 colum paper A3 size Single ply		100	
46	Enternal Hard Disk		10	
47	Hard Disk Lap top 500GB		10	
48	Printer Head(L-1310)		15	
49	Cannon LB-308		10	
50	Computer Duster		100	


 Sr. Audit Officer (Admn)

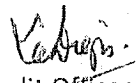
Annexure-II(A): Stationery Items for Jammu Office

S. No.	Name of Items	Tentative Requirement	Rate Per Item
1	Stapler Pin 10 No.	200	
2	Single Punch	100	
3	Stapler Pin 24/6	100	
4	Plastic Sutli Ball Type Fresh	20	
5	Photostat Paper Bilt Copy Power A4	800	
6	Photostat Paper Bilt Copy Power FS	50	
7	Photostat Paper Bilt Copy Power A3	10	
8	Dumper Royal Superior	50	
9	Flap Superior	500	
10	Note Sheet Pad 100 Sheet	200	
11	Printed file cover (Bilingual)	5000	
12	File ordinary	2000	
13	File plastic superior L Shape	200	
14	File plastic Clip Type Normal	200	
15	Permanent Marker	50	
16	White board marker	200	
17	U Pin	50	
18	Scissor Big	10	
19	Zip Folder file superior	200	
20	Sticky Pads 3"X4"	50	
21	Sticky pad 75 mm x 75 mm	50	
22	Register bilt 236 pages	1000	
23	Register 500 sheets superior	100	
24	Jotter refill Reynolds	500	
25	Slip pad A5 Desmat	500	
26	Calculator 12 Digit Casio	20	
27	Paper Pin card	200	
28	Envelope Manjushah 11 x 5 White	10000	
29	Fluid pen ordinary	200	
30	Tape Brown 2 inch 65 mtr.	100	
31	Fevistick / Glue Stick 15 gm	500	
32	Stapler HD 45 Kangaroo	100	
33	Pencil Netraj	500	
34	Rubber Non Dust Apsara	500	
35	Sharpener Natraj	500	
36	Pen Luxor V5	500	
37	Pen Luxor V 7	200	
38	Cello Type ½, 1", 1 ½"	100	
40	Cloth Khaddar per metre	50	
41	Tag white small (Bundle of 40 tags)	500	
42	Thread white	50	
43	Gum flag coloured	500	
44	Scale plastic fibre	100	
45	Paper cutter small	50	
46	Stamp Pad Big	100	
47	Dak Pad	20	
48	Awl steel	50	
49	Highlighter Pen	100	
50	Pen ordinary	1500	
51	Pad Ordinary	1000	


 Sr. Audit Officer (Admn)

Annexure-II(B): IT Consumable Items for Jammu Office

S. No.	Name of Items	Tentative Requirement	Rate Per Item
1	Mouse Optical Normal Ordinary	40	
2	Key Board	40	
3	USB Cable Printer	5	
4	Pen Drive 8 GB	50	
5	Pen Drive 16 GB	50	
6	Pen Drive 32 GB	20	
7	Pen Drive 64 GB	20	
8	Cartridge / Tonner 78 A	48	
9	Cartridge / Tonner 505 Black	48	
10	Cartridge / Toner 436 A	12	
11	Cartridge / Tonner 2612 A	24	
12	Cartridge 88A	48	
13	Dot-matrix Ribbon 2175	200	
14	Dot-matrix ribbon2090LQ	200	
15	Tonner -123	5	
16	Tonner -5020	5	
17	Tonner -5335	5	
18	Tonner -5021	5	
19	Drum Cartridge -5335	2	
20	Drum Cartridge -5020	2	
21	Drum Cartridge -5021	2	
22	DrumCartridge - 123	2	
23	Computer Paper (801)	200	
24	Computer paper karbon (804)	200	


Sr. Audit Officer (Admn)