



भारतीय लेखा तथा लेखापरीक्षा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
कार्यालय महालेखाकार (लेखापरीक्षा) जम्मू व कश्मीर और लद्दाख, श्रीनगर-190001
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) J&K AND LADAKH, SRINAGAR -190001



No: NIT/ Admn-III/ Stationery/2019-20/815

Dated: - 06.03.2020.

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 (**only Srinagar based firm**) and Branch Office in Jammu (**only Jammu based firm**) for the year **2020-21**.

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.nic.in" or can collect the same till 12.00 pm up to **20/03/2020** 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 2 pm of **20/03/2020**. The tenders will be opened in presence of all the interested bidders who wish to be present at 4 pm on **20/03/2020** in the office chamber of Sr. Dy. Accountant General (Admn), at Head Office Srinagar.

Only one rate should be quoted for one item 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 I(A), I(B) & II(A), II(B)**. The number of items to be purchased is tentative. This office does not give any guarantee of minimum purchase.

The firms/suppliers quoting rates for Srinagar/Jammu should have stores in Srinagar and Jammu respectively.

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Sr. Deputy Accountant General (Admn)

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 01/04/2020 to 31/03/2021. 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 (for supplies in respect of Jammu office) and Srinagar (for supplies in respect of Srinagar officer) to ensure timely supply of store items.
8. Supplies shall be made within 2 days from the receipt of the supply orders unless otherwise stipulated in the supply order. Supplies marked as "Emergency supply" shall 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. The supply of the items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words for all the items given in the Description of Items (Annexure I-A, I-B and II-A and II-B). **BIDS NOT QUOTED FOR ALL THE ITEMS MAY SUMMARILY BE REJECTED.**
13. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. Net-bundled price offered shall not be accepted.
14. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened.
15. In case two firms offering the lowest net bundled price evaluated prices then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item-wise on L1 basis.
16. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.
17. Financial Bid should contain only the duly filled Price Quotation
18. All the covers should be superscripted as "Tender for supply of Stationery, items and IT consumables".
19. Bids must be submitted in one outer envelope having two separate inner envelope, one containing "Technical Bid" and other containing "Financial Bid". These two inner envelopes should be superscripted as "Technical Bid" and "Financial Bid" respectively. Both envelopes should have name and address of the bidder.
20. The bid security of the unsuccessful bidder will be discharged/ returned at the earliest after completion of the tender process.
21. This office reserves the right to call for and inspect samples of items before entering into the RC.
22. Certificate of declaration (Annexure-C).
23. Jurisdiction for any legal proceedings shall be Hon'ble High court, Jammu and Kashmir at Srinagar.

Sd/=
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Annexure – "C"

CERTIFICATE OF DECLARATION

I _____ Son/Daughter of _____ / W/O _____
R/O _____ hereby confirm and declare that my/our firm/company
M/s..... is not blacklisted/delisted or debarred or on Holiday list
with any company of Private/Public Ltd or Government Company/Govt. deptt. from
participating in the tender as on date. In case at any stage, it is found that the information given
by me is false/ incorrect, Accountant General (Audit) J&K and Ladakh, shall have the absolute
right to take any action as deemed fit/ without any prior intimation to me.

Sign: For and on behalf of the Bidder

Name : _____

Position : _____

Date : _____

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, /5GSM	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	

51	STAPLER Pins 23/7	KANGROO/KORES	30 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	
92	Highlighter	Kores	200 No's	
93	Dum pad			

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ANNEXURE - I (B) IT Consumable Items
(Furnish separately)

S. No.	Particulars	Brand Name	Tantative Requirement quantity required for one year on required basis	Rate per unit
1	Keyboard (Multimedia) (USB type)	HP Original	8	
2	Mouse (Optical) (USB type)	HP Original	8	
3	Pen Drive (64 GB)	HP Original	8	
4	Pen Drive (32 GB)	HP Original	8	
5	Pen Drive (16 GB)	HP Original	8	
6	External Hard Disk (1TB)	WD	2	
7	External Hard Disk (2TB)	WD	2	
8	Internal Hard Disk for Desktop (1 TB)	WD	1	
9	Internal Hard Disk for Desktop (500 GB)	WD	1	
10	Internal Hard Disk for Laptop (1 TB)	WD	1	
11	Internal Hard Disk for Laptop (500 GB)	WD	1	
12	Power Cable for CPU/Monitor	-	5	
13	CD (Recordable)	Moserbear	50	
14	CD (Re-Writable)	Moserbear	50	
15	DVD (Recordable)	Moserbear	50	
16	CD Pouch (Big Size) (50 CD/DVD Capacity)	Original Leather	2	
17	CD/DVD Mailer with easy Lock	-	50	
18	CD/DVD Cover	Plastic	10	
19	CD Marker (Pen Type)	Luxor	10	
20	UPS Batteries 12V 7.5AH	Exide Powersafe	30	
21	UPS Batteries 12V 17AH	Exide Powersafe	10	
22	UPS Batteries 12V 26AH	Exide Powersafe	12	
23	UPS Batteries 12V 42AH	Exide Powersafe	12	
24	Tonner for Kyocera Printer FS1124FP (TK1104)	Original Kysocera	4	
25	Drum Unit for Kysocera FS 1124MFP	Original Kysocera	1	
26	Drum for Kysocera FS 1124MFP	Original Kysocera	2	
27	Drum/Drum Unit for Ecosys Printer FS1124FP	Kyocera Original	2	
28	Tonner for Ecosys Printer FS C5150DN- TK-584K	Kyocera Original	1	
29	Tonner for Ecosys Printer FS C5150DN -TK-584M	Kyocera Original	1	
30	Tonner for Ecosys Printer FS C5150DN - TK-584C	Kyocera Original	1	
31	Tonner for Ecosys Printer FS C5150DN - TK-584Y	Kyocera Original	1	
32	Tonner for Printer 88A	HP Original	46	
33	Tonner 78A for printer	HP Original	18	
34	Tonner 49A for printer	HP Original	2	
35	Tonner 12A for printer	HP Original	8	
36	Tonner for Ricoh SP300	Ricoh Original	4	
37	Tonner for Panosonic KBX1500	Panasonic Original	4	
38	Tonner for HP 1025 Printer (Complete Set 4 Tonners) (126A)	HP Original	4	

S. No.	Particulars	Brand Name	Tantative quantity required for one year as required basis	Rate per unit
39	Drum for HP LaserJet 1025 Printer	HP Original	1	
40	Tonner for Kyocera 1020TK printer	Kyocera Original	2	
41	Cartridge for HP DeskJet 1050 Printer (Combo Pack)	HP Original	4	
42	Cartridge for HP DeskJet PSC F4488 Printer (Combo Pack)	HP Original	2	
43	Tonner for Xerox Photocopier 5021	Xerox Original	2	
44	Tonner for Canan LBP351X Printer (039)	Canan Original	6	
45	Ink for Epson M200 Printer	Epson Original	5	
46	Laptop Battery (Sony/HP)	Original	2	
47	UPS 1000va	Intex Gamma	8	
48	Laptop Battery (Apple Macbook)	Original	1	
49	Computer Duster full kit	-	10	
50	USB cable for Printer	-	2	
51	Cat6 Patch card 3 mtr	Dlink	4	
52	Tonner for Photocopies Xerox 5020DN	Xerox Original	4	
53	Drum for Photocopies Xerox 5020DN	Xerox Original	1	
54	Tonner for Photocopier Xerox 5325	Xerox Original	4	
55	Drum for Photocopies Xerox 5325DN	Xerox Original	1	
56	Cartridge Ribbon Tally 6600 Series	Tally Original	6	
57	Colin Bottle (cleaner)	-	5	
58	Computer Duster	Heavy	5	
59	Cemos Battery	-	5	
60	Extension Card (Handmade) (3 Pin 3 Nos sockets with 1 big size switch)	Anchor Wood	10	

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Annexure - II (A)

Comparative Statement in respect of Stationery and Miscellaneous items for Jammu Office for the year of ~~2020-21~~ 2020-21

S. No	Name of the items	Brand Name	Tentative Requirement	Rate per items
1.	Stapler Pin 10 No. Kangaroo	Kangaroo/kores	80no,s	
2.	Single Punch Kangaroo	Kangaroo	40no,s	
3.	Stapler Pin 24/6 Kangaroo	Kangaroo/kores	80no,s	
4.	Plastic Sutli Ball Type Fresh	Nylon	20kg	
5.	Photostat Paper Bilt Copy Power A4	Image/Spectra 75GSM	800no,s	
6.	Photostat Paper Bilt Copy Power FS	Image /Spectra	20no,s	
7.	Photostat Paper Bilt Copy Power A3	Image/spectra	5no,s	
8.	Dumper Royal Superior	kores	20nos,	
9.	Flap Superior	Superior	200no,s	
10.	Note Sheet Pad 100 Sheet	Green	100no,s	
11.	File cover printed as per sample	Bilingual	3000no,s	
12.	File ordinary	-	1000no,s	
13.	File plastic superior L Shape	-	100no,s	
14.	File plastic Clip Type Normal	Superior	NIL	
15.	Permanent Marker Reynold	kores	20no,s	
16.	White board marker	Kores	100no,s	
17.	U Pin	Superior	20no,s	
18.	Scissor Big	Superior	10no,s	
19.	Zip Folder file superior	Leather	NIL	
20.	Sticky Pads 3"X4"	-	50no,s	
21.	Sticky pad 75 mm x 75 mm	-	50no,s	
22.	Register bit 236 pages	Class mate	500no,s	
23.	Register 500 sheets superior	Superior (6no)	50no,s	
24.	Letter refill Reynolds	-	NIL	
25.	Slip pad A5 Desmat	Superior	200no,s	
26.	Calculator 12 Digit Casio	Casio	20no,s	
27.	Paper Pin card	Globe	50no,s	
28.	Envelope Manjushah 11 x 5 White	TAJ /SANO	10000 no,s	
29.	Fluid pen ordinary	Luxor	80no,s	
30.	Tape Brown 2 inch 65 mtr.	WONDER	80no,s	
31.	Fevistick / Glue Stick 15 gm	kores	100no,s	
32.	Stapler HD 45 Kangaroo	Kangaroo	40no,s	
33.	Pencil Natraj	Natraj	400no,s	
34.	Rubber Non Dust Apsara	Natraj	200no,s	
35.	Sharpener Natraj	Natraj	200no,s	
36.	Pen Luxor V5	pilot	400no,s	
37.	Pen Luxar V7	pilot	200no,s	
38.	Cello Type 1/2, 1", 1 1/2 "	1/2	80no,s	
39.	Cloth Khaddar per metre	Superior	20 Meter	
40.	Tag white (Bundle of 40 tags)	Nylon	200 no,s	
41.	Thread white	MODI	20 no,s	
42.	Gum flag coloured	-	200no,s	



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43.	Scale plastic fibre	-	40 nos	
44.	Paper cutter small	-	20no,s	
45.	Stamp Pad Big	-	20no,s	
46.	Dak Pad	Superior	10no,s	
47.	Awal steel	VENUS/VOLGA	40no,s	
48.	Highlighter Pen	-	80no,s	
49.	Pen ordinary	-	800no,s	
50.	Pad Ordinary	-	800no,s	
51.	Tag Big (Bundles)	Nylon	50no,s	
52.	DUSTER	Cloth	200no,s	

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Annexure - II (B)

Statement in v/o IT Consumable Items for Jammu Office

S.No	Name of Item	Brand Name	Quantity Required	Rate per Item
01	Mouse Optical Normal Ordinary	HP	20no,s	
02	Key Board	HP	20no,s	
03	USB Cable Printer	-	05no,s	
04	Pen Drive 8 GB	HP/SONY	40no,s	
05	Pen Drive 16 GB	HP/SONY	40no,s	
06	Pen Drive 32 GB	HP/SONY	20no,s	
07	Pen Drive 64 GB	HP/SONY	20no,s	
08	Cartridge / Toner 78 A	HP	20no,s	
09	Cartridge / Toner 505 Black	HP	20no,s	
10	Cartridge / Toner 436 A	HP	NIL	
11	Cartridge / Toner 2612 A	HP	30no,s	
12	Cartridge 88A	HP	50no,s	
13	Dot-matrix Ribbon 2175	HP	40no,s	
14	Dot-matrix ribbon 2090LQ	HP	20no,s	
15	Drum (A.G Sectt.) 123	Cartridge (HP)	02no,s	
16	Toner (A.G Sectt.) 123	Cartridge(HP)	5no,s	
17	Drum (ICT)-5020	Cartridge(HP)	02no,s	
18	Toner (ICT)-5020	Cartridge(HP)	5no,s	
19	Drum (Admn-I) 5335	Cartridge(HP)	02no,s	
20	Toner (Admn-I)-5335	Cartridge(HP)	5no,s	
21	Drum (Admn-II)-5021	Cartridge(HP)	02no,s	
22	Toner (Admn-II)-5021	Cartridge(HP)	5no,s	
23	Drum (Report Section)-5024	Cartridge(HP)	02no,s	
24	Toner (Report Section)-5024	Cartridge(HP)	5no,s	
25	Computer Paper 801	CITIZEN	200no,s	
26	Computer Paper 804	CITIZEN	200no,s	
27	Cartridge/Toner 18A	HP	5no,s	


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